

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.

New Antenna Will Broadcast Stronger High-Def Signal Across the State of West Virginia

Broadcast communication plays an increasingly important role in our society. When events affect our communities and families, news organizations depend on having the most up-to-date equipment to transmit the necessary information into our homes.

Recently, West Virginia Public Broadcasting (WVPB) needed to purchase a high-power VHF TV transmit antenna. High definition TV's higher resolution produces images that are much finer and contain more detail and more color than previous formats. High definition TV also provides a higher-quality digital audio signal than standard definition TV.

The contract was awarded to Propagation Systems Inc. of Pennsylvania. After award, the new ATSC 3.0 antenna was moved into position for the Huntington/Charleston transmitter site by helicopter. Construction on the site continues in the hopes that the stronger high definition signal is up and running in the coming weeks. Delays caused by the pandemic and weather have slowed the process. Once the Huntington/Charleston transmitter is completed, the Beckley transmitter should be done soon after. This completes the transmitters and then WVPB will move to eight TV "translators" that will continue the signal across the state. The entire project is slated

to be completed in late 2022.

Another benefit to the new ATSC 3.0 HD TV transmitter system is that it will allow WVPB to provide state government with a channel for emergency messaging. This channel would be used by the Governor's Office and the Office of Homeland Security to get vital information out to the public during an emergency. In the future, this emergency signal would be able to be seen on TVs, laptop computers, cell phones, and any device that is able to pick up the ATSC 3.0 signal.

"Thanks to the Purchasing Division staff for the assistance in shepherding this project," said Chuck Roberts, Executive Director of WVPB. "We are close to the statewide network upgrade to the new high definition standard being completed and I greatly appreciate all their help."



INSIDE...

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- Revised Ordering Instructions Posted for Fastenal/INDEQP Contract

Agency Requests for Additions to Section 9: Impossible to Bid List Due by June 1st

Competition is encouraged in every procurement, but some commodities and services are impossible to competitively bid. The Purchasing Division has the authority to identify and maintain a list of commodities and services that fall within that category. That list is contained as Section 9: Impossible to Bid List of the *Purchasing Division Procedures Handbook*.

Agencies are permitted to request that the Purchasing Division consider adding commodities or services to this list. Those requests must be submitted on the *Section 9 Addition Request (WV-67)* form. Any agency wishing to make a request is encouraged to prepare the necessary justification and gather any supporting documentation now. All submissions are due by June 1,

Please see **IMPOSSIBLE TO BID LIST**, page 5

Innovation and Change Continues to be a Focus of the Purchasing Division Beyond March's Purchasing Month

A couple of months ago, I mentioned that our Division was in the process of making our website more useful and better suited to the needs of our agency procurement officers. As part of those efforts, I am pleased to announce that our new statewide contract index webpage is in the process of being published. This reformatted webpage will make it easier to search for goods and services. We have already updated and expanded the key terms within our search box feature. A redesign of the webpage will be up in early March and will feature the renaming and reordering of the contracts and will include a short description of each contract. While the page will not look drastically different, we hope the expanded word search and contract descriptors will assist you in finding needed contract items more quickly.

Like before, each statewide contract page contains the original contract and any change orders issued throughout

the life of the contract. Ordering instructions are also contained on these pages, where applicable. Last month, we prepared and published new ordering instructions for the industrial supplies (i.e. INDEQP) contract held by Fastenal for maintenance, repair, and operations. The revised ordering instructions contain new information on how to log in to view contract pricing on the Fastenal website, as well as how to set up an account for your agency for ordering purposes if they don't already have one. To view the revised instructions for this statewide contract, visit www.state.wv.us/admin/purchase/swc/INDEQP_MRO18_Ordering%20Instructions_Revised71620.pdf.



As we continue to modify the way things are done due to the COVID-19 pandemic, I regret that once again, we will not be hosting our annual in-person Open House event. After brainstorming ideas of how we can still network, we have decided to prepare and issue a supplemental Agency Buyers Directory in the coming months so you can share with your peers more about who you are, how long you have been in public procurement, and get-to-know-you tidbits of information. This, along with a current photo, will be shared in a digital publication. More information on this project will be forthcoming so keep an eye out for an email. We hope you will consider participating, and while we know this will certainly not take the place of face-to-face networking, we are excited about the opportunity this publication will offer.

While we wait for things to "go back to normal," we know that many changes implemented in the last year could become permanent. Let us know what changes you have appreciated over the last year and what you would like to see go back to the way it was. We continually evaluate our programs and services and value your feedback. Email Samantha.S.Knapp@wv.gov with your comments and concerns.

Gov. Jim Justice issued a proclamation once again to recognize March as Purchasing Month in the state of West Virginia. The proclamation is part of an annual nationwide campaign initiated by the National Institute of Governmental Purchasing.

The Purchasing Division is pleased the governor has again chosen to recognize the state's commitment to responsible public procurement. The proclamation is proudly on display at the Purchasing Division offices.



What Do They Do? Support Services Unit Helps Purchasing Division Staff, Vendors, Community

The Support Services Unit of the Business and Technical Services Section plays a vital role in the daily operations of the Purchasing Division. Managed by Supervisor Beverly Toler, the unit includes Office Assistant II Brenda Brown, Office Assistant II Melody Waite, and Imaging Operator Bob Ross. A third Office Assistant II position is currently vacant.

Brown, who serves as the receptionist and Purchasing Card holder for the Division, performs a multitude of tasks. Among them, she takes phone calls and greets customers and vendors to the Division, as well as orders office supplies as needed. Brown also processes new requisitions that come in from agencies by entering them into the Division's requisition tracking system, ReqTrak. Requisitions for change orders are sent to the file room for staff to pull the contract file, and all other requisitions are approved by Brown and sent directly to the assigned buyer for that agency.

The front office staff also time stamps all mail and paper and faxed bids received by the Purchasing Division, as well as secures all bids until time of the bid opening.

Office Assistant II Melody Waite is responsible for getting the Divi-

sion's mail to and from the central mail room, as well as to and from the West Virginia State Agency for Surplus Property (WVSASP), a separate section of the Purchasing Division. She also visits the Division of Motor Vehicles on behalf of WVSASP when necessary.

Imaging Operator Bob Ross maintains the Purchasing Division's file room. As part of his responsibilities, Ross scans all official contract files to the Division's server once encumbered, as well as prepares copies of CDs for responses to Freedom of Information Act (FOIA) requests. In his role, Ross also serves as the backup encumbrance clerk.

The encumbrance position is held full time by Support Services Supervisor Beverly Toler. As part of the encumbrance process, Toler reviews all contracts before they are sent to the Attorney General's (AG) Office for approval as to form.

"I look for things like making sure the amount of money and dates are correct. I'm the last set of eyes to check a contract before it goes to the AG's Office," Toler said. "When contracts come back to the Purchasing Division, I double check the information and then I encumber the contract."



The Support Services Unit consists of Supervisor Beverly Toler (top left), Brenda Brown (top right), Bob Ross (bottom left), and Melody Waite (bottom right).

Four copies of each contract are prepared, with a copy sent to the awarded vendor, the agency for which the contract was awarded, and the State Auditor's Office. Meanwhile, Ross scans the copy that stays in the Purchasing Division.

"I enjoy my job and I have a great staff," Toler said. "We do good work and try to make the jobs of the rest of the Division staff a little easier."

Purchasing Division Assists Lottery Commission With Bid Opening for Video Lottery Machines Licensing

The bid opening for a large solicitation recently required the services of the Purchasing Division. West Virginia Code, which exempts the Lottery Commission's solicitation for licensing to run video lottery machines in businesses around the state, still mandates the participation of the Purchasing Division in the solicitation's bid opening process.

As part of this solicitation, only paper bids were accepted. Those bids were received at the Purchasing Division offices, where they remained secured until the bid opening date. Assistant Purchasing Director Frank Whittaker, Buyer Supervisor Linda Harper, and Purchasing Assistant Jessica Riley delivered the bids to the Lottery building and conducted the bid opening on the agency's behalf. Riley opened each of the 324 bids received, and Harper read the appropriate information

aloud.

"Our staff read the number of licenses the vendor was requesting, the name of the vendor, and the bid amount," Whittaker said. "That was the extent of our involvement, since we don't evaluate or process the solicitation. The Lottery is responsible for all other aspects of the solicitation, including verifying the vendors' bonds."

"Certainly, any solicitation resulting in more than 300 bid responses is significant and time consuming," Whittaker continued. "The Purchasing Division team performed admirably as usual."

The licenses are valid for 10 years, at which point the solicitation will be re-bid.

Extensions Not Permitted for Expiring Contracts

Planning is an essential part of the job for any agency procurement officer, and that is especially true when a contract is getting ready to expire. Contracts must be solicited in a timely manner to both continue services and comply with the law.

In years past, the terms and conditions allowed for an extension up to one year beyond the natural life of the contract. The intent was to allow agencies time to enter into a new contract without a lapse in service.

The current standard model for an open-end contract, however, is to establish a one-year contract with up to three one-year renewals. Agencies must bid and award a new contract prior to the expiration of the final renewal year of the current contract. Additionally, the law requires agencies to submit specifications for contracts exceeding \$1 million at least 12 months prior to the expiration of the current contract, and either awarded or cancelled within 180 days of that submission.

“Agencies must submit the bidding documents to us in a timely manner,” said Assistant Director Frank Whittaker.

“This allows time to review and/or modify the specifications if necessary, as well as solicit and award the new contract. Of course, there needs to be enough time built into the solicitation process to allow for unanticipated issues like vendor protests, bid clarifications, negotiation of vendor terms and conditions, etc. The goal is to have a smooth transition from the expiring contract to the new contract without introducing any unnecessary delays or hardship on the agency.”

Agencies can track their expiring contracts using the Business Intelligence report, WV-FIN-PROC-042, by typing in their department number and the current date. The Expiring Contracts Report displays all master agreements and term contracts and is separated into two lists, centralized contracts and agency contracts. To assist in their review, agency procurement officers can filter the report by the number of days until expiration, making it easier to see when change orders, or alternatively new contracts, are required.

Should you have any questions regarding any particular contract, please contact your assigned Purchasing Division buyer.

New Login Information for Agencies to View Contract Pricing on Statewide Contract

Due to a recent change necessitated by Fastenal, the Purchasing Division has published new ordering instructions for the statewide contract, INDEQP, for industrial supplies and equipment. The revised document contains new instructions for logging in and viewing contract pricing on Fastenal’s website. Please note that this site is for price-viewing only, and orders placed using this login information will not be fulfilled.

The revised instructions for viewing contract pricing are outlined below:

- Visit www.fastenal.com
- Select My Account
- Enter wv@fastenal.com as the email address, then click Sign In or Register
- Enter **WVcode11!** as the password, then click Sign In

From there, you can search items on the site as needed.

If your agency does not have an existing account with Fastenal to place orders, you may create one by contacting Fastenal’s West Virginia Government Sales Office at wvgov@fastenal.com or 304.645.5108, identifying yourself as a West Virginia state agency, and having your tax exempt number or certificate available. The Sales Office will require three to five days to process the request.

Once processed, you will need to register your account at www.fastenal.com. Instructions to do so are contained in the ordering instructions posted online at www.state.wv.us/admin/purchase/swc/INDEQP_MRO18_Ordering%20In-

[structions_Revised71620.pdf](#).

Should you have any questions related to this contract, contact the Government Sales Office at 304.345.5108 or Purchasing Division Senior Buyer Mark Atkins at Mark.A.Atkins@wv.gov.

FASTENAL

Secure Sign In

Email Address
wv@fastenal.com

Password [Forgot your password?](#)
.....

Keep me signed in

Sign In

New Statewide Contract for Food Services Awarded

The Purchasing Division recently awarded two new statewide contracts for food services. The contracts, FOOD21A and FOOD21B, became effective February 15, 2021. Both include a variety of foods, including but not limited to, baby food, baking goods, frozen foods, condiments, meats, fruits and vegetables, dairy products, desserts, and beverages.

Questions relating to this specific statewide contract may be directed to the respective vendor representatives listed below:

FOOD21A
Gordon Food Service, Inc.
Amanda Hayes
amanda.hayes@gfs.com
304.916.2751

FOOD21B
A F Wendling, Inc.
Lori Harris
lharris@afwendling.com
304.472.5500

To view the food statewide contracts, visit www.state.wv.us/admin/purchase/swc/FOOD.htm.

Should you have any questions regarding this contract or others, please contact Purchasing Division Senior Buyer Mark Atkins at Mark.A.Atkins@wv.gov.

For additional information on all statewide contracts, visit www.state.wv.us/admin/purchase/swc.

IMPOSSIBLE TO BID LIST

Continued from Page 1

2021, to allow the Purchasing Division adequate time to review each request. Any additions to the list will be effective July 1, 2021.

The form requires information on how often the agency uses the commodity/service, an explanation of why competitive bids for the commodity/service are not possible, and why the commodities and/or services should be obtained through the Impossible to Bid list rather than by direct award or another purchasing method.

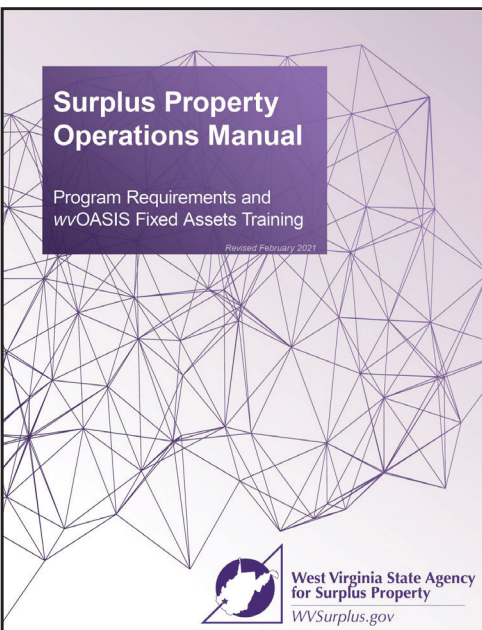
The form can be found at www.state.wv.us/admin/purchase/Documents/WV67_Section9NewExemptionRequestForm.pdf. Once completed, the form should be submitted to Purchasing Director Mike Sheets at William.M.Sheets@wv.gov and Assistant Purchasing Director Frank Whittaker at Frank.M.Whittaker@wv.gov.

Updated Surplus Operations Manual Now Available

The Purchasing Division recently made a change to the reportable assets outlined in its *Surplus Property Operations Manual*. The manual, which covers the program requirements of the West Virginia State Agency for Surplus Property (WVSASP) for the management and disposition of the state's assets, includes a new exception to reportable assets. Vehicles that are leased for one year or more must be reported as an asset, regardless of cost, per Financial Accounting and Reporting Section (FARS) criteria and to receive a permanent ARI fuel card. Rental vehicles should be added under catalog code 32 for leased vehicles.

The revised exceptions to reportable assets can be found in Section 2.3: Reportable Assets. As a reminder, the fixed assets defined within this section must be certified each year by July 15th.

To access the manual, go to www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf.



THE BUYERS NETWORK

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Current Statewide Contract Update

(As of February 11, 2021)

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 the buyer assigned to statewide contracts.

New Contracts

Contract	Vendor	Commodity	Effective Date
FINANCE21	Bank Of America Public Capital	Debt Servicing	02/01/21 -01/31/22
FOOD21A	Gordon Food Service Inc	Food Distribution	02/15/21 -02/24/22
FOOD21B	A F Wendling Inc	Food Distribution	02/15/21 -02/24/22

Contract Renewals

Contract	Vendor	Commodity	Effective Date
MAILMCHN18A	Komax LLC	Mail Machines	02/15/21 -02/14/22
MAILMCHN18B	Pitney Bowes Inc	Mail Machines	02/15/21 -02/14/22
SYSFURN19	Capitol Business Interiors	Workstations & Office Packages	03/01/21 -02/28/22

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
CPHONE20A	AT&T CORP	Cellular Telephone Services	To add community line
CPHONE20B	Verizon	Cellular Telephone Services	To add community line
CPHONE20C	T Mobile	Cellular Telephone Services	To add community line
PKGSVS17	FedEx	Letter or small parcel delivery	To mirror NASPO changes

FOR MORE INFORMATION

Below is a list of Purchasing Division buyers assigned to specific state agencies.

Training Dates to Remember

For more information, visit WVPurchasing.gov or contact Purchasing.Training@wv.gov.

To register, visit onlinelearning.wv.gov.

wvOASIS Procurement (PUR208W)
March 3, 2021 | 9 a.m. - 11 a.m.

Managing Your Vendor (PUR214W)
March 17, 2021 | 10 a.m. - 11 a.m.

From Pre-Planning to Post Award (PUR202W)
March 31, 2021 | 9 a.m. - 11:30 a.m.

Vendor Registration (PUR111W)
April 14, 2021 | 9 a.m. - 11:30 a.m.

Purchasing as a Privacy Powerhouse (PUR201W)
April 28, 2021 | 10 a.m. - 11:30 a.m.

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