

# 2009 Purchasing Division OPEN HOUSE

## Tuesday, June 2<sup>nd</sup> / 10 a.m. - 2 p.m.

# THE BUYERS NETWORK

JUNE 2009 - VOL. 19, ISSUE 6

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

## It's Time Again to Start Thinking About Nominees for the Annual Purchasing Recognition Awards

The Purchasing Division needs your input to determine this year's recipients of its two recognition program: Agency Procurement Officer of the Year and Partner in Purchasing. Nominations are now being accepted!

The honorees will be announced at the 2009 Agency Purchasing Conference on Sept. 29-Oct. 2 at Canaan Valley Resort and Conference Center. If you would like to nominate an individual, complete the necessary forms by visiting the Purchasing Division's Intranet web site at: <http://intranet.state.wv.us/admin/purchase/recognition> or contact Brian Holmes at 558-

7022 or via e-mail at [Brian.J.Holmes@wv.gov](mailto:Brian.J.Holmes@wv.gov).

The Agency Procurement Officer of the Year program recognizes individuals who have demonstrated high levels of performance and professionalism for their respective agency.

The Partner in Purchasing program honors individuals who have excelled in

representing their agency in one of the various programs administered by the Purchasing Division: Fleet Management, Fixed Assets, Surplus Property, TEAM and Travel Management.

More information on the two programs as well as the established

criteria is available at the Intranet site listed previously. All nominations must be submitted no later than Friday, Aug. 14, 2009.

*Send your nomination forms in today!*



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## Conference Registration Set to Open on July 1

The 2009 Agency Purchasing Conference is scheduled for Sept. 29-Oct. 2, at Canaan Valley Resort and Conference Center in Davis, West Virginia. Registration for the conference as well as details on lodging, classes and events is expected to be available by July 1, the anticipated date for registration to begin. For more information or suggestions on this year's conference, please contact Brian Holmes at (304) 558-7022 ([Brian.J.Holmes@wv.gov](mailto:Brian.J.Holmes@wv.gov)), or Diane Holley at (304) 558-0661 ([Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)).

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## THE DIRECTOR'S COMMENTS

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# Purchasing Division's OPEN HOUSE Keeps with Tradition

By Purchasing Director Dave Tincher

The phrase, "if something isn't broken, don't fix it," definitely applies to the Purchasing Division's OPEN HOUSE event, which was initiated last year in an effort to network with our agency purchasers and introduce many of our relatively new staff members. With more than 90 attendees at last year's event, we decided to make it an annual gathering!

This month, on Tuesday, June 2, from 10 a.m. to 2 p.m., the Purchasing Division yet again will open its doors to welcome our agency partners during our OPEN HOUSE.

In addition to promoting some of our new projects and services that we have introduced in recent months, the primary goal of this event is to provide agency purchasing personnel the opportunity to meet our staff and actually

discuss purchasing transactions that needs personal attention.

As part of our daily routine, our staff is busy processing agency's purchasing transactions that they may not have the opportunity to take the time necessary about various issues relating to your agency's procurement role. Although the annual purchasing conference is a great networking opportunity for these types of discussions, but once a year may not be enough. For this reason, I wanted to personally invite agency purchasing personnel to come during this special time to allow us to better serve you.

As noted in the promotional materials regarding this event, we will have



several stations focusing on particular services, including inspection services, training and technology. An information center will be established to assist those in attendance with valuable resources on our statewide contracts, piggyback contracts, regulatory and statutory requirements, and staff. Refreshments will also be served throughout the day.

I look forward to seeing many familiar faces as well as meeting many new purchasing professionals who have recently joined the state government purchasing field. My staff and I are enthusiastic for this opportunity to talk 'purchasing' with you during our OPEN HOUSE.

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## Karen Byrd Flies the Purchasing Division Coop

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The Purchasing Division bids a fond farewell to one of its most endearing employees, who retired at the end of May.

Karen Byrd has retired after more than 34 years as a public employee. She joined the Purchasing Division in July, 2001 as the External Relations Manager and was named Assistant Director for the Acquisition and Contract Administration Section one year later.

"It truly has been a privilege to work for the state here in the Purchasing Division," Byrd said. "As I have gotten to know people at Purchasing and those state employees involved in the procurement process in other agencies, I have come to appreciate the multitude of talented and dedicated individuals who have and continue to serve this state as a public servant.

"Making the decision to retire is absolutely one of the most difficult decisions I have ever made. I have truly enjoyed working for the state, but I am also anxious to see what the next chapter of my life holds."

Byrd said her favorite part of the job, aside from working with people, was "working with agencies to solve problems and helping achieving their goals and, of course, the Agency Purchasing Conference."



Purchasing Division's Karen Byrd, seen above right during the 2008 OPEN HOUSE, has retired following more than 34 years as a public employee.

Prior to joining the Purchasing Division, Byrd was with the Federal Public Housing office for 27 years. Combining federal and state jobs, Byrd retires with more than 20 years of government purchasing experience.



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# WVARF's Executive Director Greg Raber Sees Potential for Growth with Program

Greg Raber moved through the business world focused on retail, so it was not until he became the business manager for a community rehabilitation program (CRP) in Morgantown that he had any experience working with the disabled. It was, however, all that it took.

"It quickly became a passion for me, simply because once I was inside the box, I could see what was going on outside of the box," he said. Raber was recently named the executive director for the West Virginia Association of Rehabilitation Facilities (WVARF). Raber had previously been the director of business development.

WVARF acts as a subcontractor to 25 CRPs throughout the state as part of the State Use Program. The program allows the employment of persons with disabilities through nonprofit CRPs to produce commodities and services for various state agencies without the requirement of competitive bidding. Those services range from janitorial and grounds maintenance to woodworking and mail presort.

Raber said the organization is focused on renegotiating contracts by the end of this month. It has been a new experience for him. "I have familiarity with the contracts, but not with the negotiation process," he said. "I am learning as I go along."



**Greg Raber, executive director for WVARF, said the program's success is seen daily in the faces of those employed through State Use.**

Raber said the benefits of WVARF are monumental. "I think this program is a win for the state and a win for the programs we represent," he said. "It allows us to employ individuals who otherwise might not be able to provide themselves with a meaningful income."

Approximately 823 individuals were

employed through WVARF in fiscal year 2008, Raber said, through programs that provides \$12 million in goods and services to the state while saving taxpayers on average \$2,200 per worker employed. More than 1,100 are employed through WVARF, but state

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## July 15 Deadline for Agency Inventory Certification Submission

All state agencies directors, or their designees, are reminded of the approaching annual deadline requiring the submission of an inventory certification to the Purchasing Division. The certification verifies that all reportable property in its possession as of the close of the last fiscal year was properly entered into the WVFIMS Fixed Asset System in accordance with the policy and the WVFIMS Fixed Assets Training Manual (<http://www.state.wv.us/admin/purchase/Surplus/InventoryMgt/fixedassetsmanual2008.PDF>)

**The deadline to submit the inventory certification cover sheet is July 15, in accordance with the West Virginia Code §5A-3-35.** The physical inventory shall include reportable property under the agency's jurisdiction with an acquisition cost of \$1,000 and an expected life of one year or more.

There are two exceptions:

- All firearms, regardless of costs, must be recorded in the inventory.
- Computers and laptops with an original cost of \$500 or more must be recorded in the inventory.

A certifiable inventory is identified as a true and accurate statement from each agency which verifies the following:

- The date the last physical inventory of all equipment was taken under the jurisdiction of the department head. **Note:** Agencies are required at least once every three fiscal years to complete a physical inventory and shall complete the inventory by June 30.
- All assets under the department head's jurisdiction with

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## Procurement Officer Profile...

# Anderson Not Afraid of Bargaining For Culture & History

In her 33 years of experience working with the West Virginia Division of Culture and History, Gloria Anderson has gone from setting up the rigging for shows to purchasing the equipment itself. As the procurement officer for the Division of Culture and History, Anderson is in charge of purchases for the Cultural Center located on the Capitol campus as well as five other museum sites across the state.

But when she began work for the division, she found herself toting around a tool belt for a week as part of her work initiation. "I was a techie," she said. "I helped put up the rigging for shows, or setting up the lights and sound."

Following the birth of her daughter, Amy, Anderson told her bosses that she could not keep working the long hours involved in technical work. She said she had started making some purchases for the Cultural Center already, hitting local hardware stores for equipment, so she was moved in procurement. "I started off buying office supplies," she said. "Now I am dealing with architectural firms and engineers."

As procurement officer for the Division of Culture and History, Anderson oversees purchases for items ranging from shelving for displays to restoration services for the new State Museum, which is scheduled to open on June 20 in the basement of the Cultural Center. "You just never know what you will have to buy here," she said.

Anderson said procurement officers at other sites have the authority to purchase up to \$2,500, with purchases over that dollar threshold to be sent to her for approval. She said a large portion of the purchases for Culture and History tend to be event and coordination agreements, as well as grant monitoring for historic preservation sites.

Anderson offers praise for the state-wide contracts issued by the Purchasing Division, which she said are frequently used by her division. "I love the state-wide contracts, because they make my life so much easier," she said.



**Gloria Anderson began working with the West Virginia Division of Culture and History as a technical worker, setting up and breaking down equipment for shows and displays. Today, she oversees the purchasing for the division.**

While she said the Internet has proved to be a helpful tool in researching various commodities and services, the human touch is also important. Rather than just take the lowest price, Anderson likes to talk and start bargaining.

"I will wheel and deal," she said. "You

do need to call and talk to a person and ask them 'Can you go any lower than this?'" She said she likes the feeling when she gets the lowest price for the state taxpayers as possible.

Anderson was named the Agency Procurement Officer of the Year in 2006.

## INVENTORY

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an acquisition cost of \$1,000 or more were entered in the WVFIMS Fixed Asset System for the current fiscal year.

- All obsolete assets under the department head's jurisdiction were retired in accordance with policy, procedures and guidelines.

It is also recommended that a physical inventory be taken of all assets when a new inventory coordinator is named by the department head and assumes responsibility for the agency's fixed

assets and/or when an organizational change occurs affecting the distribution of equipment assigned to a particular location or department.

For additional information on the WVFIMS Fixed Asset system or inventory procedures, contact Assistant Purchasing Director Ken Frye of the Program Services Section at (304) 766-2626 or toll-free at (800) 576-7587. Inquiries may also be e-mailed to Frye at [Ken.O.Frye@wv.gov](mailto:Ken.O.Frye@wv.gov).



## Statewide Contract Spotlight...

# Enterprise Rent-A-Car Serves our State Employees from All Across West Virginia

When state employees have to conduct business, Enterprise Rent-A-Car plays a pivotal role to ensuring they arrive where they need to be.

Enterprise Rent-A-Car is the vendor for the statewide contract for rental cars (**CRENTAL08**), which the company has serviced for state employees for nearly five years now. The company's state administrative office is located in Teays Valley, with 45 Enterprise Rent-A-Car locations across the state bound by the **CRENTAL08** contract.

Chad DiCocco, area rental manager for Enterprise Rent-A-Car, said construction was just completed of the company's state flagship store on Smith Street, next to Appalachian Power Park Field. This site does the highest volume of rental cars under the statewide contract.

"All of our 45 locations across the state have done some level of business with the state. Our locations in the major state markets of Charleston, Hun-



Enterprise Rent-A-Car recently opened its door to its new location on Smith Street in Charleston. Chris Greear is the branch manager of Enterprise Rent-A-Car.

*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.**

tington, Morgantown, Beckley, Parkersburg, Wheeling and Martinsburg see the largest amount of rental activity under **CRENTAL08**," DiCocco said. "Enterprise is a family-owned company with 7,500-plus locations. We do not have franchisees. The benefit to the state is that all 7,500-plus locations are bound to **CRENTAL08**, allowing for the state to be guaranteed specific rates no matter where they rent vehicles."

Enterprise Rent-A-Car has more than 120 different makes and models of vehicles included in **CRENTAL08**. They range from compact cars up to minivans, trucks, SUVs, cargo vans and 15-seat passenger vans. DiCocco said all the company vehicles are less than two years old with a majority of them in the current model year. DiCocco said some of the state's most frequent users include the Department of Adminis-

tration, the Department of Health and Human Resources, Department of Education, and the Division of Highways.

"We have recently created a new ghost account program that is tied to the state's ghost accounts with United Bank Travel Management Credit Card Services. Each agency has a least one ghost account number with Enterprise, allowing for seamless billing of any rental car for an agency. This new addition to the contract has grown our relationship to a point where we do business with just about every state agency," DiCocco said.

For more information about Enterprise Rent-A-Car, contact DiCocco at:

Enterprise Rent-A-Car  
4970 Teays Valley Road, Suite H  
Scott Depot, WV 25560  
(304) 415-0774  
[Chad.M.Dicocco@erac.com](mailto:Chad.M.Dicocco@erac.com)  
[www.enterprise.com](http://www.enterprise.com)

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## Taking a Closer Look at the Purchasing Division's Procedures Handbook...

# Section 8 of Handbook Outlines Special Procedures and Limitations for Certain Commodities and Services

In the Purchasing Division Procedures Handbook, Section 8 deals with the procurement of certain commodities and services which have limitations or require special procedures. Two items covered in this section are Designs Services or Consultant and Direct Purchases.

**Design Services or Consultant is covered in Section 8.4. This section notes that** any individual, corporation, or firm (except as provided by a statewide contract) paid to custom design or write specifications for a modular office system, computer system, construction or any other project or contract shall not be permitted to competitively bid to provide the product or service that was designed. This removes the possibility of the designer developing specifications that only the designer can meet or restrict another vendor from meeting. This also prevents the appearance of any impropriety, thereby protecting the integrity of the competitive bid process.

Agencies may call vendors for information or copies of specifications for consideration of a particular brand or manufacturer without jeopardizing the vendor's ability to compete in the bid process as long as the vendor does not receive compensation or any form of favoritism.

**In Section 8.5, entitled Direct Purchases, a direct purchase is defined as** a transaction in which a purchase is made for a commodity or service that is unique and possesses specific characteristics that are available from only one known source.



To assure that there is no competition for such commodities or services, the Purchasing Division, upon a request from an agency for a sole source purchase, will advertise the potential sole source acquisition in the **West Virginia Purchasing Bulletin**. If a vendor acknowledges that they may fulfill the solicitation, the Purchasing Division may pursue competitively bidding out the solicitation and will notify the requesting agency of this action. If no vendor states that it can provide the commodity or service, the Purchasing Division will notify the agency.

Written justification must be provided with the **Purchase Requisition**. The following criteria will be used by the Purchasing Division to determine validity of the request:

Requested vendor is the only known source; or

The items are of a unique or special nature; and

The request is not an attempt to circumvent the normal bidding procedures.

Quotations from the sole source vendor must also be submitted with the completed **Purchase Requisition** and agency justification.

Signed fax bids are permitted. A specific description, terms, FOB shipping point and price must be included in the signed quotation. The quotation may be on the vendor's letterhead.

For additional information on the procurement of certain commodities and services, consult the Procedures Handbook online at [www.state.wv.us/admin/purchase/Handbook/default.htm](http://www.state.wv.us/admin/purchase/Handbook/default.htm)

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## Purchasing Division Welcomes Return of Intern Casey Hill

The Purchasing Division is pleased to participate in the Governor's Summer Internship Program. Casey Hill, our summer intern, is working in the Purchasing Division's Communication and Technical Services Division. This is Hill's second year as an intern with the Purchasing Division.

A senior majoring in computer engineering at West Virginia University, Hill is assisting with Web site updates and maintenance, database troubleshooting, basic operations in the TEAM system and general technical assistance. A resident of St. Albans, he graduated from St. Albans

High School.

The Governor's Internship Program is an excellent learning experience for college students in West Virginia. Created in 1989, the Governor's Internship Program offers high-achieving college students the opportunity to step beyond the classroom into the world of experiential learning by participating in coordinated internships in private businesses, non-profit organizations, and government agencies. Students gain knowledge of the real world work environment, learn valuable communication and leadership skills, obtain experience and gain references for the future.



**PurchasingInternCaseyHill**



# Current Statewide Contract Update

(As of May 15, 2009)

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 <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at [Jo.A.Adkins@wv.gov](mailto:Jo.A.Adkins@wv.gov).

## Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
TRAVEL09	Travel management service	05/12/2009	06/03/2009
AEBATT09	Automotive & equipment batteries	06/10/2009	07/07/2009
FILTER09	Automotive filters	06/16/2009	07/16/2009

## New Awards

Contract	Vendor	Description	Dates
FRMTIRE09	Appalachian Tire Products	Farm & backhoe tires & tubes	06/01/2009 through 05/31/2010
MOTL09J	Comfort Inn/Parkersburg	Hotel/motel service	01/01/2009 through 12/31/2009
MOTL09P	Holiday Inn Express/Lewisburg	Hotel/motel service	01/01/2009 through 12/31/2009
MOTL09AS	The Woods Resort	Hotel/motel service	01/01/2009 through 12/31/2009

## Renewals

Contract	Vendor	Description	Date
IPT07A	Advanced Solutions	Technical Internet protocol voice communication	01/15/2009 through 01/14/2010
RTIRE07	Kings Tire Service Inc.	Retread tires	05/01/2009 through 04/30/2010
CABLE07	Sesco Electronics Division	Network cable	06/01/2009 through 05/31/2010
MA04SW05	Microsoft Licensing GP	Microsoft master agreement	10/01/07 through 09/30/10
SUPFOOD07	Grove Medical Inc.	Supplemental foods	07/01/2009 through 06/30/2010
RECMGT07	Nova Records, LLC	Records management	07/01/2009 through 06/30/2010

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
MVU09	Chrysler Financial Services	Used motor vehicles	To provide contact information

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
SELECT07	SHI International	Microsoft Select Agreement	To provide price list for April 2009
SELECT07	SHI International	Microsoft Select Agreement	To provide price list for May 2009
ENTPRZ08	SHI International	Microsoft Enterprise Agreement	To provide price list for May 2009
CPHONE07A	NTelos	Cellular telephone service	To add new handset and services

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products.

### JUNE

FLRCOV07	.....	Carpets and rugs
ITECH06	.....	Temporary and project IT support
LABSUP08	.....	Lab supplies

### JULY

BEDDING09	.....	Mattresses, box springs and pillows
DWASH08	.....	Solvents, lubricants, cleaners, etc.
FUEL10	.....	Fuel – gasoline, regular and unleaded, premium, #1
FUELHD10	.....	Fuel – diesel and heating
IPO8	.....	Computers and printers
LAWN09	.....	Lawn maintenance equipment
MV09	.....	Automotive vehicles
OIL09	.....	Motor, hydraulic oils, transmission fluids, etc.

## RABER

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mandate requires 70 percent of those to be individuals with disabilities.

While Raber said the state use program is generally termed a success, he still sees room for growth and development. "This program was created by the Legislature, but there is still a need for greater communication between WVARF and state agencies," he said.

But overall, Raber said the program's success is seen daily in the individuals employed. "To me, the true gratification of this job is to see one person with a smile on his or her face from doing a job they were hired to do," he said.

# 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: [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)

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