

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

Fleet Management Program Announces New Retirement and Replacement Policy

A new policy for vehicle retirement and replacement under the Department of Administration's Fleet Management Program is now in effect, according to a memorandum released last month from Cabinet Secretary of Administration Robert W. Ferguson, Jr.

The new retirement policy is four (4) years and 100,000 miles. Prior to this change, the vehicle retirement/replacement policy was five (5) years and 125,000 miles, requiring state agencies to drive and maintain their fleet vehicles beyond

the most economical point of replacement.

By extending the life of these fleet vehicles, additional maintenance costs have escalated, downtime has increased resulting in loss of productivity, and the resale value has been severely diminished.

Agency fleet coordinators were informed by the Fleet Management Office of the new policy and asked to notify our office when assigned vehicles meet these criteria and need to be replaced. This policy change only affects agencies which are statutorily required to lease vehicles through the Department of Administration's Fleet Management Program.

For additional information regarding this policy change, contact Fleet Manager Janice Boggs at (304) 558-0086 or via email at jboggs@wvadmin.gov.



Purchasing Inspectors Roll Out its Program to Various State Agencies

Progress continues with the newly established Inspection Program, which is organizationally structured under the Contract Management Unit of the Acquisition and Contract Administration Section.

The Inspection Program is responsible for reviewing and auditing spending unit requests and purchases that fall under the division's authority.

An inspection function has not been fully functional for nearly 15 years, due to the loss of funding and

attrition of former inspectors. However, the program was resurrected through the Purchasing Reform legislation which passed during the 2006 Regular Session of the State Legislature.

Since December, the program has made progressive steps. Beginning with its pilot agency, the Purchasing Division, the inspectors are now inspecting other state agencies, showing great enthusiasm and success.

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THE DIRECTOR'S COMMENTS

Improvements from Purchasing Reform Begin to Surface

By Dave Tincher
State Purchasing Director

When a governmental function experiences an extensive review, resulting in substantial changes, the transitional period takes coordination and communication.

As many of you know, the purchasing function in state government went through a reform during the 2006 Legislative Session. Many changes to the existing **West Virginia Code** were made, allowing for more flexibility while ensuring the internal safeguards already in place.

The Purchasing Division is pleased with the progress made thus far. One of those changes was the creation of a Contract Management Unit under the Acquisition and Contract Admini-

stration Section, which will not only oversee contract management of projects, but provide inspection services. As noted in this issue of **The Buyers Network**, our inspection program is now visiting state agencies providing auditing and educational assistance to agency purchasing personnel.

Additionally, several reform measures have been implemented which have and will continue to result in more efficiency in state procurement, including:

Sole Procurements: To assure that there is no competition for certain commodities or services, the Purchasing Division, upon a request from an agency for a sole source purchase, advertises the potential sole source acquisition in the **West Virginia Purchasing Bulletin**. Specific guidelines are now in place.

Piggybacking/ Multi-State Contracting:

The Purchasing Division is seeking opportunities to utilize existing contracts, including those entered into from the federal government, agencies of other states or cooperative purchasing consortium, if financially advantageous. Specific requirements have been developed.

Other reform initiatives that the Purchasing Division is seeking opportunities to utilize include negotiation when all bids exceed available funds and discussion and final offers.

The Purchasing Division continues to pursue the creative options which we now have available to us. We look forward to working with the agency procurement officers on innovative solutions to their purchasing needs.



SURPLUS PROPERTY PUBLIC AUCTION

The West Virginia State Agency for Surplus Property (WVSASP) will conduct its next absolute auction on Saturday, May 5, 2007, at 2700 Charles Avenue in Dunbar.

Gates open at 9:00 a.m., with the auction beginning at 10:00 a.m.

For additional information and a list of merchandise to be sold, please contact WVSASP at (304) 766-2626 or toll-free at 1 (800) 576-7587.

Please note that property will not be awarded through the weekly sealed bid process the week immediately preceding the public auction. Specific merchandise advertised for this public auction will not be available for sealed bids. There are no minimum bids at the auction.

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.)

- ◆ **West Virginia State Police**
Request to provide self-luminous night sights for installation on shotguns.
- ◆ **Division of Natural Resources**
Request to provide elevator power unit replacement and ADA compliance elevator telephone installation.
- ◆ **Department of Environmental Protection**
Request for an open-end contract to provide approximately 1,000 tons of lime to be delivered in bulk amounts to various special reclamation job sites.
- ◆ **Department of Education**
Request to provide 21st Century tools for public schools.
- ◆ **Division of Rehabilitation Services**
Request to provide labor and materials to re-roof the chapel.
- ◆ **Division of Motor Vehicles**
Request to provide the composition and manufacture of monthly vehicle and drivers license renewal.

Statewide Contract Spotlight...

Allegheny Environmental Services Provide Asbestos-Related Assistance

Allegheny Environmental Services, L.L.C. is a West Virginia-owned and operated company that provides the state of West Virginia with asbestos-related services, consisting of abatement, inspection and training.

Established in 2001, the company is one of the successful vendors on the statewide contract for asbestos abatement (ABATMNT07A). The other successful vendors are AML, Astar, and Raze. For additional information on this contract, please visit <http://www.state.wv.us/admin/purchase/swc/INSTRCTNSABTMNT.pdf>.

"Asbestos Containing Materials (ACM) are dangerous and should never be disturbed without proper training and equipment," said Vicki Lewis, Asbestos Training Course Director for Allegheny Environmental Services. Consequently, the services and EPA approved training that Allegheny Environmental provides state agencies are invaluable.

She explained that inspections provide for identification of asbestos containing materials and are required prior to demolition or renovation of properties that have asbestos identified within them.

Equipped to meet all agencies' training needs, Allegheny Environmental offers asbestos courses at its Morgantown training center, including:

- Asbestos Worker Initial Course
- Asbestos Work Recertification
- Asbestos Supervisor/Contractor,
- Asbestos Supervisor/Contractor Recertification
- Asbestos Inspector Initial Course
- Asbestos Inspector Recertification

- Asbestos Management Planner Initial Course
- Asbestos Management Planner Recertification
- Asbestos Project Designer Initial Course
- Asbestos Project Designer Recertification
- WV Air Clearance Monitor Initial Course
- WV Air Clearance Monitor Recertification
- Asbestos Operations and Maintenance.

The instruction staff at Allegheny Environmental has over 36 years of experience in the asbestos industry. Lewis indicated that every employee is a West Virginia resident with an outstanding work performance record with regulatory agencies and eagerly looks forward to fulfilling your asbestos training requirements.

Registration for training may be made by telephone or by printing the downloadable form and mailing/faxing to Allegheny Environmental.

For additional information regarding the company and a description of their services or classes, visit their website at:

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

West Virginia Code, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.

<http://geocities.com/aes.asbestostraining>

Should you have any questions regarding its services or training courses, please feel free to contact:

Mike Jenkins
Allegheny Environmental Services
P.O. Box 861
Morgantown, WV 26807

(304) 291-2599 Office
(304) 291-5120 Fax
(304) 692-8635 Cell



Allegheny Environmental Services, L.L.C. is a West Virginia owned and operated company that provides the State of West Virginia with asbestos related services consisting of abatement, inspection and training.

Current Statewide Contract Update

(As of March 15, 2007)

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 JoAnn Adkins at (304) 558-8802 or via e-mail at joadkins@wvadmin.gov.

Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
OFFICE07	Office Supplies	Office Max Inc.	03/01/07
ERCYCLE07	Electronic Recycling	Office Max Inc.	03/01/07
MOTL07	Hotel / Motel Accommodations	Various Vendors	01/01/07

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
TEMP07	Temporary Personnel	03/15/07	Yes
DEBT07	Debt Collection Services	03/15/07	Yes
RTIRE07	Retread Tires	03/15/07	Yes

Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
SELECT07	Large Account Reseller Contract for Microsoft	None	04/12/07
RECMGT07	Records Management Services	02/14/07	03/28/07
CABLE07	Computer Data Cable	03/08/07	04/05/07
CANLINE07	Trash Can Liners	04/03/07	04/24/07

Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
SAT03	Satellite Transponder	Intelsat General Corporation	06/14/07

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
ALUM05	Class II Aluminum	Rocal Inc.	02/28/08
MA01SW03	License Agreement	Environmental Systems	02/28/08
ENTPRZ05	Software	Software House International	05/31/08
CLRM05	Classroom Furniture	Tom Sexton & Associates	03/31/08

Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
IP06	Information Processing Equipment	Lenovo	New contact information corrected
SELECT04	Software	Software House Int'l	Revised price list
SANPAP05 [A]	Sanitary Paper Supplies	Liberty Distributors	Revised price list
ABATMNT07 [A-C, E]	Asbestos Abatement	[A] Allegheny Environmental; [B] AMI; [C] Astar [E] Raze Int'l	Procedural change
DIGCOP04 [B, E, H]	Digital Copiers	[B] Lanier; [E] IkonOffice Solutions; [H] Xerox Corp.	Model changes
MV07 [C, H]	Motor Vehicles Supplies	[C] General Truck Sales [H] Stephens Auto Sales	[C] Correct model numbers; [H] Correct options Class 21

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date.

APRIL

CABLE

Coaxial Cable

CANELINE

Trash Can Liners

ENTPRZ

Microsoft Enterprise Products

MAY

A/EBATT

Automotive and Equipment Batteries

FILTER

Oil, Gas and Air Filters

FUEL

Motor and Heating Fuel

MA03SE05

Novell - Master Agreement

RSHEET

Reflective Sheeting

SAT

Satellite Transponder Time

PURCHASING CONNECTION

JoAnn Adkins, our Statewide Contract Buyer, Looks Forward to Challenges

JoAnn Adkins, who joined the Purchasing Division in September of last year, has recently been assigned to handle all statewide contracts for the Purchasing Division.

She was fortunate to be trained by her predecessor, Betty Francisco, who retired at the end of February. JoAnn stated that she is currently in the process of absorbing all the information associated with statewide contracts as well as the needs

of each agency. There are more than 80 statewide contracts currently in effect. For a list of all statewide contracts processed by the Purchasing Division, visit our website at <http://www.state.wv.us/admin/purchase/swc>.

"I am excited to be embarking upon this new adventure. But, it will be nice to finally settle into a routine and step into some of the same puddles that Betty did," Adkins said.

For questions concerning statewide contracts, please contact JoAnn Adkins at (304) 558-8802 or joadkins@wvadmin.gov.



Bi-Annual Review to Address Mileage Reimbursement

Due to the fluctuating gasoline prices in recent months, many state employees



have voiced concern that the state-approved mileage reimbursement rate does not keep pace with these changes, said Cabinet Secretary Robert W. Ferguson Jr. of the Department of Administration in a memorandum dated March 23, 2007.

Traditionally, the state mileage reimbursement rate has mirrored that of the federal government. Secretary Ferguson explains that since the State Travel Management Office is statutorily administered within his department, he will be responsible to review the state reimbursement rate and compare it with the federal government reimbursement criteria, which is approved by the Internal Revenue Service.

This review will take place bi-annually (in July and January of each year) to determine the rate for the following six months.

Notification will be sent through the State Travel Management Office to the respective agency travel coordinators regarding the results of the review and, if applicable, any change that may be made to the current mileage reimbursement rate.

Questions regarding the state mileage reimbursement rate or any other travel-related issue should be directed to your agency travel coordinator or the State Travel Manager Catherine DeMarco at (304) 558-2613 or via email at cdemarco@wvadmin.gov.

Legislative Rule for Purchasing Modified

With the passage of House Bill 2616, the Legislative Rule relating to Purchasing (CSR 148) has been approved.

The Purchasing Division is in the process of making the appropriate changes to the Rule and filing with the Secretary of State. Once this is completed, a notification will be issued to all procurement officers.

At this time, changes reflected in the Rule will be made to the Purchasing Handbook and agencies will be provided with a final opportunity to suggest specific changes.

Inspection Unit

Continued from Page 1

"We've had a great response with at least one spending unit volunteering to be one of the first for us to inspect," said Contract Manager Mike Sheets. "As we slowly roll out the program, we hope to be in full swing by July of this year."

With some informational tools being developed, Sheets said he views education as the primary role of this program. "We want to be considered at the agency level as a resource for the spending unit and the procurement officers within state government, somebody they can come to for any questions they might have," Sheets adds.

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 _____

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