



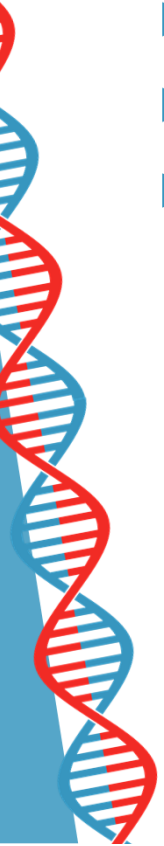
Statewide Contracts

2021 Agency Purchasing Conference



Objectives

- ▶ Recognize the procedures related to statewide contracts
- ▶ How to locate statewide contracts
- ▶ The importance of using statewide contracts



Agency Defines a Need: *What Happens Next?*

Check Availability of Commodity or Service Through Internal Sources

Internal sources do not offer needed commodity or service

Check availability on statewide contracts

Check availability on agency contracts

Procure under agency delegated authority

Internal source offers the commodity or service and can supply it in the needed time, quantity, and quality

Agency must purchase the commodity or service through the internal source

Internal source offers the commodity or service but cannot supply it in the time/quantity/quality

Agency must seek a waiver from internal sources

Check availability on statewide contracts

Check availability on agency contracts

Procure under agency delegated authority

Statewide Contracts

- ▶ Contract between the state and vendor which is used by state agencies and some political subdivisions to purchase frequently used commodities and services
- ▶ Bid and managed by the Purchasing Division
- ▶ Mandatory for use by all state agencies under the Purchasing Division's authority



Statewide Contracts

- ▶ Benefits of using statewide contracts
 - ▶ Quick (Available to use right now)
 - ▶ Cost savings (The volume savings over the life of the contract)
 - ▶ Easily accessible
 - ▶ Available to all state agencies, in all locations
 - ▶ Efficiency in the procurement process
 - ▶ Prevents stringing



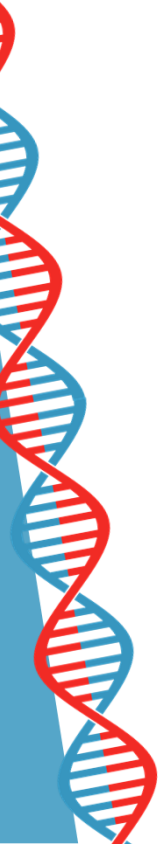
Statewide Contracts

- ▶ Reasons the Purchasing Division does not deviate from utilizing statewide contracts
 - ▶ There is not valid justification to go outside of the contract
 - ▶ Going off contract may not actually be cheaper when all costs are considered, including administrative and travel costs.
 - ▶ Soft costs?
 - ▶ The State will lose the ability to negotiate a lower price with that vendor for the next year



Statewide Contracts

- ▶ No agency under the Purchasing Division's authority is exempt from using statewide contracts without prior written approval from Purchasing Director or his designee
 - ▶ Written approval to be obtained and retained with purchase order file for each appropriate transaction
 - ▶ Considered on a case-by-case basis and only granted if the Director determines the waiver is in the best interest of the State
 - ▶ Must be requested by the agency procurement officer identified on the State Agency Procurement Officer contact list located under Agency Resource Center on the Purchasing Division's website
 - ▶ Only granted if the following conditions exist:



Statewide Contracts


- ▶ Purchasing Division Handbook 3.1.3.2 and 148 CSR 01 7.4.d

Waiver: Agencies may request a waiver from a statewide contract:

- ▶ If the vendor is unable to deliver the commodity or service by the required delivery date, assuming that the spending unit is not imposing an unreasonable delivery deadline
- ▶ The vendor is unresponsive to ordering requests, or
- ▶ The price of the good or service can be found from a different source at a substantially lower cost for the EXACT same item, with the quality and all other specifications being equal; or
- ▶ The vendor has refused to perform.
- ▶ (When a waiver is granted, it must be retained by the agency with the purchase order file for each transaction to which the approval applies.)



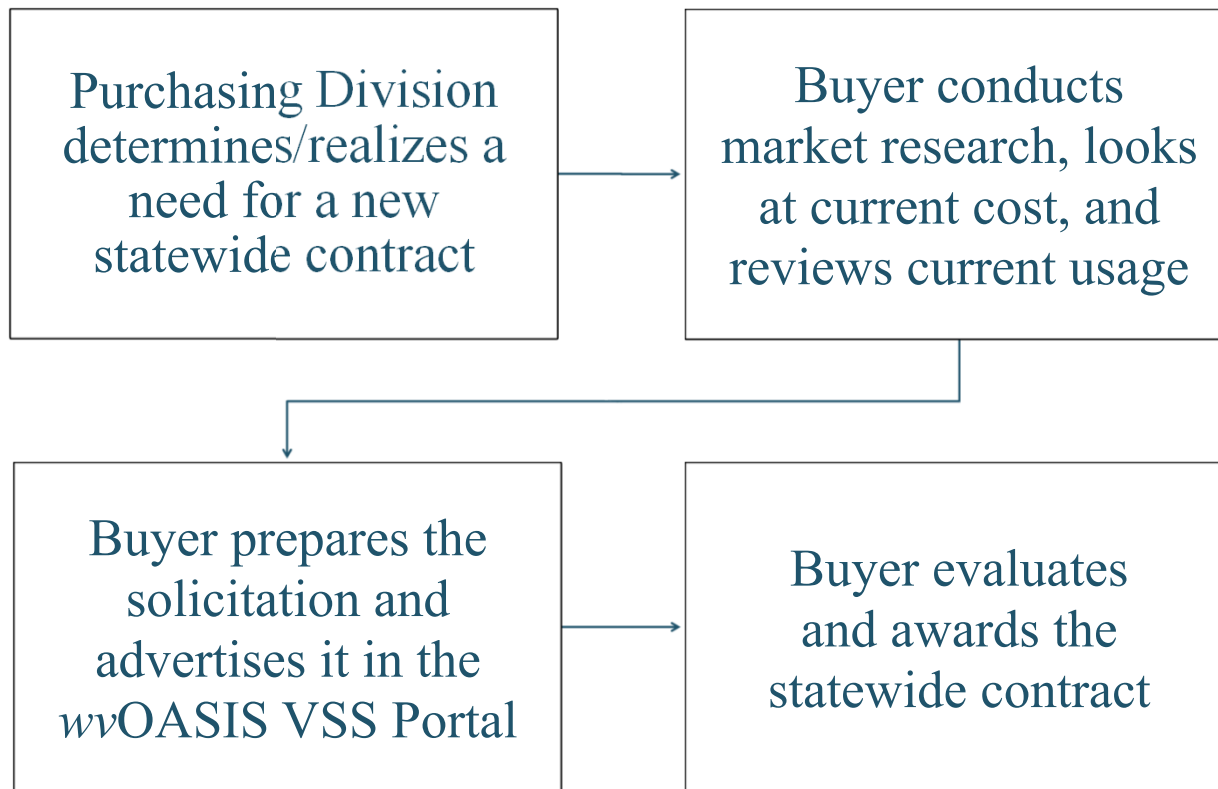
Basis for New Statewide Contracts



Purchasing
Division
determines
common
need among
multiple
agencies



Creating a New Statewide Contract

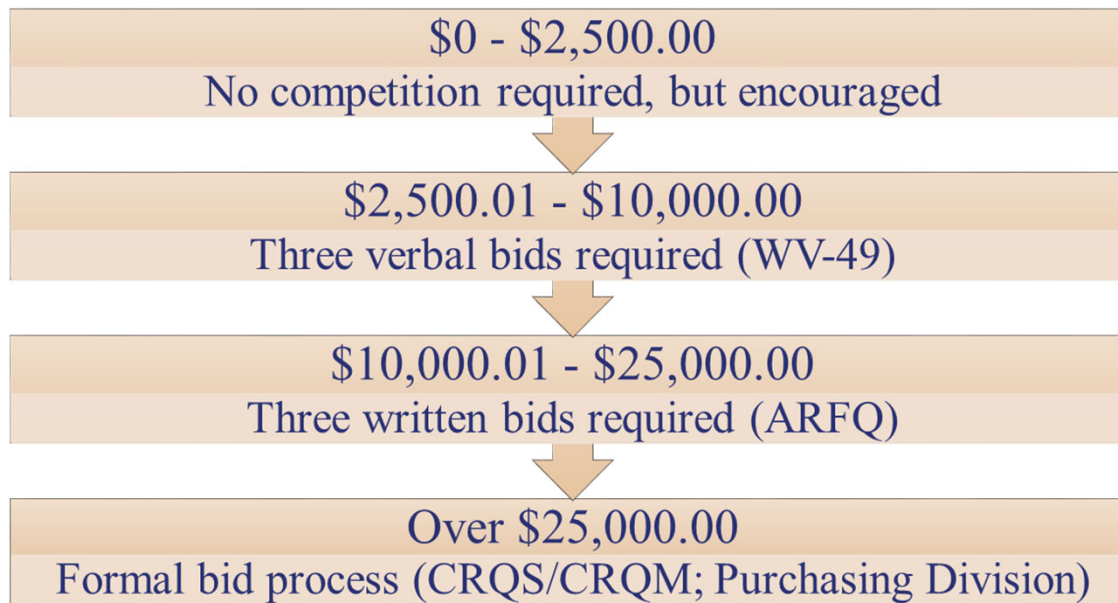


How Do I Know Which Contract to Use?

- ▶ If there is a statewide contract for the specific commodity or service you need (i.e. automotive batteries v. AAA), use that contract
 - ▶ Trying to eliminate overlap among contracts
- ▶ Look at intent of contract and use it for that reason
- ▶ Only contract items can be purchased; if the item is not on contract and is expected to exceed \$2,500 it must be bid out, even if the vendor can supply the commodity or service



Agency delegated thresholds

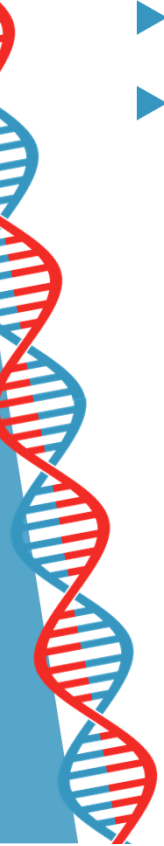


* Agency Delegated Purchasing Procedures
(\$25,000.00 or less)

* Formal Acquisitions (more than \$25,000.00)

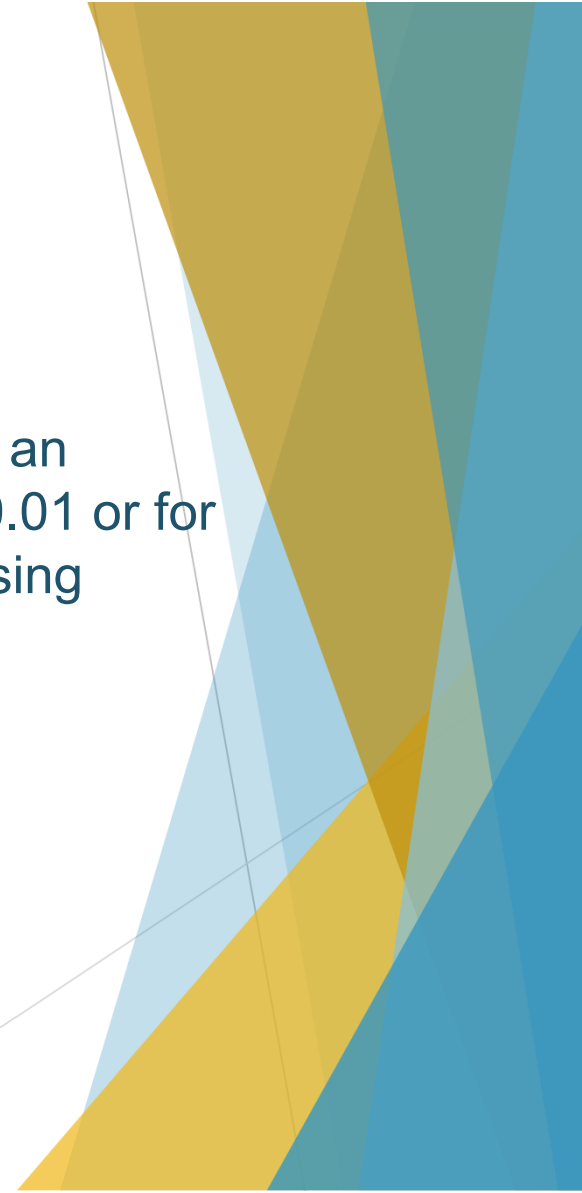
Delivery Orders

- ▶ Agency Delivery Orders (ADO)
 - ▶ Do not require Purchasing Division approval
 - ▶ Agency should create an ADO in wvOasis and submit delivery orders directly to the vendor unless ordering instructions published on the Purchasing Division's website require Purchasing Division approval



Delivery Orders

- ▶ Central Delivery Orders (CDO)
 - ▶ Do require Purchasing Division approval
 - ▶ Agency should create a CDO in wvOasis for any order on an existing open-end contract for orders exceeding \$250,000.01 or for contracts which require advanced approval of the Purchasing Division as noted in the contract's ordering instructions



Viewing a Statewide Contract

- ▶ On Purchasing Website –
 - ▶ Click on “Contracts”
 - ▶ Click on “Statewide Contracts”
 - ▶ The hyperlinked contract name takes you to the contract



On Purchasing's website, click on the "Contracts" link



WEST VIRGINIA PURCHASING DIVISION
2019 WASHINGTON STREET, EAST • CHARLESTON, WV 25305
TELEPHONE: 304-558-2306 • GENERAL FAX: 304-558-6026 • BID FAX: 304-558-3970

"To provide prudent and fair spending practices, procuring quality goods and services at the lowest cost to state taxpayers, maximizing efficiency and offering guidance to our customers."

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News, Events, & Job Opportunities

COVID-19 UPDATES
CLICK HERE FOR PURCHASING DIVISION OPERATION ANNOUNCEMENTS

AWARDED CONTRACTS

[Vendor Resource Center](#) [Agency Resource Center](#) [Emergency Purchasing Procedures](#)
[Debarred and Suspended Vendors](#) [Contact Us](#)

- News
- Vendor Registration
- Bid Information
- Transparency
- Procedures
- Contracts**



Then click on the “Statewide Contracts” link

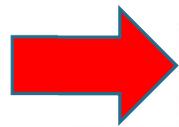


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A ++ | A | A --

Translate (Must switch browser to Chrome or Firefox)

Select Language | ▾



Statewide Contracts

(Mandatory Contracts for State Agencies; Available to Local Governments)

Terms Agreements

(State-Negotiated Terms Agreements)

Specification Index

(Reference for State Agencies)

Contracts for Local Governments

(Reference for State Agencies)

Welcome to the Purchasing Division's Contracts page.

This site is dedicated to contracts which the Purchasing Division has approved for use by state agencies and political subdivisions. Statewide contracts are issued for many frequently-used commodities and services. These contracts, which are mandatory for use by state agencies, provide economies of scale for agencies throughout the state. **All mandatory statewide contracts issued by the Purchasing Division are available by clicking the button above.**

Please note 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 these contracts are on file in the [Purchasing Division office](#) located at 2019 Washington Street, East, Charleston, West Virginia.

The hyperlinked contract name takes you to the contract



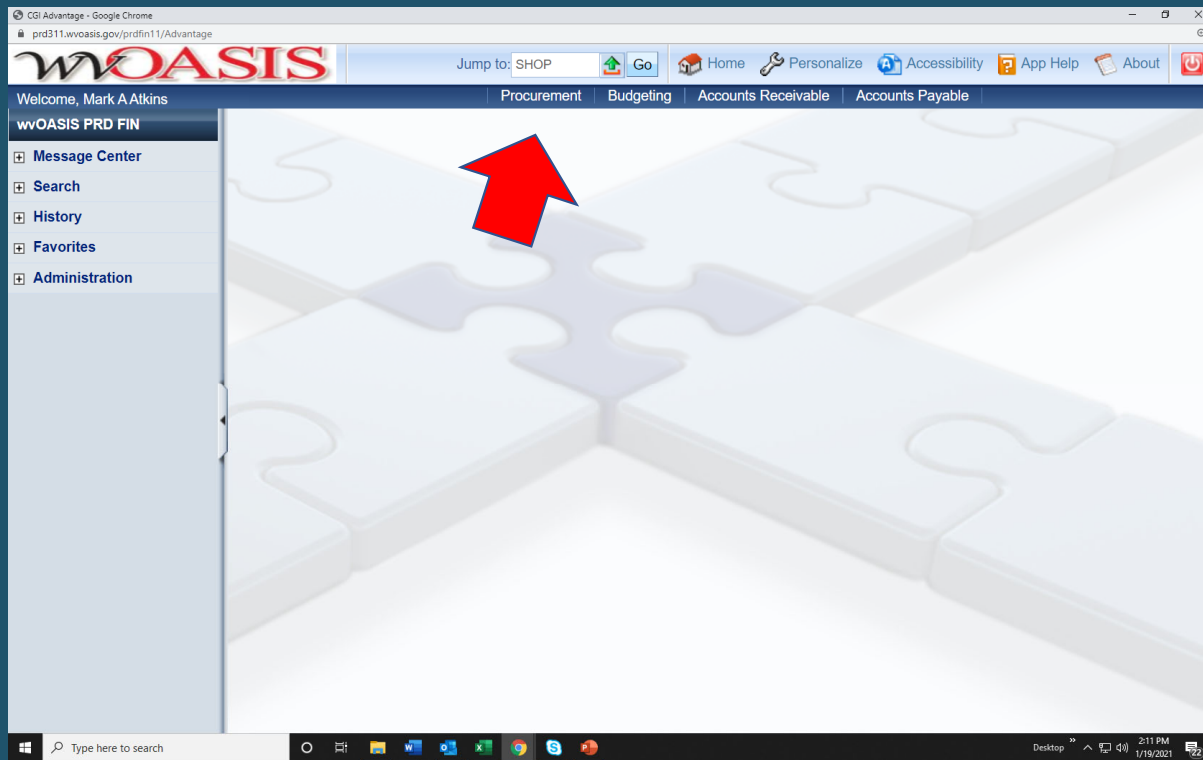
Description	Contract
Asbestos Abatement Services <i>This contract includes various asbestos abatement services, including, but not limited to, removal of asbestos material, pipefitting, and insulation.</i>	ABATMNT
Auto Parts <i>This contract includes motor vehicle auto parts.</i>	MVPARTS
Batteries (Automotive & Equipment) <i>This contract includes automotive and equipment lead acid batteries of various sizes and voltages, for both industrial and heavy commercial use.</i>	AEBATTERY
Box Truck Rentals (Non-Mandatory) <i>This contract with Enterprise Rent A Car Co. is to provide Nationwide Commercial Truck Rental Services.</i>	COMTRKRN
Car, Light Trucks, Mid-Size SUV <i>This contract includes 2020 (or current model year), Classes 1-15, cars, trucks, sport utility vehicles, and other vehicles of various makes and models.</i>	MV
Cellular Phones and Tablets <i>This contract includes cell telephones and tablets with various plans, including conventional voice plans, pooled voice plans, flat-rate voice plans, and data plans, as well other accessories, such as chargers and batteries.</i>	CPHONE
Cleaning Supplies (Household) <i>This contract includes cleaners, mops, brooms, buckets, and other housekeeping supplies.</i>	HOUSE
Commercial Copiers/Scanners Purchase and Lease <i>This contract includes the lease or purchase of multi-function monochrome digital copiers and small color copiers with various band and accessory options.</i>	DIGCOP
Computers (Desktop, Laptop, Other Accessory Devices) <i>This contract includes desktop and laptop computers with various accessories, such as printers, monitors, and docking stations.</i>	IP
Credit Card (P-Card) Provider Services	PCARD

Viewing a Statewide Contract

- ▶ In *wvOASIS* -
 - ▶ In *wvOASIS*, Jump To SHOP
 - ▶ Enter 0212 in Doc Dept
 - ▶ Enter commodity description in search window
 - ▶ Click the Search link
 - ▶ Review each contract listed for the commodity requested



In wvOASIS, Jump To Shop



Enter 0212 in Doc Dept field

Welcome, Mark A Atkins

wwOASIS PRD FIN

- Message Center
- Search
- History
- Favorites
- Administration

Procurement | Budgeting | Accounts Receivable | Accounts Payable

1 of 1 | [View All](#) Search For must not be blank. (A3761)

Shopper

[Menu Back](#)



0 Items : \$0.00

[Edit Shopping Cart](#)

[Proceed to Checkout](#)

Check Sources of Supply :

- Select All
or check Sources to be searched:
- Inventory
- MA Catalog Items
- Master Agreements
- Similar Purchases
- Commodities

Search For :

Advanced Search:

Department :

Commodity :

Vendor :

Part Number :

Price (from) :

Price (to) :

[Search](#)

[Clear Search Fields](#)

Warehouse :

Expiration Date :

Include Expired Agreements :

Mandatory Source Enabled :

Include Substitute Stock Items :

Document Description :



Put commodity description in search window, click "search"


Welcome, Mark A Atkins

Procurement | Budgeting | Accounts Receivable | Accounts Payable

1 of 1 | [View All](#) Search For must not be blank. (A3761)

Shopper

[Menu Back](#)






 [Edit Shopping Cart](#)
0 Items : \$0.00 [Proceed to Checkout](#)

Check Sources of Supply :

- Select All or check Sources to be searched:
- Inventory
- MA Catalog Items
- Master Agreements
- Similar Purchases
- Commodities

Search For :

Advanced Search:

Department :	<input type="text" value="0212"/>		Warehouse :	<input type="text"/>	
Commodity :	<input type="text"/>		Expiration Date :	<input type="text"/>	
Vendor :	<input type="text"/>		Include Expired Agreements :	No <input type="text"/>	
Part Number :	<input type="text"/>				
Price (from) :	<input type="text"/>				
Price (to) :	<input type="text"/>				
Include Expired Agreements :	No <input type="text"/>				
Mandatory Source Enabled :	<input type="text"/>				
Include Substitute Stock Items :	<input type="text"/>				
Document Description :	<input type="text"/>				

[Search](#) [Clear Search Fields](#)

After "search" contracts will display

Welcome, Mark A Atkins | Procurement | Budgeting | Accounts Receivable | Accounts Payable

wvOASIS PRD FIN | Shopper

Message Center | Search | History | Favorites | Administration

0 Items : \$0.00 | Edit Shopping Cart | Proceed to Checkout

Check Sources of Supply : Select All or check Sources to be searched: Inventory MA Catalog Items Master Agreements Similar Purchases Commodities

Search For : COMPUTER

Advanced Search: Department : 0212 Warehouse : Expiration Date : Vendor : Part Number : Price (from) : Price (to) : Include Expired Agreements : No Mandatory Source Enabled : Include Substitute Stock Items : Document Description :

Search Clear Search Fields

Available From Master Agreements

Vend Line	Comm Line	Mandatory Source	Quantity	SC Amount	Unit	Unit Price	Commodity Code	CL Description	Description	Vendor	Document Description	Source	Expiration
1	1	No			EA	\$525.00	43210000	Standard PC	Computer Equipment and Accessories	DELL MARKETING LP	IP19 - Statewide Contract for Computers & Peripherals	CMA0212 IP19	01/14/2022
1	2	No			EA	\$735.00	43210000	Power PC	Computer Equipment and Accessories	DELL MARKETING LP	IP19 - Statewide Contract for Computers & Peripherals	CMA0212 IP19	01/14/2022
1	3	No			EA	\$1,999.00	43210000	Fixed Workstation	Computer Equipment and Accessories	DELL MARKETING LP	IP19 - Statewide Contract for Computers & Peripherals	CMA0212 IP19	01/14/2022
1	4	No			EA	\$809.00	43210000	Standard Laptop	Computer Equipment and Accessories	DELL MARKETING LP	IP19 - Statewide Contract for Computers & Peripherals	CMA0212 IP19	01/14/2022

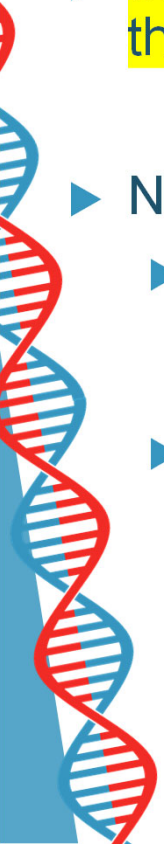


ADO/CDO requirements
*per Section 3.8.1.2 of the Purchasing
Division Procedures Handbook*



Delivery orders (ADO)

- ▶ 3.8.1.2 Delivery Orders: All delivery orders must reference the complete open-end contract number.
- ▶ Not Requiring Purchasing Division Approval:
 - ▶ Most delivery orders from Agency or Central Master Agreements (i.e. open-end contracts) do not require advance approval from the Purchasing Division.
 - ▶ The agency should process an Agency Delivery Order (ADO) directly to the vendor to obtain goods or services in the amount of \$250,000 or less from these contracts, unless ordering instructions require Purchasing Division approval or the State Auditor's Office has approved an alternate ordering method.



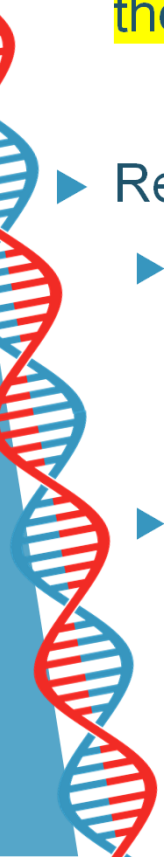
Delivery orders (ADO)

- ▶ In most cases, open-end contracts will contain ordering instructions with additional details about ordering.
 - ▶ Agencies are required to follow any such instructions contained in open-end contracts.



Delivery orders (CDO)

- ▶ 3.8.1.2 Delivery Orders: All delivery orders must reference the complete open-end contract number.
- ▶ Requiring Purchasing Division Approval:
 - ▶ Any agency issuing a delivery order on an existing Central Master Agreement (i.e. open-end contract) that exceeds \$250,000.01 should process the delivery order as a Central Delivery Order (CDO).
 - ▶ Delivery orders of \$250,000.00 or less should be processed as an ADO as described in the preceding paragraph.



Delivery orders (CDO)

- ▶ As noted above, some contract delivery orders, in any amount, require the advance approval of the Purchasing Division. When this is a requirement in the contract, it will be stated in the ordering instructions. For example, all motor vehicles require processing as a CDO.

Agencies should always refer to the ordering instructions published on the Purchasing Division's website for the most up to date SWC instructions prior to attempting to issue a delivery order.





Examples of ordering instructions



Ordering Instructions

Statewide Contract

SWC000000058 – CANLINE18 Trash Can Liners

Ordering Requirements – For contract releases valued at or less than \$250,000.00 in a year's time, Spending Unit (s) should issue a wvOASIS Agency Delivery Order (ADO) to All American Poly Corporation.

Special Instructions– WV State Agencies should provide an ADO Purchase Order Number to the Vendor for each order. Each order should include the following:

- Contract Item Number
- Item description
- Size
- Color
- Gauge

Note: The vendor has requested, when possible, to combine smaller orders (\$200.00 - \$400.00 in cost) into one larger order for shipping.

Approvals Required- None.

Vendor Contact Information:

All American Poly Corporation
40 Turner Place
Piscataway, NJ 08554
Phone: 732-752-3200 Ext. 1124
Fax: 732-752-2305
Email: Zeke Rosenwasser, Director zeke@allampoly.com
Email: Nikki Klein, Bid Agent nklein@allampoly.com

Type of Delivery Order –

An ADO should be created in wvOasis with the appropriate documentation attached.

How to submit the completed order to the Vendor – Assemble the ADO document in wvOasis and print, then submit the printed ADO document to the vendor in the following methods:

EMAIL: The preferred order submission to the vendor is by email. Email the final ADO document to zeke@allampoly.com All agencies submitting orders by email will be sent a email receipt to confirm that the order has been received.

Or

FAX*: You may fax the ADO document to 732-752-2305

Or

MAIL*: You may mail the ADO document to:

All American Poly Corporation
40 Turner Place
Piscataway, NJ 08554

*Fax and Mail orders will not have an order confirmation provided by the vendor.

Vendor Inquires: When inquiring about an order, please provide the ADO Purchase Order Number for quick reference.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.

5. ORDERING AND PAYMENT:

- 5.1 **Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 5.2 **Order Quantities:** Agencies will order and vendor shall ship, supply and invoice the contracted items by the "case". Unit pricing is for bid evaluation only.
- 5.3 **Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

- 6.1 **Delivery Time:** Vendor shall deliver standard orders within 10 working days after orders are received. Vendor shall deliver emergency orders within 5 working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

All orders from this contract totaling \$200.00 or more shall be delivered FOB: (Vendor shall pay all shipping chargers).

All orders less than \$200.00 shall be delivered FOB: Shipping Point.
Any transportation charges shall be itemized as a separate charge. Vendor must include the invoice from shipper with their invoice to verify actual shipping cost. The agency will only pay the actual shipping cost.

Agencies may make small purchases (under the \$200.00) from a local source if pricing includes delivery and a savings results. Note: Agencies are not permitted to string orders to circumvent purchasing policy.

- 6.2 **Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 **Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 6.4 **Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

**ORDERING INSTRUCTIONS
SYSFURN19**

ORDERING REQUIREMENTS – An agency may request use of the SYSFURN19 Statewide Contract for any order as-needed. A Delivery Order should be provided to the vendor for all orders.

Special Instructions – State Agencies will work directly with the vendor to design a furniture layout. The vendor will provide the agency with a quote built on the layout, based solely on the eligible items from the awarded catalog.

Approvals Required – No prior approvals are required.

Vendor Contact Information:

Capitol Business Interiors - SYSFURN19
Kelli Bragg and Janet Clayman, Contract Manager
Telephone Number – 304-343-7551
Fax Number – 304-346-3350
Email: kbragg@champion-industries.com &
jclayman@champion-industries.com

See the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order - An Agency Delivery Order should be created in wvOasis with the appropriate documentation attached for orders following the Purchasing Division Handbook guidelines.

How to submit the completed order to the Vendor - Contact the vendor by email or by phone to begin designing the layout of the furniture installation. Once a quote is approved by the Agency, create the appropriate Delivery Order.

NOTE: All Quotes must be signed by an agent of Capitol Business Interiors and an agency procurement officer identified on the Agency Procurement Designation Form on file with the WV Purchasing Division. A current list of procurement officers may be found at: <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

**State of West Virginia
Master Agreement**

Order Date: 2019-02-22

**CORRECT ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.**

Order Number: CMA 0212 0212 SYSFURN19	Procurement Folder: 543710
Document Name: SYSFURN19 - Statewide Contract for Systems Furniture	Reason for Modification:
Document Description: SYSFURN19 - Statewide Contract for Systems Furniture	
Procurement Type: Statewide MA (Open End)	
Buyer Name: Mark A Atkins	
Telephone: (304) 558-2307	
Email: mark.a.atkins@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2019-03-01
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2020-02-28

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 00000200768 CAPITOL BUSINESS INTERIORS 711 INDIANA AVE CHARLESTON WV 25302 US Vendor Contact Phone: (304) 343-7651 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Mark Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

AGENCY COPY

Total Order Amount Open End



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 2018-07-03

CORRECT ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS
 ORDER SHOULD BE DIRECTED TO
 THE DEPARTMENT CONTACT.

Order Number: CMA 0212 0212 MRO18	Procurement Folder: 467824
Document Name: MRO18	Reason for Modification:
Document Description: FACILITY MAINTENANCE, REPAIR, & OPERATIONS - SUPPLIES	
Procurement Type: Statewide MA (Open End)	
Buyer Name: Mark A Atkins	
Telephone: (304) 558-2307	
Email: mark.a.atkins@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2018-08-01
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2019-06-30

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000184243 FASTENAL CO 905 Morris St Charleston WV 25301 US Vendor Contact Phone: (999) 999-9999 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

AGENCY COPY Total Order Amount Open End

MA 07/05/2018

PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>[Signature]</i> DATE: <i>7/5/18</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>[Signature]</i> DATE: <i>7/5/18</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: <i>Beverly Kelen</i> DATE: <i>7-19-18</i> ELECTRONIC SIGNATURE ON FILE
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Date Printed: Jul 03, 2018 Order Number: MRO18 Page: 1 FORM ID: WV_PRC_CMA_001 8/14

STATEWIDE CONTRACT MRO18
(Optional use by Agencies)
Ordering Instructions

MRO18 – Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies
Ordering Requirements – Any Agency may order Facilities MRO and Industrial Supplies from the vendor's (Fastenal) online catalog. The ordering guidelines are:

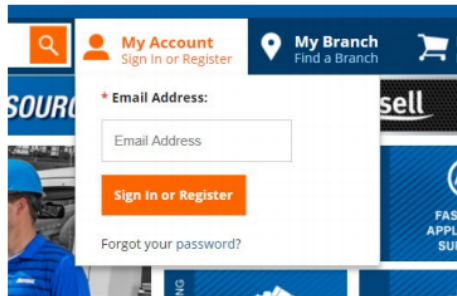
1. If the product is available on another statewide contract (SWC), it must be ordered from that contract, not Fastenal. <http://www.state.wv.us/admin/purchase/swc/default.html>
2. The intended use of this contract is for MRO products and Industrial supplies that Fastenal can provide. <http://www.state.wv.us/admin/purchase/swc/INDEQP.htm>

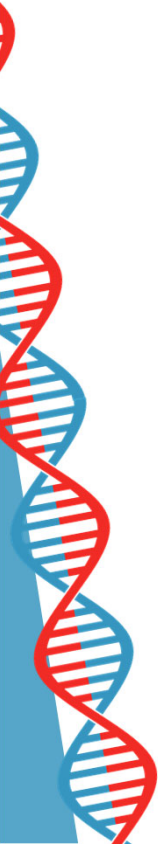
Contact Information:

Fastenal West Virginia Government Sales Office
905 Morris Street
Charleston, West Virginia 25301
Phone: 304.345.5108
wvgov@fastenal.com

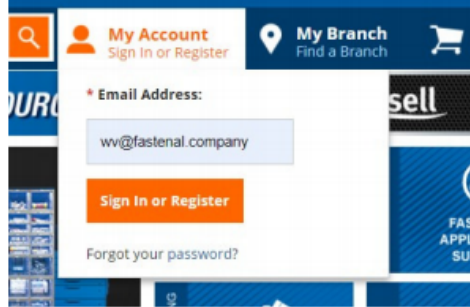
Special Instructions– Contract Pricing Viewing Instructions--Only

1. Navigate to www.fastenal.com





2. At the upper right-hand corner of the page, select My Account.
3. For Email enter "wv@fastenal.company" (without the quotation marks) and click "Sign In or Register".

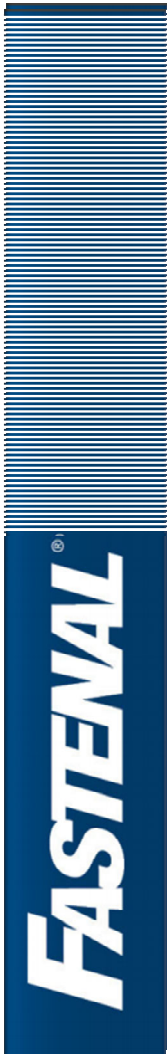


4. For Password enter "WVcode11!" (without the quotation marks) and click "Sign In".



5. Search items on the site as applicable.
6. **This site is for price viewing only.** Orders placed using this Username and Password combination is not monitored and will not be fulfilled. Please see important information below.





IMPORTANT:

You must create an account for your agency. If you need help, please contact the Dedicated Government Sales Team, located in the dedicated Fastenal Government sales office information is listed below. ***DO NOT place orders on the price viewing site as they will not be processed by Fastenal.*** This is only for price viewing for the state of West Virginia.

Contact Information:

Fastenal West Virginia Government Sales Office
905 Morris Street
Charleston, West Virginia 25301
Phone: 304.345.5108
wvgov@fastenal.com

How to Get Started:

Open an account at your dedicated Fastenal West Virginia Government Sales Office

1. Contact your dedicated Fastenal West Virginia Government Sales Office (wvgov@fastenal.com)
2. Identify yourself as a State agency or political subdivision (please have your sales tax exemption number or certificate available)
3. Once you open an account, your dedicated sales team will take care of set-up under the State Contract (please allow 3 -5 business days for processing)

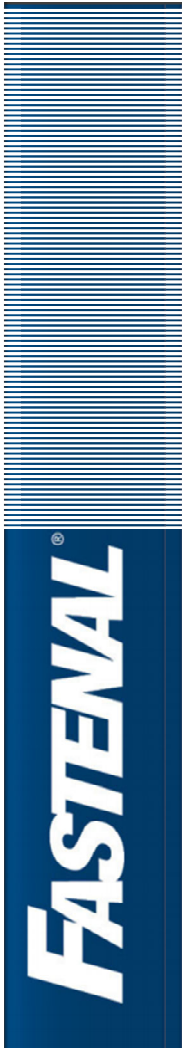
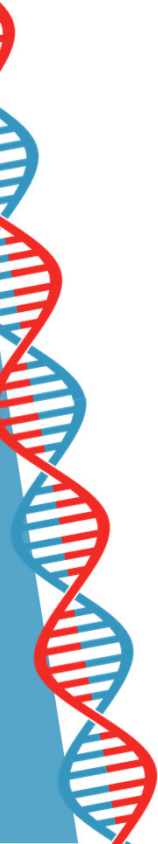
If you need assistance or want to place an order today, please contact Fastenal's West Virginia Government Sales Office 304.345.5108 or email wvgov@fastenal.com

Register your account on www.Fastenal.com

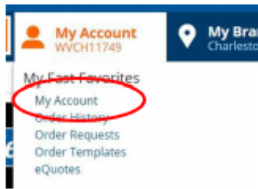
***Contact your West Virginia dedicated sales team to validate your email address and account number.**

Once your email has been updated to your account, allow 24 hours before registering on www.fastenal.com via the following steps:

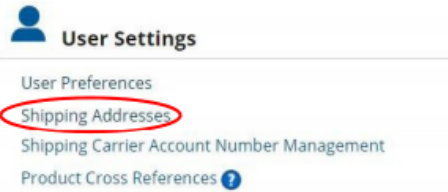
1. Click on My Account.
2. Click on Register and enter E-mail, Username, and Password.
3. Enter the Security Code received via e-mail.



4. Select "Government Contract" and enter contact info.
5. Select the best option under "Do you have a Fastenal Account Number?"
 - "Yes, and I have two invoices from my account" – Account info will automatically link
 - "Yes, but I do not have two invoices from my account" – Account info will link when the Fastenal branch verifies your information
 - "No, I do not have a Fastenal account" – Call your dedicated sales team to set up an account which can be linked later



6. Click "My Account"
7. Scroll down to "User Settings" and choose Shipping Addresses.



8. You will choose "Add Address."

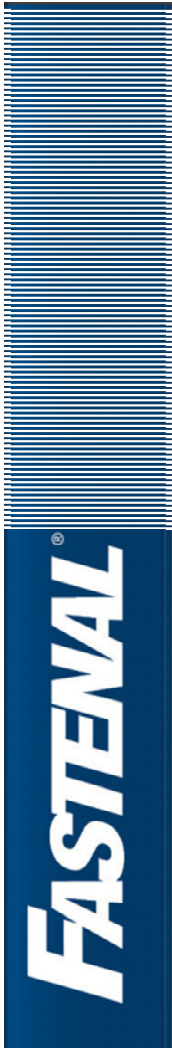
Shipping Addresses

No addresses found.

[Add Address](#)

9. Choose "[Find another Fastenal branch]"





Create Shipping Address

* Location Alias/NickName

Use as my default address

Make this address available to other users in my web account

Servicing Branch

10. Scroll down to "Branch Code (5 Letter)"

Search Filter

Search Type:

Zip Code:

Distance:

- Zip Code
- Zip Code City & State
- Branch Code (5 Letter)
- Branches I have an account with
- Current Location (GPS)

11. Please enter **WVCH1** into the Branch Code Line

Search Filter

Search Type:

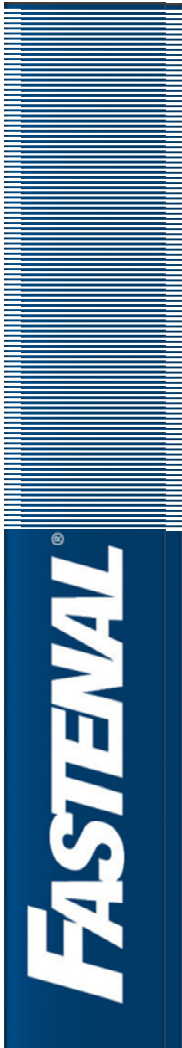
Branch Code (5 Letter):

Nearest 2 Branches

Branch	
WVCH1 905 Morris Street Charleston, WV USA 25301 P: 304-345-5104 F: 304-345-5107 WVCH1@stores.fastenal.com	Make WVCH1 your servicing branch.

12. Click on "Make WVCH1 your servicing branch"- *This must be chosen for your orders to be routed correctly.*





Contact Information:

Fastenal West Virginia Government Sales Office
905 Morris Street
Charleston, West Virginia 25301
Phone: 304.345.5108
wvgov@fastenal.com

Ordering Instructions: An agency may order Maintenance, Repair, and Operations (MRO) equipment and Industrial Supplies from Vendor (FASTENAL) catalog. The recommended ordering guidelines are:

- A. An Agency delivery order (ADO) should be issued with the appropriate documentation attached.
- B. Agencies should obtain confirmation of every order and retained in the file.
- C. A Centralized delivery order (CDO) should be issued for orders over *\$250,000.01*.
- D. Agencies should indicate the Statewide Contract MRO18 on all orders or quotes.

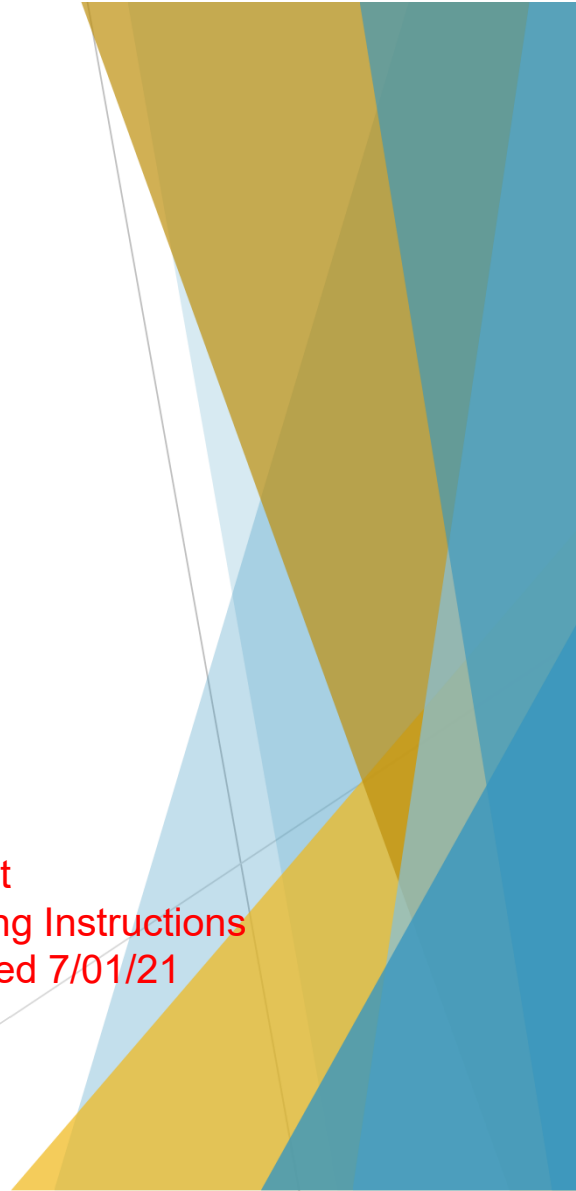
How to submit the completed order to the Vendor – To place orders, please note that revised contract pricing viewing instructions have been posted on the Purchasing Division’s website relating to state wide contract for industrial supplies and equipment (INDEQP). The contract, MRO18, with Fastenal may be found at <http://www.state.wv.us/admin/purchase/swc/INDEQP.htm>.

POLITICAL SUBDIVISIONS: Contact Fastenal to confirm that contract pricing is available.

Contact Information:

Fastenal West Virginia Government Sales Office
905 Morris Street
Charleston, West Virginia 25301
Phone: 304.345.5108
wvgov@fastenal.com

Current
Ordering Instructions
*Revised 7/01/21



Statewide Contracts Including Technology Commodities or Services

OASIS ID	Vendor	Description	Action
IP19	Dell Marketing LP	Personal Computers/ Laptops	3 rd Party
DIGICOP	Komax	Digital Copiers	3 rd Party
MAILMCHN	Komax/Pitney Bowes	Digital Mailing Machine Systems	3 rd Party
VOIP19	Lumos/Segra	Hosted VoIP Solutions & Services	TCR
SIPE	Verizon Business	SIP trunking	TCR
DATATRNSP	Verizon Business	Data Transport services	TCR
CENTREX19	Frontier	Centrex and Business lines and trunks, ISDN and DSL	TCR
LDPHONE19	Method One	Long Distance phone service	TCR
LAR20	SHI	Large Account Reseller for Microsoft Software	CTO
MSENTRPRZ	Microsoft Licensing	Master Agreement Microsoft Licensing (Enterprise)	CTO
MA05SW19	IBM	Master Agreement IBM	CTO
ITCONSULT20	Gartner	Information Technology & Advisory Services	CTO
CPHONE 20A	AT&T	Cellular Phones and Plans	wvot.cell@wv.gov
CPHONE 20B	Verizon Wireless	Cellular Phones and Plans	wvot.cell@wv.gov
CPHONE20C	T-Mobile	Cellular Phones and Plans	wvot.cell@wv.gov
EPORTAL16	WV Interactive	State's Web Portal Solution	ePortal Board
RECMGTE	Iron Mountain	Records Management	NO CTO Approval required

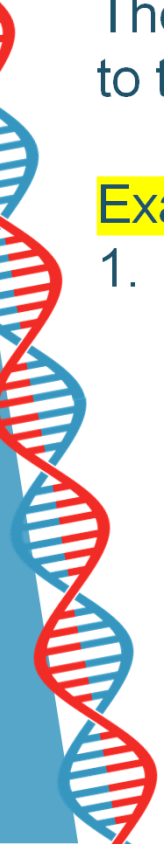
Appendix G: *Purchasing Division Handbook*

Agency Delivery Orders - Central Delivery Orders (CDO):

The Header needs to contain any documentation relevant to the action of the Delivery Order.

Examples include:

1. Motor Vehicle (MV or MVTRUCK) Statewide Contract
 - a) Completed and signed copies of the Fleet Management Vehicle Request Form
 - b) Pricing pages from the Central Master Agreement (CMA) showing the contract price of the vehicle



Appendix G: *Purchasing Division Handbook*

2. WVARF Janitorial (WVRFJAN) Statewide Contract
 - a) WVARF Service Agreement containing dates of service, location, and pricing executed by WVARF and agency
 - b) Commodity or Service Fair Market Price Form
 - c) Any applicable exhibits
3. Security Guard Services (SECSVS) Statewide Contract
 - a) Security Guard Request Form – completed in its entirety



Appendix G: *Purchasing Division Handbook*

Other Helpful Information:

1. Make sure the correct statewide contract is referenced on the **Reference Tab.**
2. Make sure the **dates of service** are correct on the commodity line(s).
3. Any documents from the vendor to be added to the Header, such as quotes, invoices or agreements, should include the **vendor's signature and the agency procurement officer's signature. Both signatures will be required for any CDO.**



Appendix G: *Purchasing Division Handbook*

4. Pricing page(s) from the original contract should be included to verify pricing from the master contract. Pricing pages will not need to be provided if commodity lines were used from the master contract. The Auditor's Office will need this pricing information to verify and pay per the awarded contract.
5. Effective 10/31/2018, state agencies seeking any loan or extension of credit from a bank or other financial institution must provide notice to, and receive approval from, the Governor's Office.



Appendix G: *Purchasing Division Handbook*

Additionally, below are some examples of language that may be included in extended descriptions:

WVARFJAN Example:

State Contract Release Order

SWC: WVRFJAN19

To provide janitorial services for the West Virginia Department Administration, General Services Division, Bldg. #1, per the attached documentation.

Dates of Service: 07/01/2021 through 06/30/2022

MV Example:

Equipment Contract Release Order

SWC #MVTRUCK21A

Class 24 Large Pick Up Regular Cab

Ford F-250 4x4 F2B

Color: Velocity Blue

Color Code: (E7)

Fuel: Flex-Fuel

Appendix G: *Purchasing Division Handbook*

Additionally, below are some examples of language that may be included in extended descriptions:

Security Guard Example:

Security Guard III: 1

Hours per Day: 10

Days per week: 5 (excluding state holidays)

Shift Hours: 7:00 AM - 5:00 PM

Paid half-hour lunch

Dates of Service: 10/6/2020 through 10/5/2021

Job Location:

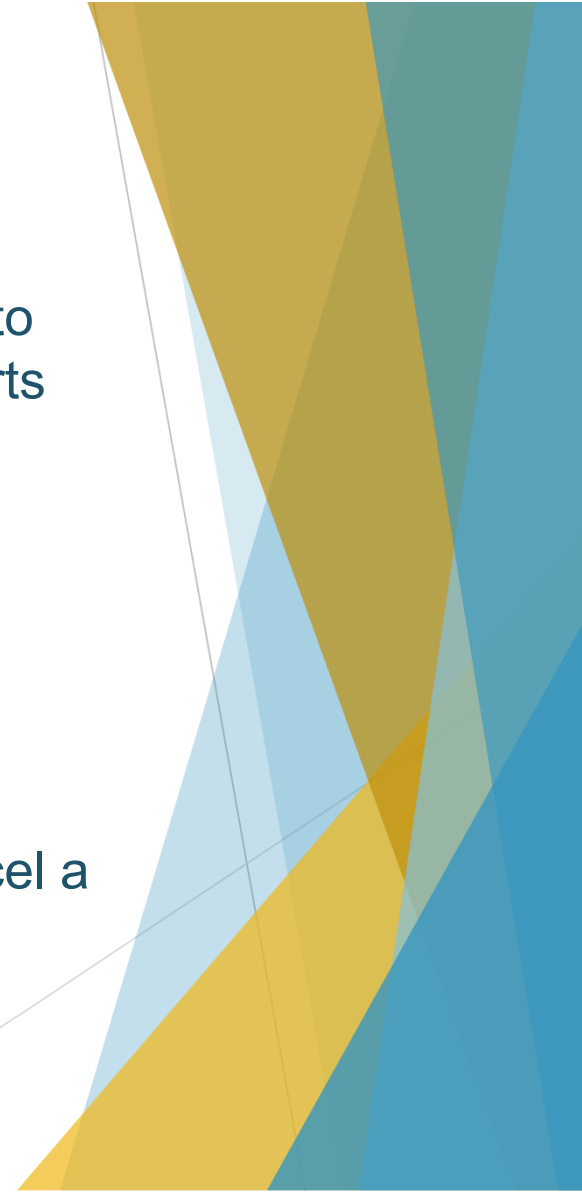
BUILDING 55

130 Stratton Street Logan, WV 25601



Usage Reports

- ▶ Purchasing Master Terms and Conditions require vendors to submit reports, upon request or at specified periods. Reports include –
 - ▶ Quantities purchased
 - ▶ Agencies utilizing the contract
 - ▶ Total expenditures by agency
 - ▶ Total expenditures by the state
- ▶ May be used to determine whether to renew, rebid, or cancel a statewide contract



Updates and Highlights

- ▶ Check the SHOP table before proceeding with purchase
- ▶ Purchasing Division also maintains list of all current contracts
 - www.state.wv.us/admin/purchase/SWC/
- ▶ To receive an email notification every month containing the link to the most current Buyers Network, which contains a current statewide contract update, contact the Purchasing Division at: Purchasing.Training@wv.gov.

Current Statewide Contract Update

(As of July 22, 2019)

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.

Contract Renewals			
Contract	Vendor	Commodity	Effective Date
CPHONE13B	Verizon Wireless	Wireless equip.	07/01/19 -12/31/19
SWC*2	KOMAX LLC	Photocopiers	08/24/19 -08/23/20
SWC*19	Exterm Tek Pest Control LLC	Pest control	07/15/19 -07/14/20
TEMP16A	WV Assoc of Inc Rehab Facilities	Temporary Manual Labor	07/15/19 -07/14/20

TEMP16C	Express Services	Temporary Manual Labor	07/15/19 -07/14/20
TEMP16D	Saunders Staffing	Temporary Manual Labor	07/15/19 -07/14/20
TEMP16E	22 nd Century Technologies Inc	Temporary Manual Labor	07/15/19 -07/14/20
TEMP16G	Manpower of WV	Temporary Manual Labor	07/15/19 -07/14/20
WVRFJAN19	WV Assoc. of Rehab Facilities	Janitorial Services	07/01/19 -06/30/20

Purchasing Division Dates to Remember

The Purchasing Division would like to remind you of some upcoming events, noted below. For more information on these events, visit WVPurchasing.gov, or contact us at Purchasing.Training@wv.gov.

EOIs & Construction Purchases — *In-House Training*
August 7, 2019 | 9 a.m. - 11 a.m.

Opportunities for Local Governments — *Fairmont, WV*
August 8, 2019 | 10 a.m. - 12 p.m.

Doing Business with West Virginia — *Fairmont, WV*
August 8, 2019 | 1:30 p.m. - 3:30 p.m.

Vendor Registration — *Webinar*
August 14, 2019 | 9:30 a.m. - 12 p.m.

2019 Agency Purchasing Conference — *Morgantown, WV*
September 17-20, 2019

Developing Specifications — *Webinar*
October 23, 2019 | 10 a.m. - 11 a.m.

Purchasing Risks and Ethics — *Webinar*
October 30, 2019 | 9 a.m. - 11 a.m.

FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<i>Supervisors</i>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<i>Senior Buyers</i>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
April Battle	April.E.Battle@wv.gov	558-0067
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Crystal Husted	Crystal.G.Husted@wv.gov	558-2402
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094

Buyers Network



QUESTIONS ABOUT THE USE OF STATEWIDE CONTRACTS?

Mark Atkins, Senior Buyer
Mark.A.Atkins@wv.gov

