

THE BUYERS NETWORK

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THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

Purchasing's Barry Gunnoe Honored as the 2005 Employee of the Year for Dept. of Administration

"And the Employee of the Year for 2005 is...Barry Gunnoe from Purchasing," said Secretary Rob Ferguson in a special ceremony on December 14 at the State Capitol.

Based on ballots submitted by our employees, Gunnoe was selected from the twelve *Employees of the Month* for 2005 as the recipient of this year's most prestigious award. An Administrative Services Assistant 1, Gunnoe has worked for the Department of Administration for 30 years.

Despite Gunnoe's apprehension, his children were confident he would be selected. Prior to the ceremony, his daughter Amber told Gunnoe's supervisor, Janice Boggs, "I just know he is going to get it."

The night before the ceremony, his son Kenny asked his dad to take him to see King Kong, but Gunnoe told him he had to wait until pay day. Kenny replied, "What do you mean, you're gonna get paid tomorrow!"

The Employee of the Year recipient receives a \$2,500 bonus and an engraved plaque.

Although many accolades were expressed about Gunnoe, the most common comment targeted his positive attitude and his willingness to help others. "Barry is a true public servant," said Dave Tincher, Director of Purchasing. "He, literally, jumps at the chance to help people.



2005 Department of Administration's Employee of the Year ...

Congratulations to Purchasing's Barry Gunnoe for being selected for this prestigious honor. Pictured (l-r) are Assistant Director Ken Frye, Gunnoe, Purchasing Director Dave Tincher, and Fleet and Employee Parking Manager Janice Boggs.

Needless to say, we're all very proud of him."

Gunnoe was honored with the recognition and for being selected among the other impressive department employees who were nominated. "This has been a great day for me and my family," he said. "I just can't believe that, from this caliber of people, I was the one chosen."

INSIDE...

- **Director's Comment:** 2006 Expected to Bring About Many Positive Changes to State Purchasing
- Taking a Look Back at Our Accomplishments
- What's the State Buying?
- **Statewide Contract Spotlight:** General Truck Sales
- Current Statewide Contract Update

THE PURCHASING DIRECTOR'S COMMENTS



2006 Expects to Bring Positive Changes to State Purchasing

By Dave Tincher
State Purchasing Director

The days of 'status quo' will finally be cleared away and replaced with better, more efficient ways of performing our jobs.

What has been done for the past five decades is not sufficient reasoning for why we continue the practice. With the support of our state legislators and government officials, it will soon be a time of change in state purchasing.

Charlyn Miller Accepts Purchasing Position with Rehab Services



Charlyn Miller has recently accepted a position with the Division of Rehabilitation Services as their agency procurement officer, effective January 2, 2006. Charlyn has served as a senior buyer for the Purchasing Division under the Acquisition and Contract Administration Section.

The Purchasing Division extends our best wishes to Charlyn in her future endeavors.

This long-awaited *reform* will cause excitement as well as some concern to surface as does any type of change. But, as an assurance, the Purchasing Division will communicate with our agency partners, along with the vendor community, to provide guidance regarding any change in policy or procedure.

Once the changes are made, our first goal will be to update our Policies and Procedure Handbook and **Legislative Rule**. Knowing that this reform was approaching, the division waited to release a revised handbook until this major reform was completed.

As many of us make our New Year's resolutions, I too have concentrated my focus on the direction of state purchasing in West

Virginia. It is my goal to offer enhanced training and guidance to state agency personnel.

Because of staff limitations, offering the *extra services*, such as training, has been difficult in the past; however, we hope to fully staff our division so that this vital service can be provided.

Pushing through the technology barriers which have constrained our process in the past will hopefully be addressed with an electronic purchasing system. Our current system is more than 15 years old.

These changes should be viewed as forward steps to the future that will result in positive outcomes.

What's State Government Buying?

(This information is compiled from the **West Virginia Purchasing Bulletin**. The purpose is to provide an awareness of the variety of products and services being procured in state government. Only a small sample of solicitations are listed.)

◆ Bureau of Employment Programs

Request to provide 10,000 booklets, titled "The Job Hunting Handbook" and "Surviving a Layoff," published by Dahlstrom & Co., Inc. to various BEP locations.

◆ West Virginia Legislature

Request to print and distribute the 2006 issues of the Legislative "Wrap Up" newsletter.

◆ Department of Health and Human Resources

Request to provide, install and program a Nortel BCM 50 telephone system for the Wirt County DHHR office in Elizabeth, WV.

◆ Division of Engineering and Facilities

Request to provide herbicide application for eradication of invasive species from the Volkstone Tract at Camp Dawson in Kingwood, WV.

◆ Department of Environmental Protection

Request for a reclamation contract of 35 acres of disturbance located at Pinch, WV (Kanawha County).

Statewide Contract Spotlight...

General Truck Sales Enjoys its Working Relationship with State

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information on the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

General Truck Sales Corporation has enjoyed doing business with the state of West Virginia for nearly 25 years, according to its Fleet Manager Kevin Wiseman.

Currently, General Truck services the statewide contract for motor vehicles (MV06C), which includes GMC products such as the Canyon and Sierra trucks as well as the Savana vans.

"We did very well on the state con-

tract this year," Wiseman said. He added that working with the state has provided a boost to their already successful business.

Wiseman expressed his appreciation to the Purchasing Division for their assistance when participating in the competitive bidding process. "The purchasing staff does a great job," he added.

General Truck Sales has been doing business for decades. On January 1, 1937, Andy Bell and Bill Male acquired a GMC franchise and opened General Truck Sales on Watts Street in Charleston.

In 1970, they moved to the Charleston Ordnance Center in South Charleston, after which the General Manager Raymond Meadows acquired ownership. In 1993,



Fleet Manager Kevin Wiseman says they have dedicated considerable time and resources to modernizing their computer systems providing more efficient fleet management.

Charles "Chuck" Haden III and O.D. "Bud" Bush purchased General Truck Sales from the estate of Ray Meadows, continuing the tradition of sales and service.

General Truck Sales has more than 18 mechanics with 38 repair bays available to perform any warranty or service work on vehicles, if necessary. The service personnel, who are factory trained and certified, possess up to 30 years of experience in the organization.

For the past two years, they have dedicated considerable time and resources to modernizing their computer systems to provide more efficient fleet management, service and repair profiling, parts inventory, invoicing and accounting.

For additional information or if you have questions concerning the services offered by General Truck Sales Corporation under this statewide contract, please contact the following contact person:



General Truck Sales has more than 18 mechanics with 38 repair bays available to perform any warranty or service work on vehicles, if necessary.

Continued on Page 7

Surplus Property's Weekly Sealed Bid Process Offers Bargains to the Public

In addition to public auctions that are conducted in the warmer weather months, state surplus property may be acquired by the public through a weekly sealed bid process. Surplus Property Manager Ken Frye invites prospective bidders to visit the state warehouse and 'showroom' to see the hidden treasures that await them.

"Individuals can come and place a bid on any state property," he said. "Those bids are collected and opened each Monday at 9 a.m." Minimum prices are posted on each item.

Frye explains that there are two requirements to the sealed bid process: the bid must be at least the minimum price posted; and the award must be offered to the highest bidder.

"This process has become one of the most popular ways for the public to acquire state property," he said. "They get the first chance at getting the property before it goes to public auction." He added that state employees, excluding Purchasing Division's staff, are encouraged to participate.

Although the selection changes weekly, the types of items available include office furniture, vehicles, farm/lawn equipment, hand tools and computers, which are excellent for students.

"It gives individuals a chance to come down and purchase items at the same prices as dealers, who purchase for resale," he said.

Aside from the usual, more routine items, Frye said Surplus Property occasionally receives



Desks are just some of the property available by sealed bid.

those unique items, such as a baby grand piano, Harley Davidson motorcycles, and Mercedes and Porche vehicles.

"We go out of our way to make our customers feel comfortable," he said. "Our staff is anxious to answer any questions that may arise."

Please note that a listing of state vehicles available are posted and updated weekly on the Surplus Property's website at www.state.wv.us/admin/purchase/travel.

Remember to Plan Ahead for Your Agency's Purchases

Lead times on most commodities and services continue to become larger because of economic conditions throughout the country.

It is never too early to plan your needs for the months ahead and place your orders or solicit the required competition as soon as possible.

Ample time must be provided for processing your requisitions through the Purchasing Division, receiving your merchandise and processing the payment of the invoices.

Create a timeline for your purchase plan and make every attempt to follow your *plan* accordingly.

MoneyWise...

Tips for the Thrifty

Improve Your Credit Score

Many people have no idea what their credit score is, but it is easy to find out. Simply visit annualcreditreport.com. A new study shows that the average person could save \$76 a year on interest by raising their score by just 30 points. Here are some ways to do it:

- ◆ Pay more than the minimum payment so your balance does not build up.
- ◆ Pay bills on time. If you have been late, paying on time for six to nine months can raise your score.
- ◆ Don't borrow the maximum on any one card even if there is a low-interest offer. If you have a card with \$10,000 in available credit, do not owe more than \$6,000.
- ◆ Don't open two or three new cards within a couple of months. This will lower your score.
- ◆ A credit score of 720 or more will get you favorable rates on credit cards, auto loans and mortgages.

Taking A Look Back on Our Major Accomplishments

Each fiscal year, the Purchasing Division prepares an annual report, detailing the accomplishments achieved. Below is a brief summary of some of the highlighted achievements during fiscal year 2005 (July 1, 2004 - June 30, 2005):

Statewide Contracts Online

The Purchasing Division completed a project to scan statewide contracts and make them available at the division's website, <http://www.state.wv.us/admin/purchase/swc>.

The information at this site is offered for the convenience of our Internet visitors. The site is not maintained in real time; therefore, contract activity such as an award, renewal, extension or cancellation may occur before the information is posted. Official copies of each statewide contract are on file in the Purchasing Division offices located at 2019 Washington Street, East, Charleston, West Virginia. In the event a discrepancy is found between the scanned version appearing on the web site and the official copy, the information contained in the official copy will prevail.

Reassignment of Buying Staff on an Agency Basis

In accordance with a pilot program which successfully went into effect July 1, 2004, the Purchasing Division assigned its buying staff certain agencies for which they process purchasing documents.

In the past, buyers were assigned specific commodities; however, this new concept is expected to result in greater efficiency, enhanced communications and more effective working relationships by having the state agencies work directly with one point of contact within the Purchasing Division.

Positive outcomes have been realized from this change of assignment for the buying staff under the Acquisitions and Contract Administration Section.



GSA Online Federal Auctions

In an effort to dispose of federal property currently warehoused in Dunbar, the Surplus Property Unit is venturing into online auctions, with the help of the U.S. General Services Administration (GSA). This federal agency works with each state in disposing of federal surplus property to

eligible organizations.

How does it work? It's simple. The Surplus Property Unit gathers a list of federal property that has been on display in its warehouse for at least one year. These are items that would be of interest to a large audience of individuals and can be sold as one item or a 'lot' of items, for example, a specified number of computers.

This list is forwarded to GSA officials, with a description and photograph. The responsibility is then transferred to GSA to make it available on its online auction site (<http://www.gsaauctions.gov>).



Purchasing Bulletin Goes Electronic

Effective with the June 3, 2005 issue, the *West Virginia Purchasing Bulletin* was offered ONLY in an electronic format at the Purchasing Division's website at: <http://www.state.wv.us/admin/purchase/newbul.htm>.

The May 27, 2005 issue was the last printed issue mailed, after which, no future copies have been mailed to vendors. Issues are updated electronically with new bidding opportunities and are available on our division website each Thursday.

The Purchasing Division continuously seeks ways to improve our services to state agencies and our valuable business partners.

Professional Development Training Sponsored by Division

Twenty-three purchasing representatives from state government participated in a course, sponsored by the Purchasing Division, and offered by the National Institute of Governmental Purchasing, Inc.

"Purchasing Management and the Relentless Pursuit of Excellence" was the topic for the 8-hour course conducted at Mountaineer Race Track and Gaming Center on October 26-27, 2004. This class provided credit hours for those agency purchasers who were seeking certification through NIGP. Fred Marks was the instructor for this course.

The Purchasing Division is pleased with the positive response from this course and hopes to offer more professional development opportunities in the future.



Agency purchasers learned the importance of striving for excellence at a NIGP seminar sponsored by the Purchasing Division.

Current Statewide Contract Update

(As of December 15, 2005)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this **Current Statewide Contract Update** are subject to change. All statewide contracts are available online at www.state.wv.us/admin/purchase/swc. For more information, please contact Senior Buyer Betty Francisco at (304) 558-0468 or via e-mail at bfrancisco@wvadmin.gov.

Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
IP	Information Processing Equipment	Lenovo	12/06/05

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
PAPER06	Paper Products	12/13/05	Yes
HOUSE06	Cleaning Products	12/13/05	Yes
MOTEL06	Discounted Lodging Accommodations	11/29/05	Yes
LABSUP06	Laboratory Supplies	09/27/05	*
TCARD06	Travel Card Services	09/29/05	10/20/05

* Contract will be rebid due to no valid bids received

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
LAN04B	Local Area Network	Enterasys	12/14/06

Contracts Reviewed

JANUARY

FLRCOV
Carpet and Rugs

SANPAP
Sanitary Paper Supplies

SELECT
Microsoft Products - Sold under Microsoft Select Agreement

FEBRUARY

CANLINER
Plastic Can Liners

PAINT
Paint and Accessories

PHOTO
Photography Film and Supplies

SUPFD
Supplemental Liquid Food Items

TEMP
Temporary Employment Services

WELD
Welding Supplies

Miscellaneous Action on Statewide Contracts

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
MV06 [E]	Motor Vehicles	Jack Garrett	Re-added Class 17
MV06 [H]	Motor Vehicles	Stephens Auto	Remove Class 17
SYSFURN05 [C]	Furniture	Comtemporary Galleries	Revise Catalog List
SYSFURN05 [A]	Furniture	Allsteel	Revise Catalog List
SYSFURN05 [F]	Furniture	Kimball	Revise Catalog List

FOR MORE INFORMATION...

Who Are You Going to Call?

Below is a list of the Purchasing Division buyers who are assigned specific agencies. Betty Francisco is responsible for all statewide contracts.

File 21	Vacant
File 22	Vacant
File 23	Chuck Bowman (558-2157)
File 31	Evan Williams (558-2316)
File 32	Mike Sheets (558-2544)
File 33	John Johnston (558-2402)
File 41	Ron Price (558-0492)
File 42	Betty Francisco (558-0468)

PURCHASING CONNECTION

Surplus Property Seeks Alternative Ways in Disposing Electronic Equipment



Due to environmental concerns surrounding the disposal of electronic equipment, such as computers, the cost of handling such equipment has skyrocketed in recent years.

The Surplus Property Unit is charged with the responsibility of disposing of all assets no longer needed by state agencies, including electronic equipment.

However, recent changes in environmental law prohibits the Surplus Property Unit from disposing unusable equipment in landfills.

Thus, the unit established a policy in which they would only accept computer equipment that is complete and reusable. For those items incomplete or irreparable, the Surplus Property Unit would request the agency to provide an appropriate, environmental manner, such as recycling. This task was

becoming more difficult and more costly.

Some agencies have entered into agreements with companies to have their inoperable equipment disposed of for a cost of up to \$1 per pound. At the time, that price seemed reasonable due to the prohibition of disposing this equipment in local landfills.

Surplus Property Manager Ken Frye realized the need to have a contract that all agencies may use for this service. He approached Karen Byrd, Assistant Director of the Acquisition and Contract Administration Section, who, in turn, requested Betty Francisco, the senior buyer in the Purchasing Division who handles statewide contracts, to research the possibility of entering into a contract for the recycling of electronic equipment.

"We decided to solicit vendors to contract with the state for the

recycling of such equipment. The types of equipment includes monitors, central processing units, television sets, copiers and other miscellaneous equipment," he said.

Environmental Waste Specialists of Chantilly, Virginia, was the successful vendor, with a bid of 8 cents per pound. The vendor recycles the equipment in accordance with environmental guidelines and also is responsible for picking up the equipment at any location throughout the state of West Virginia within 30 days after receiving the request.

"The key to this contract is that we are not *disposing* in the sense of taking items to the landfill. We are *recycling* the equipment," Frye said. The specifications strictly state the successful vendor is forbidden from sending any equipment through this contract to the landfill. Prior to the contract award, the vendor was required to certify it would recycle the equipment.

"This contract is expected to generate substantial savings to the state, while offering an environmentally accepted manner of disposal," he said.

Statewide Contract Spotlight

Continued from Page 3

Kevin Wiseman

Fleet Manager

General Truck Sales

Charleston Ordnance Center

South Charleston, WV 25303

(304) 744-1321

kevin@gtsww.com

This contract is available on the purchasing website at <http://www.state.wv.us/admin/purchase/swc/TEMP.htm>. Prior to using any statewide contract, agencies are strongly encouraged to check the website for contract provisions that may apply.

Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

Diane Holley, Assistant Director
Communication and Technical Services Section
West Virginia Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
E-Mail Address: dholley@wvadmin.gov



Name _____
Organization _____
Address _____
Telephone Number _____
E-Mail Address _____
Need Information about _____

In This Issue... Did You Read About?

- Congratulations to Barry Gunnoe of the Purchasing Division for being selected as the Department of Administration's Employee of the Year... **See Page 1.**
- Statewide Contract Spotlight:** General Truck Sales Corporation... **See Page 3.**
- Great bargains can be obtained through Surplus Property's weekly sealed bid process... **See Page 4.**
- Several accomplishments were achieved during fiscal year 2005... **See Page 5.**
- Current Statewide Contract Update... **See Page 6.**
- Electronic equipment can be recycled through a new statewide contract... **See Page 7.**

STATE OF WEST VIRGINIA

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