



# Statewide Contracts

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*2022 Agency Purchasing Conference*



# Process/Law Changes to Help You

- **Federal Contract Terms (2021)**

Created a uniform federal contracts addendum to ensure that state contracts are compliant with federal rules on expending federal funds

- **Non-Mandatory Statewide Contracts (2021)**

The Purchasing Division no longer requires that agencies utilize certain statewide contracts issued through national cooperatives

- **Statewide Contracts Website Update (2021)**

The statewide contracts website was updated to make information more searchable and user friendly

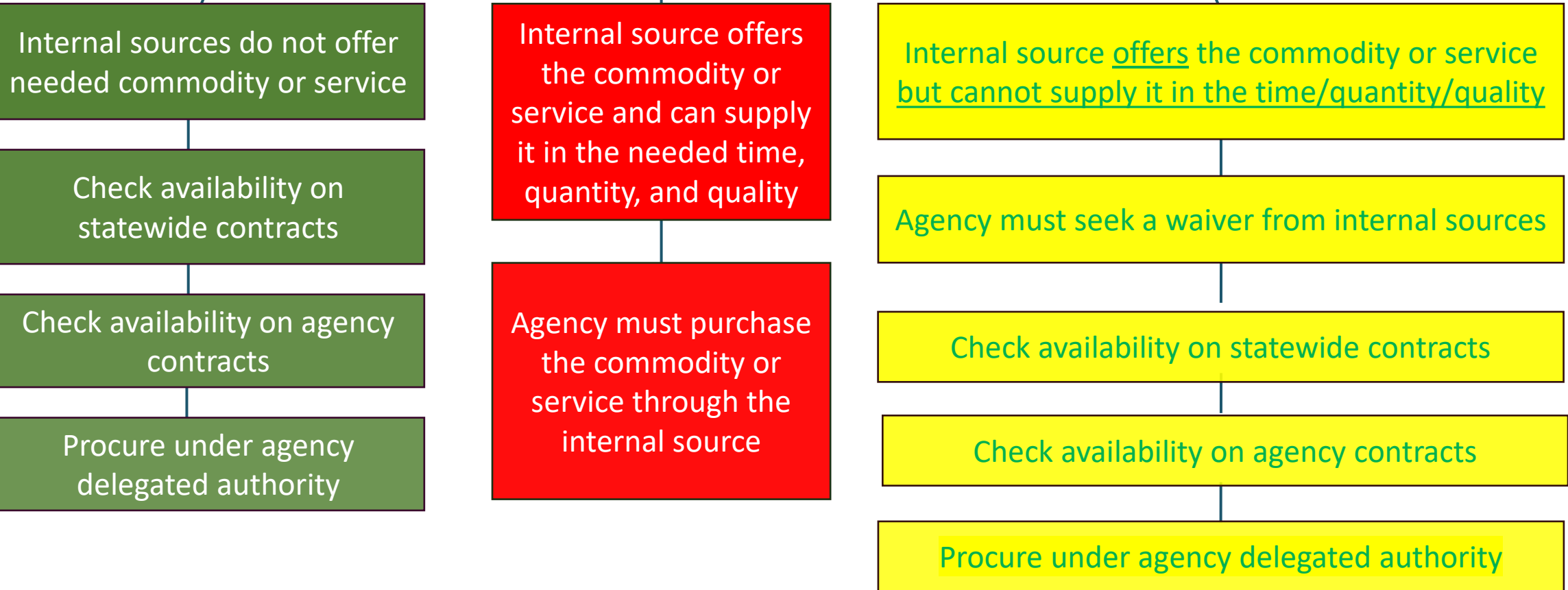


# Objectives

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

# Agency Defines a Need: *What Happens Next?*

## Check Availability of Commodity or Service Through Internal Sources



# 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 immediately)
- Easily accessible
- Available to all state agencies, in all locations
- Efficiency in the procurement process
- Prevents stringing
- Cost savings (Volume savings over the life of the contract and reduces soft costs)

# 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? Time is Money! Mitigate risks.
- The State will lose the ability to renew or possibly obtain a lower price with that vendor for the next bid cycle



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# 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:



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# 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.)



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# Agency Delegated Thresholds

**\$0-\$5,000**

No competition required, but encouraged

**\$5,000.01-\$20,000**

Three verbal bids required (WV-49)

A *wv*OASIS Procurement Award Document is required for purchases exceeding \$5,000

**\$20,000.01-\$50,000**

**\$20,000.01-\$100,000\***

ARFQ is required for all purchases between \$20,000.01 and \$50,000 or \$100,000 and must be advertised in *wv*OASIS. Three written bids are required when possible.

\*If agency has been approved for the \$100,000 agency delegated threshold

**Greater than \$50,000**


**Greater than \$100,000\***

Formal acquisition process (CRQS/CRQM) Purchasing Division

\*If agency has been approved for the \$100,000 agency delegated threshold

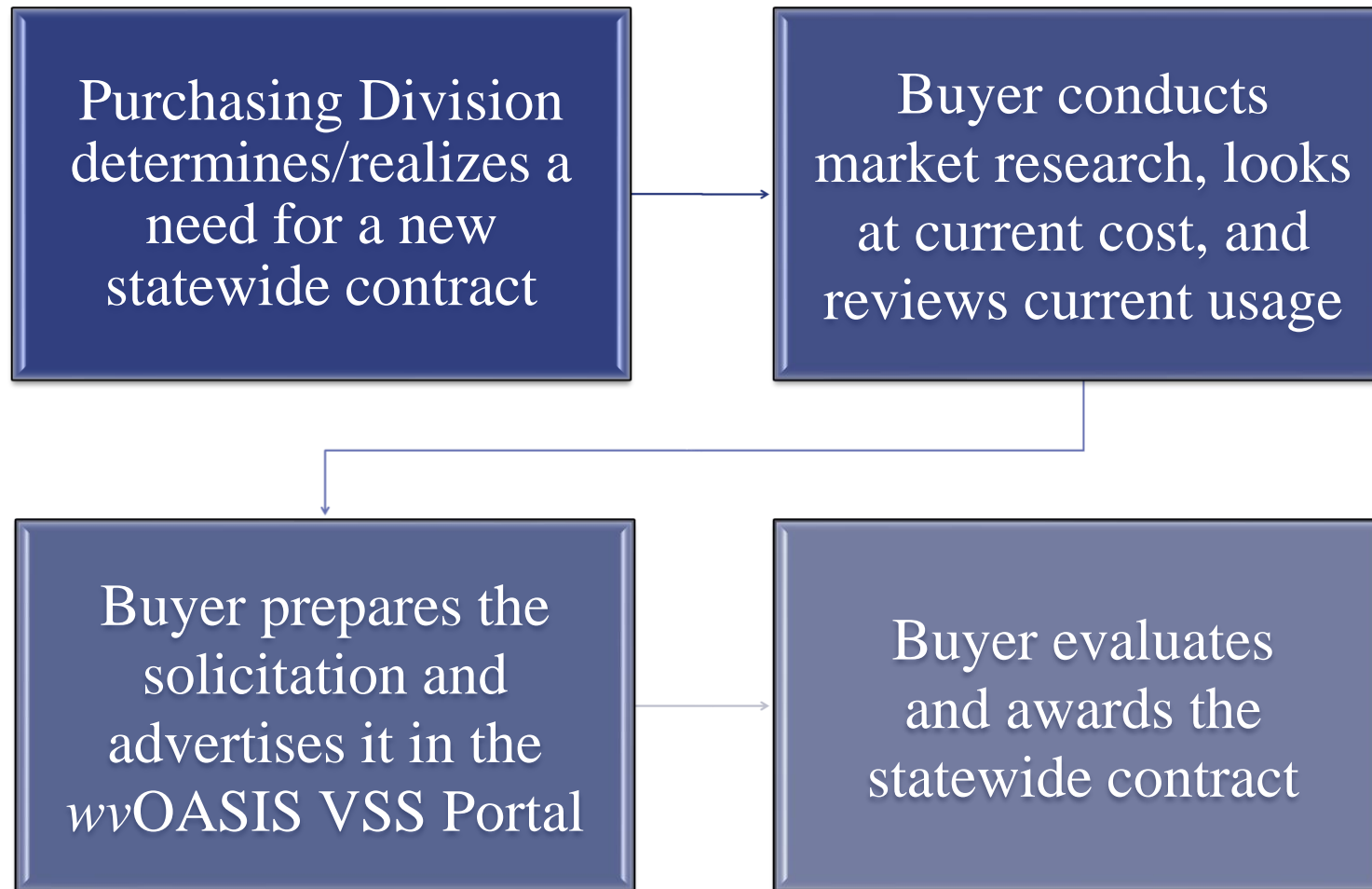


# Basis for New Statewide Contracts



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 \$5,000 it must be bid out, even if the vendor can supply the commodity or service



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# Viewing a Statewide Contract

## On Purchasing Website...

- Click on “Contracts”
- Click on “Statewide Contracts”
- The hyperlinked contract name takes you to the contract



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

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

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

WV.gov | Administration | Purchasing Search Go Translate (Must switch browser to Chrome or Firefox) Select Language

## News, Events, & Job Opportunities

Effective February 22, 2022, the Purchasing Division will no longer be live streaming bid openings. These bid openings are now open to the public.

Vendor Resource Center Agency Resource Center Emergency Purchasing Procedures

Debarred and Suspended Vendors AWARDED CONTRACTS Contact Us

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

2019 Washington Street East



# Then click on the “Statewide Contracts” link

WV.gov | [Administration](#) | [Purchasing](#) | [Contracts](#) [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)

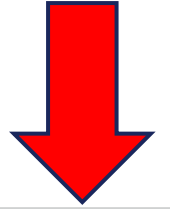
**Contracts for Local Governments**  
(Reference for State Agencies)

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



<b>Airfare</b>	<b>AIRFARE</b>
<i>This contract provides discounted air fare for State Agencies and Political Subdivisions.</i>	
<b>Asbestos Abatement Services</b>	<b>ABATMNT</b>
<i>This contract includes various asbestos abatement services, including, but not limited to, removal of asbestos material, pipefitting, and insulation.</i>	
<b>Automatic External Defibrillators</b>	<b>(Non-Mandatory) (2 CFR 200 Compliant) DEFIB</b>
<i>This contract includes automatic external defibrillators and accessories.</i>	
<b>Auto Parts</b>	<b>MVPARTS</b>
<i>This contract includes motor vehicle auto parts.</i>	
<b>Batteries (Automotive &amp; Equipment)</b>	<b>AEBATTERY</b>
<i>This contract includes automotive and equipment lead acid batteries of various sizes and voltages, for both industrial and heavy commercial use.</i>	
<b>Box Truck Rentals</b>	<b>(2 CFR 200 Compliant) COMTRKRN</b>
<i>This contract with Enterprise Rent A Car Co. is to provide Nationwide Commercial Truck Rental Services.</i>	
<b>Car, Light Trucks, Mid-Size SUV</b>	<b>MV</b>
<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>	
<b>Cellular Phones and Tablets</b>	<b>CPHONE</b>
<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>	
<b>Cleaning Supplies (Household)</b>	<b>HOUSE</b>
<i>This contract includes cleaners, mops, brooms, buckets, and other housekeeping supplies.</i>	
<b>Commercial Copiers/Scanners Purchase and Lease</b>	<b>(2 CFR 200 Compliant) DIGCOP</b>
<i>This contract includes the lease or purchase of multi-function monochrome digital copiers and small color copiers with various bond and accessory options.</i>	

# Viewing a Statewide Contract

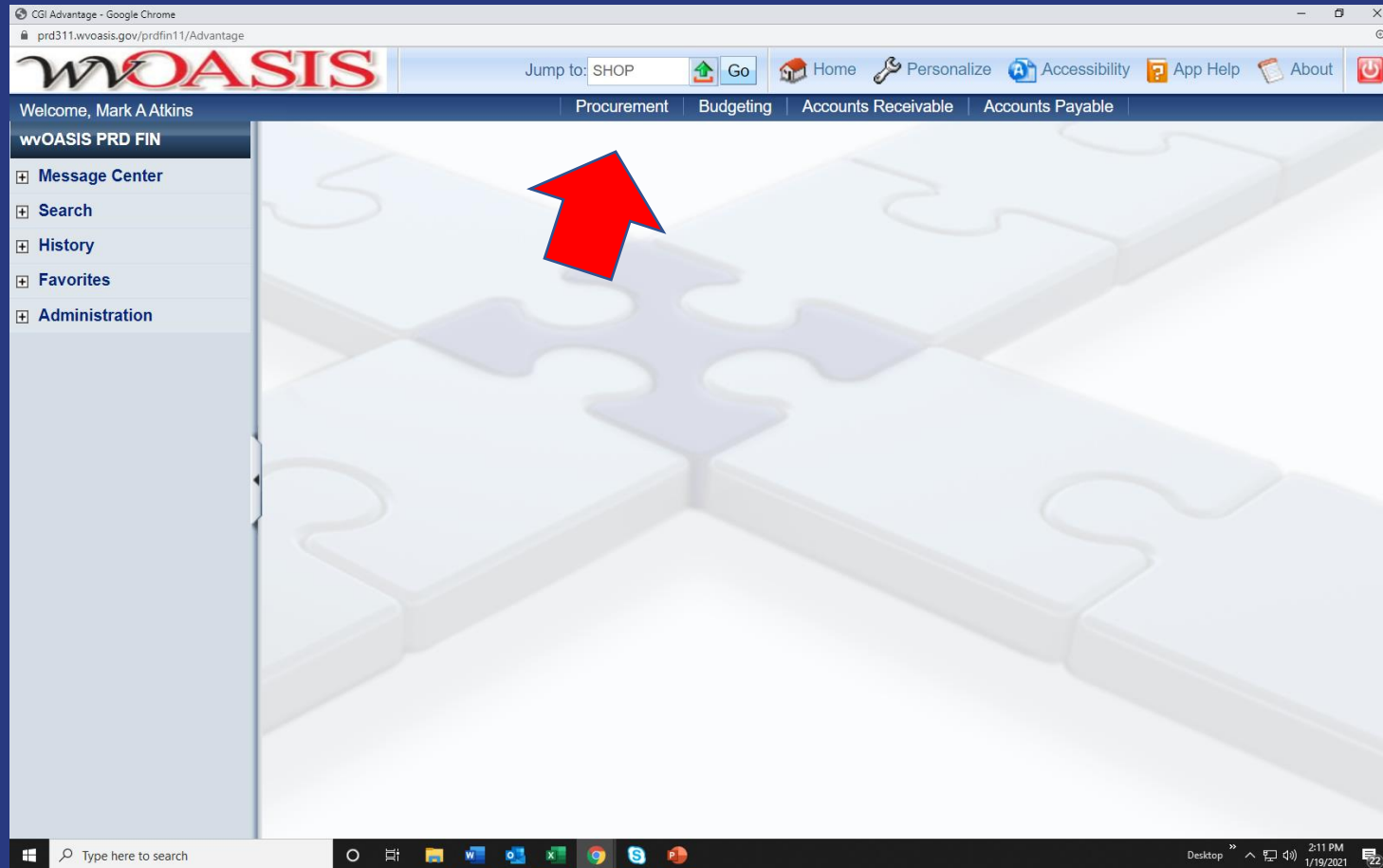
## In wvOASIS...

- 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



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# In wvOASIS, Jump To Shop




# Enter 0212 in Doc Dept field

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

wwOASIS PRD FIN | 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) :

Warehouse :  

Expiration Date :  


Include Expired Agreements :  

Mandatory Source Enabled :  

Include Substitute Stock Items :  

Document Description :

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



# Put commodity description in search window, click "search"

Welcome, Mark A Atkins


Procurement | Budgeting | Accounts Receivable | Accounts Payable

wvOASIS PRD FIN

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 ▾	
Part Number :	<input type="text"/>		Mandatory Source Enabled :	▾	
Price (from) :	<input type="text"/>		Include Substitute Stock Items :	▾	
Price (to) :	<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

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: COMPUTER

Advanced Search:  
 Department: 0212 | Warehouse: |  
 Commodity: | Expiration Date: |  
 Vendor: | Include Expired Agreements: No |  
 Part Number: | Mandatory Source Enabled: |  
 Price (from): | Include Substitute Stock Items: |  
 Price (to): | 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	<a href="#">CMA 0212 IP19</a>	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	<a href="#">CMA 0212 IP19</a>	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	<a href="#">CMA 0212 IP19</a>	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	<a href="#">CMA 0212 IP19</a>	01/14/2022

A decorative graphic of a DNA double helix runs vertically along the left edge of the slide. The helix is composed of two intertwined strands, one colored red and the other blue, with horizontal rungs representing the base pairs.

# EXAMPLES

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Of Ordering Instructions



## Ordering Instructions

### Statewide Contract

CANLINER22

### 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 the vendor.

**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 contract is mandatory use for all order in excess of \$300.00. Orders of less than \$300.00 may be purchased from any local source to eliminate delivery charges, if such local delivered purchases result in savings

**Approvals Required**- None.

### Vendor Contact Information:

Calico Packaging LLc  
10621 Iron Bridge Road, Suite F  
Jessup, MD 20794  
Phone: 800-638-0828  
Fax: 301-498-2056  
Email: Chris Hartnett, COO [bids@calicopackaging.com](mailto:bids@calicopackaging.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 [bids@calicopackaging.com](mailto:bids@calicopackaging.com) . All agencies submitting orders by email will be sent an email receipt to confirm that the order has been received.

Or

**FAX\*:** You may fax the ADO document to 301-498-2056.

Or

**MAIL\*:** You may mail the ADO document to:

Calico Packaging LLc  
10621 Iron Bridge Road, Suite F  
Jessup, MD 20794

\*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.

## **6 DELIVERY AND RETURN:**

**6.1 Delivery Time:** Vendor shall deliver standard orders within seven (7) working days after orders are received. Vendor shall deliver emergency orders within three (3) working days 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 \$300.00 or more shall be delivered FOB: (Vendor shall pay all shipping charges).

All orders less than \$300.00 shall be delivered FOB: Shipping Point.

For any order under \$300.00 transportation charges may be charged and shall be itemized as a separate charge on the invoice. Vendor must include the invoice from shipper with their invoice to verify actual shipping cost. The agency will only pay the actual shipping cost for orders under the \$300.00 minimum order threshold.

Agencies may make small purchases (under the \$300.00) from a local source if pricing includes delivery and a savings result. Note: Agencies are not permitted

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**CRFQ 0212 SWC2200000015**  
**Request for Quotation**  
**(CANLINER22)**

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to string orders to circumvent purchasing policy.

## 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](mailto:kbragg@champion-industries.com) &  
[jclayman@champion-industries.com](mailto: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.

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

VENDOR	DEPARTMENT CONTACT
<b>Vendor Customer Code:</b> 00000200768 CAPITOL BUSINESS INTERIORS 711 INDIANA AVE  CHARLESTON WV 25302  US <b>Vendor Contact Phone:</b> (304) 343-7551 <b>Extension:</b> <b>Discount Percentage:</b> 0.0000 <b>Discount Days:</b> 0	<b>Requestor Name:</b> Mark <b>Requestor Phone:</b> (304) 558-2307 <b>Requestor Email:</b> 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

<b>Total Order Amount</b>	Open End
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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>[Date]</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>[Signature]</i> DATE: <i>[Date]</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 *7/13/18* 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

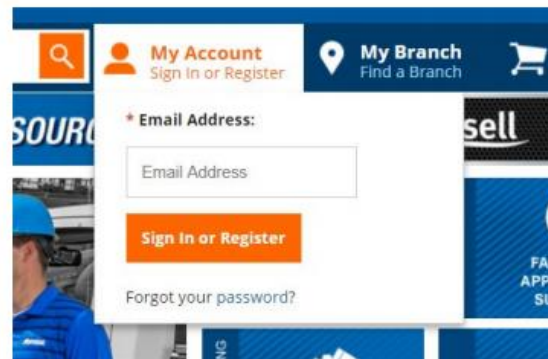
Charleston, West Virginia 25301

Phone: 304.345.5108

wvgov@fastenal.com

#### Special Instructions– *Contract Pricing Viewing Instructions--Only*

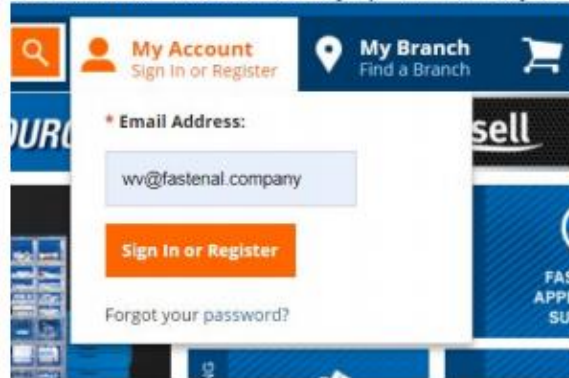
1. Navigate to [www.fastenal.com](http://www.fastenal.com)



**FASTENAL**



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".



## Secure Sign In

Email Address

Password [Forgot your password?](#)

Keep me signed in

[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.

The logo for Fastenal, featuring the word "FASTENAL" in a bold, white, sans-serif font, oriented vertically on a dark blue rectangular background. A registered trademark symbol (®) is located to the upper left of the first letter 'F'.

**FASTENAL**®

**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](mailto:wvgov@fastenal.com)

Register your account on [www.Fastenal.com](http://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](http://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.

The FASTENAL logo is displayed vertically in white text on a dark blue background.

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:

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

**Search Filter**

Search Type:

Branch Code (5 Letter):

**Nearest 2 Branches**

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

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

The logo for FASTENAL, featuring the word "FASTENAL" in a bold, white, sans-serif font with a registered trademark symbol, set against a dark blue vertical rectangular background.

**Contact Information:**

Fastenal West Virginia Government Sales Office

905 Morris Street

Charleston, West Virginia 25301

Phone: 304.345.5108

[wvgov@fastenal.com](mailto: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](mailto: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 <sup>rd</sup> Party
DIGICOP	Komax	Digital Copiers	3 <sup>rd</sup> Party
MAILMCHN	Komax/Pitney Bowes	Digital Mailing Machine Systems	3 <sup>rd</sup> 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	<a href="mailto:vvot.cell@wv.gov">vvot.cell@wv.gov</a>
CPHONE 20B	Verizon Wireless	Cellular Phones and Plans	<a href="mailto:vvot.cell@wv.gov">vvot.cell@wv.gov</a>
CPHONE20C	T-Mobile	Cellular Phones and Plans	<a href="mailto:vvot.cell@wv.gov">vvot.cell@wv.gov</a>
EPORTAL16	WV Interactive	State's Web Portal Solution	ePortal Board
RECMGTE	Iron Mountain	Records Management	NO CTO Approval required



# **ADO/CDO REQUIREMENTS**

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*per Section 3.8.1.2 of the Purchasing  
Division Procedures Handbook*

# 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.



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# 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



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# 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 on the Statewide Contracts website page. If none are published on the website, then....
- 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.



# 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:

- I. 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



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# 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.



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# 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:WVRFJANI9

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



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# 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: I

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



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# 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](http://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](mailto: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](http://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	Extern 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 <sup>nd</sup> 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
WRFJAN19	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](http://WVPurchasing.gov), or contact us at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

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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



**ANY  
QUESTIONS?**



**MARK ATKINS**  
***BUYER SUPERVISOR***

**304-558-2307**

***MARK.A.ATKINS@WV.GOV***

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***Purchasing.Help@wv.gov***