

THE BUYERS NETWORK

JULY 2010 - VOL. 20, ISSUE 7

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

Mike Sheets Selected to Oversee Acquisition and Contract Administration (ACA) Section

Mike Sheets has been named the Purchasing Division's Assistant Director for the Acquisition and Contract Administration Section. He had previously served as contract manager, overseeing Inspection Services. Sheets replaces Ron Price, who retired from this position in April.

"Mike brings both experience and enthusiasm into the position, and both are traits which will serve the Purchasing Division and its customer agencies well," said Purchasing Director David Tincher. "The Purchasing Division is extremely proud to name Mike to this position."

A native of Jackson County, Sheets is a graduate of Ravenswood High School and has a BSBA in accounting. He was a buyer for a manufacturing company before joining the Purchasing Division in 2004 as a Senior Buyer. He moved to the Public Service Commission in January, 2006, and returned to the Purchasing Division in December, 2006, as contract manager.

Reporting directly to Purchasing Director David Tincher, Sheets will supervise the work of buyers within the division; oversee complex specifications, and review and approve contracts and purchasing orders; interpret Purchasing statutes and Legislative rules; provide assistance to state agency personnel when required; and represent the Purchasing Director at meetings when required.

"The hard work of the Purchasing Division is reflected in the dedication of our staff," Sheets said. "I am honored to be a part of this agency's mission, and to work with our customers and for the state of West Virginia."



Mike Sheets was named the Purchasing Division's Assistant Director for the Acquisition and Contract Administration Section.

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Important Reminder...

Updating Agency Procurement Designation Forms Required

Agency Procurement Designation forms have been mailed to all current agency designated purchasing contracts. In accordance to *Code of State Rules* 148CSR1, each spending unit must select a designee, whose name is filed with the Purchasing Director.

This individual should take available purchasing training and has the responsibility of the agency's purchasing function. If you have any questions concerning these forms, contact Chad Williamson at (304) 558-2315/Chad.B.Williamson@wv.gov.

Recognizing Excellence in State Procurement

By Purchasing Director Dave Tincher

Each year, the Purchasing Division is pleased to select individuals who distinguish themselves through their performance as recipients of our annual recognition awards. When I have the honor to announce the names of the *Agency Procurement Officer of the Year* and the *Partner in Purchasing* awards, there is great pride in knowing that our profession continues to grow with outstanding talent and diligence.

I encourage each of you to look among your colleagues and nominate one or more individuals who you view as a leader in the state purchasing profession, someone from whom you have learned and aspire to model your performance. For more than a decade, the Purchasing Division has selected individuals to receive this honor as a symbol of our recognition and appreciation.

We look at such characteristics as performance, tenure, cost-saving ideas, professional development, internal training, communication and

good purchasing practices. Although the criteria is similar for both awards, the focus on each award is different.

The *Agency Procurement Officer of the Year* is awarded to individuals employed by a West Virginia state agency and are presently working primarily in the purchasing field. This program focuses on the excellence in state procurement principles and performance. The nominee may be a co-worker within your agency or a purchasing officer from a different agency. Please note that the Purchasing Division staff is not eligible for this award.

The *Partner in Purchasing* is offered to individuals who have demonstrated high levels of performance and professionalism in working with various programs administered by the Purchasing Division, including Fleet Management, Fixed Assets, Surplus Property, TEAM and Travel Management. This program



provides an opportunity to applaud the agency coordinators who work diligently to see these programs succeed.

For a complete list of the selection criteria or to electronically nominate an individual for either of these awards, visit the state's intranet at:

<http://intranet.state.wv.us/admin/purchase/Recognition/default.html>.

I strongly encourage you to place your nominations in order to have those deserving individuals recognized for their excellent performance and service to the state of West Virginia. For additional information on these program, please contact Assistant Director Diane Holley-Brown (304-558-0661 / e-mail: Diane.M.Holley@wv.gov) or Staff Development Specialist Brian Holmes (304-558-7022 / e-mail: Brian.J.Holmes@wv.gov).

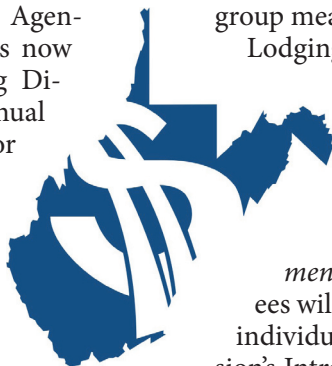
Please note that the deadline for nominations is August 16, 2010.

Time's A-Tickin' for Agencies to Register for 2010 Agency Purchasing Conference

Registration for the 2010 Agency Purchasing Conference is now available on the Purchasing Division's Web site. This annual training event is scheduled for Sept. 14-17, at Canaan Valley Resort and Conference Center in Davis, West Virginia.

Detailed information, as well as online registration, are available at: <http://www.state.wv.us/admin/purchase/conference/agency/2010>.

This year's registration fee remains at \$200 per participant, which includes all



group meals and training materials.

Lodging reservations may be made by calling Canaan Valley Resort toll-free at 800-622-4121 (press 1). Please indicate that you are attending our conference to ensure you receive the special rate of \$60 per night.

Nominations are also still sought for the annual *Agency Procurement Officer of the Year* and *Partner in Purchasing* awards. The honorees will be announced at the conference. 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>. See the related Director's Comments above.

Questions relating to the conference and award nominations may be directed to Staff Development Specialist Brian Holmes at (304-558-7022 / e-mail: Brian.J.Holmes@wv.gov).



Interested in reading previous issues of *The Buyers Network*? We have electronic issues available on the Purchasing Division's Web site. Just visit our site at: <http://www.state.wv.us/admin/purchase/BN/bnlist.htm>

Extra Effort Pays Off for State in Procuring Office Supplies



Nearly \$900,000 a year... That's the minimum amount of money the state of West Virginia will save each year in office supply purchases through a new piggyback contract with Office Max once it becomes effective on July 1.

The Purchasing Division strives to find the most cost effective means to procure goods and services necessary to operate state programs and services. Office supplies are a 'good' that all agencies utilize. In the past, this statewide contract has been one of the most used contracts issued. Because the existing statewide contract for office supplies (OFFICE07) was close to expire, Purchasing Director Dave Tincher requested Buyer Supervisor Jo Ann Adkins, who oversees all statewide contracts, to seek out companies that currently have national public contracts through the Western States Contracting Alliance (WSCA) or the National Joint Powers Alliance (NJPA).

"We didn't just look at these national contracts," said Purchasing Director Tincher. "We asked both of these companies to bring to us the best public contracts they have for office supplies and told them to show us which ones will work the best for West Virginia."

Office Max and Staples, two major national office supply companies, had national contracts; therefore, the state of West Virginia could piggyback those contracts and realize instant savings. After evaluating the current pricing structures of those national contracts offered by the two companies, the Purchasing Division, through its membership in the Western States Contracting Alliance (WSCA), finalized the new piggyback contract in June.

Adkins said this is another example of how piggybacking contracts can benefit the state. "When we sent WSCA officials a letter of

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Annual Inventory Certification Deadline Quickly Approaches

All state agency directors, or their designees, are reminded of the annual July 15th deadline requiring the submission of an inventory certification to the West Virginia 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 West Virginia Financial Information Management System (WVFIMS) Fixed Asset System, in accordance with state law.

Authority to implement guidelines for state agencies to maintain and control their state-owned property and dispose of surplus obsolete equip-

ment is granted to the Director of the Purchasing Division in *West Virginia Code* §5A-3-34 and 45.

A comprehensive review of the requirements and information which needs to be submitted may be reviewed at:

www.state.wv.us/admin/purchase/Surplus/InventoryMgt/fixedassetsmanual2008.pdf

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 be e-mailed to Frye at Ken.O.Frye@wv.gov.

Governor Mancin Issues Memorandum on State Budget Constraints

Gov. Joe Manchin issued the following memorandum regarding budget constraints to all cabinet secretaries and bureau chiefs:

"By my memo dated August 24, 2009, each agency was instructed to institute budget constraints to meet the challenges we faced from the declining economy. Be aware these directives are still in force.

"Currently, our general revenue collections are below that of last fiscal year's collections and projections for fiscal year 2011 reflect continued collection shortfalls. Therefore, you are still expected to hold operational, maintenance, licensing costs and rental/lease rates flat over the next twelve (12) month period.

"Agency heads are not authorized to approve such fees or rates. Please notify each vendor or landlord of these fiscal restraints."

Behind the Scenes at the Purchasing Division Hypes and Thompson Serve as the First Faces of Purchasing

From their location just through the front doors at the Purchasing Division's Washington Street office, Office Assistants Lori Hypes and Sharon Thompson have a starting-line view to procurement for the state of West Virginia.

Hypes and Thompson are the first faces anyone entering the Purchasing Division sees upon entering the building, and they understand their importance in representing the agency. Hypes acts as the office receptionist, answering telephones and greeting visitors. Part of her responsibility also includes ensuring everyone signs in when they enter the building. "I have had to stop someone to let them know they have to sign in," she said with a laugh.

Thompson coordinates bid receipts and Request for Quotation (RFQ) requests. That task includes checking in and time stamping bid packages, monitoring the packages kept in a locked room, and keeping copies of RFQs if they are requested. Because of the number of bid packages which come through the Purchasing Division, Thompson said it can sometimes become a challenge to keep everything organized and flowing smoothly.

"We have had days where we will



Sharon Thompson, back, and Lori Hypes, front, represent the Purchasing Division by being the first faces visitors see when they enter the office.

have 40 bid packages for just one bid, and we have seven openings on that day," she said. "It can be a lot to keep track of."

Hypes and Thompson also trade off jobs when the other one is not there, eliminating the chance for days to get boring. "The days may be busy, but you feel like you have accomplished a lot when the day is over," Hypes said.

Hypes is a native of Summersville and now lives in Elkview. She has been with the Purchasing Division for more than a year. Previously she worked for the Clay County Health Department.

Thompson is originally from Belle and currently lives in Charleston. She has been with Purchasing nearly six years, and worked for the State Senate for five years prior.

Happy New "Fiscal" Year!

July 1, 2010 - June 30, 2011

It's that time of the year again....to celebrate the successful closing of the previous year and welcome the new fiscal year.

Just as a reminder...The expiring accounts follow a year-end time line that allows for a 31-day close out period for payment of transactions, but purchase orders must have been encumbered by June 30, 2010. These accounts will be closed out on July 31, 2010. July 1 is the first day the Purchasing Division will be able to encumber and electronically approve fiscal year 2011 encumbrance documents to the State Auditor's Office.

Questions regarding the Purchasing Division's time line in terms of the new 2011 fiscal year or the closing of the 2010 fiscal year should be directed to Technical Services Manager Dan Miller at 304-558-2314 or via e-mail at Daniel.E.Miller@wv.gov.



THANK YOU ... for Your RFP Standard Format Input

The Purchasing Division would like to thank everyone for their valuable input on the revised Request for Proposal (RFP) standard format. Your suggestions will be reviewed and incorporated as soon as possible.

For more information on the revised RFP standard format, please contact Diane Holley-Brown at 304-558-0661 (Diane.M.Holley@wv.gov).

Myers Transfer and Storage Assists State Agencies Make Their Move to New Offices

When Department of Motor Vehicles officials needed to move its office equipment from the Capitol to its new Kanawha City location, they chose Myers Transfer and Storage Systems, Inc. of Charleston for the task. Having a transportation-related agency utilize your services is about as good of an endorsement as one can get.

Myers Transfer and Storage opened its doors in 1987 and began doing work for the state of West Virginia in 1988. In July of 2008, the statewide contract **MOVE08** was created to provide moving services for state agencies and political subdivisions, and Myers Transfer and Storage become one of the successful vendors.

"We have worked with more than 14 different state agencies since we have been on the **MOVE08** contract," said Frank Budd, company founder and president. "Our statewide vendor representative, Kevin Harper, and all our staff have worked extremely hard to coordinate all of the moves for the various departments



Frank Budd, owner and founder of Myers Transfer and Storage, Inc. and Robert Cash, Operations Manager, stand next to the company's newest moving truck at its Charleston office. Myers Transfer and Storage has worked with more than 14 state agencies as a vendor on the **MOVE08** statewide contract.

*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.

in the last two years. We have had great cooperation from all of the state agencies involved in these moves."

Budd credits the mutually beneficial partnerships with a sense of loyalty to clients and employees alike.

"We believe that regardless of the tough economic times, we need to provide quality service to our customers," Budd said. "We also believe in being loyal to our employees and they, in turn, are loyal to us. This loyalty allows us to keep experienced people in our organization which helps us provide quality service to our customers."

Myers Transfer and Storage has more than 20 full-time employees at its Charleston headquarters. The company is approved as a vendor for Region 2 on the **MOVE08** statewide contract, which provides services in Mason, Cabell,

Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane and Jackson counties. Myers Transfer and Storage is a preferred interstate agent for Atlas Van Lines and provides local and long distance moving services within West Virginia, with office relocations being one of its specialties.

Other vendors on the **MOVE08** contract include Central Van and Storage; DeMary Brothers Transfer, Inc.; Evans Transfer and Movers, Inc.; Lambert Transfer Co.; and Nationwide Moving and Storage.

For more information about Myers Transfer and Storage, Inc., contact: Kevin Harper, Sales Manager
304-343-4676, ext. 205
kevin@myerstransfer.com
www.myerstransfer.com



EFFORT

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intent to participate in the contract, we had already done thorough research to ensure that participating on this piggyback contract met all the criteria set forth in the *West Virginia Code* and the *Legislative Rules*," she said. "Once we did all of our evaluation, we decided this is the direction we wanted to go."

Prior to the Purchasing Division becoming a participant on this piggyback contract, Office Max was the vendor on the statewide contract (OFFICE07), which provided office supplies for state agencies and political subdivisions. Figures provided by Office Max officials boosted the state's willingness to become a partner on the WSCA Office Max contract.

"Office Max took our fiscal year 2009 expenditures with them from the OFFICE07 contract and applied the discounts we would receive with the WSCA pricing standards. With WSCA, we would have saved \$860,742 by buying those same exact items," Adkins said.

West Virginia Code §5A-3-19 states that "The Purchasing Director may, upon the recommendation of a state spending unit, participate in, sponsor, conduct, or administer a cooperative purchasing agreement or consortium for the purchase of commodities or services with agencies of the federal government, agencies of other states, other public

bodies or other state agencies, if available and financially advantageous. ..."

Adkins said another advantage to this contract is the ease of transition for state procurement officials. "There will not be any significant changes. The account numbers for procurement officials that are currently in place with OfficeMax under the statewide contract will remain the same. They will simply be switched to the new contract. Mick Bell will remain as the OfficeMax representative," she said. "Procurement officers will no longer receive a net pricer, but all of the discounts will be listed under the piggyback section of our Purchasing Division Web site and the statewide contract (OFFICE07) link will be removed."

Purchasing Director Tincher said he strongly encourages his buying staff to look at already established public contracts that meet the criteria of piggybacking. "Taking the extra effort to not only evaluate what public contracts are available, but to work with those participating vendors to determine what works best for your agency or for the state of West Virginia is definitely worth the time," he said. "We continue to pursue these opportunities when it is in the best interest of the state," he said.

Guidelines and requirements for piggybacking already established public

contracts are detailed in the **Purchasing Division Procedures Handbook**. According to Section 4.6.3 of the handbook, the requirements below are outlined that relate to these types of purchases, which must be submitted in writing sufficiently in advance of the proposed purchase:

- A written justification explaining how the use of the contract is financially advantageous and comparable to what has been competitively bid.
- A complete copy of the contract to be used.
- Evidence that the issuing agency and vendor will allow a West Virginia spending unit to use the contract.
- A complete copy of the order to be submitted.
- Proof that use of the contract does not conflict with an existing contract unless prices on the non-West Virginia contract are substantially lower.
- Proof that use of the contract will not cause a hardship on a West Virginia vendor.
- Does not conflict with any spending unit set aside preference.
- The proposed vendor must be properly registered with the Purchasing Division.
- Notice of any fees or terms and conditions that are applicable.

Purchasing Division Welcomes Summer Intern Amelia Ferrell

The Purchasing Division is pleased to participate in the Governor's Summer Internship Program. Amelia Ferrell, one of our summer interns, is working in the Purchasing Division's Communication and Technical Services Section. This is Ferrell's second year as an intern; she worked with the General Services Division in 2009.

A graduate from Shepherd University with a bachelor's degree in political science, Ferrell is working numerous communications duties, including website design, marketing and updating procedural manuals. A resident of Rand, she graduated from Cross Lanes Christian School. Ferrell will begin work on her master's degree in Public Communication at Mar-

shall University in the fall.

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.

Casey Hill, another one of our interns, will be highlighted next month in *The Buyer's Network*.



**Purchasing Intern
Amelia Ferrell**

Buyers Network

Current Statewide Contract Update

(As of June 15, 2010)

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.

Out for bid

Contract	Description	Pre-Bid Meeting	Bid Opening
CANLINE10	Can liners	N/A	08/17/2010
LGLOVES10	Latex gloves	N/A	07/08/2010

New awards

Contract	Vendor	Description	Dates
WVARF10	WV Assoc of Rehab Facilities	Commodities and services	05/01/2010-04/30/2010
LIGHT10AA	WV Elec Supply Co.	Light bulbs	06/01/2010-05/31/2011
FUELW11E	Tri State Petroleum Corp	Fuel	06/15/2010-06/14/2011
FUELW11D	Bruceston Petroleum	Fuel	06/15/2010-06/14/2011
FUELW11C	JL Brannon Inc.	Fuel	06/15/2010-06/14/2011
FUELW11B	Harris Oil Co Inc.	Fuel	06/15/2010-06/14/2011
FUELW11A	Guttman Oil Co.	Fuel	06/15/2010-06/14/2011
FUELTT011A	Harris Oil Co.	Fuel	06/15/2010-06/14/2011
FUELTT011B	James River Solutions	Fuel	06/15/2010-06/14/2011
FUELTT011C	Tri State Petroleum	Fuel	06/15/2010-06/14/2011
FUELTT011D	Guttman Oil Co.	Fuel	06/15/2010-06/14/2011
FUELTT011F	RT Rogers Oil Co.	Fuel	06/15/2010-06/14/2011
FUELTT011E	Mansfield Oil Co.	Fuel	06/15/2010-06/14/2011

Under evaluation

Contract	Description	Bid Opening	Under Eval
CABLE10	Computer data cable	05/18/2010	YES
PRI8989	2010 delivery truck	06/17/2010	YES
SELECT10	Microsoft select software	06/15/2010	YES
SAFETY10	Safety products	06/10/2010	YES
SUPFOOD10	Supplemental foods	06/17/2010	YES

Renewals

Contract	Vendor	Description	Date
MOVE08C	Evans Transfer & Movers Inc	Moving services	07/01/2010-0630/2011

Renewals

Contract	Vendor	Description	Date
MOVE08C	Evans Transfer & Movers Inc	Moving services	07/01/2010-0630/2011
ENTPRZ08	Shi International	Software	07/01/2010-06/30/2011
DIGCOP09HA	Sharp Electronics	Photocopiers	06/15/2010-12/14/2010
DIGCOP09K	Xerox Corporation	Photocopiers	06/15/2010-12/14/2010
SANPAP08	Liberty Dist.	Paper products	07/15/2010-07/14/2011

Contracts extended

Contract	Vendor	Description	Date
LAWN09D	Crede Tractor Sales	Lawn equipment	03/01/2010-05/28/2010
TCARD06	United Bank Inc.	Credit card serv for travel	07/01/2010-12/31/2010
RECMGT07	Nova Records Mgt. LLC	Records management	07/01/2010-06/30/2011
FUELTT11A	James Riiver Solutions	Fuel	06/01/2010-06/14/2010
FUELTT11B	Harris Oil Co.	Fuel	06/01/2010-06/14/2010
FUELTT11C	Guttman Oil Co.	Fuel	06/01/2010-06/14/2010
FUELW11A	Guttman Oil Co.	Fuel	06/01/2010-06/14/2010
FUELW11B	James Riiver Solutions	Fuel	06/01/2010-06/14/2010

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.

JULY

BEDDING09	Mattresses, box springs and pillows
DWASH08	Solvents, lubricants, cleaners, etc.
IPO8	Computers and printers
MA05SW05	Oracle - master agreement
MA05SW20	ESRI - master agreement
MV10	Automotive vehicles
OIL09	Motor and hydraulic oils

AUGUST

ABATMNT08	asbestos abatement
CPHONE07	cellular phones
LADPLAT09	attachable step platforms for ladders
PC10	Police cruisers

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-Brown, 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

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

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