
Statewide Contracts



Presented By: Mark Atkins, Buyer Supervisor

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 (2023)**
The statewide contracts website was updated to make information more user friendly

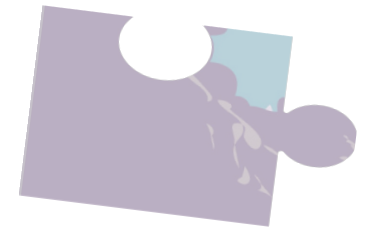


Objectives : Seeing the “*Big Picture*”

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



What is a Statewide Contract?



- 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

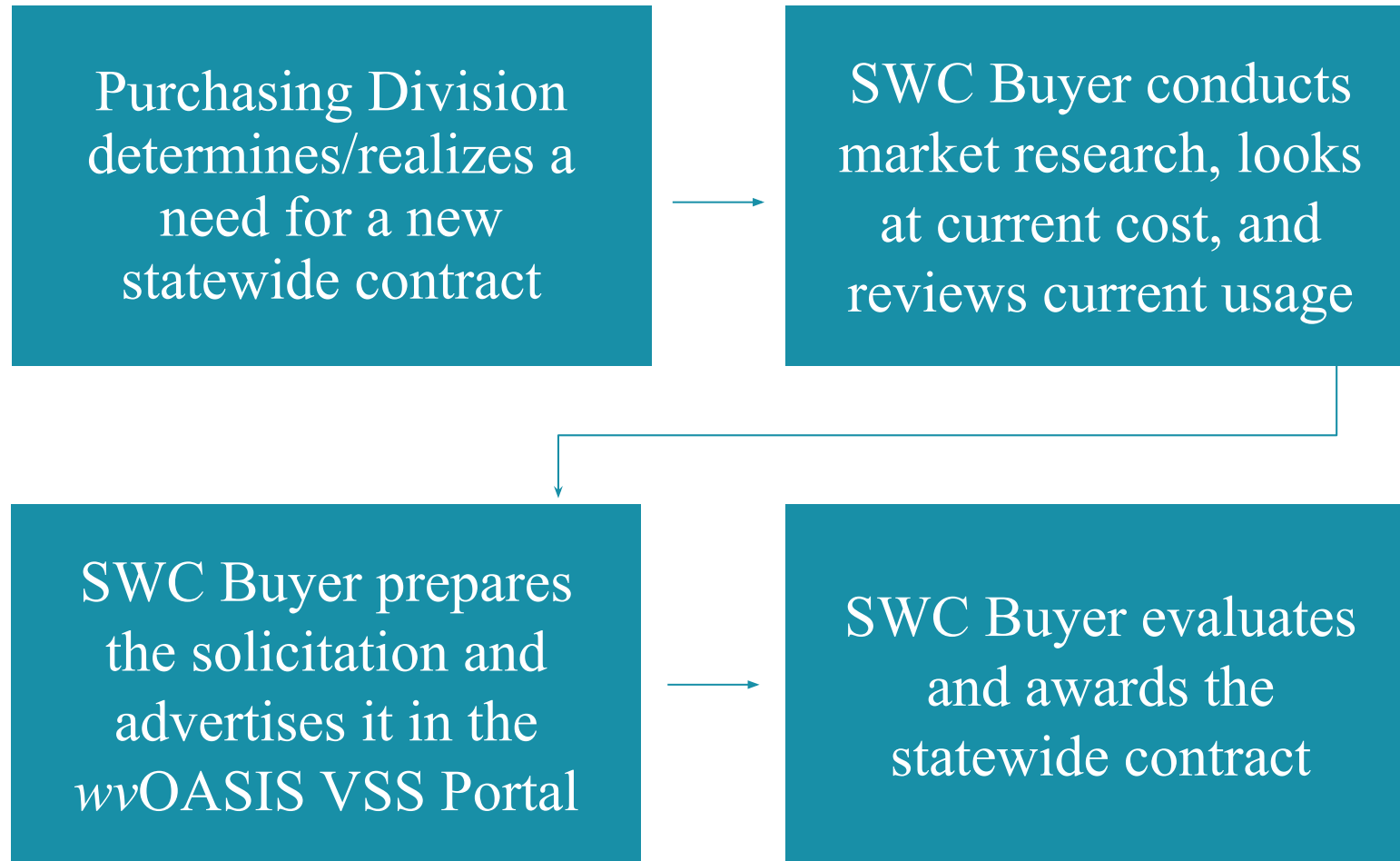


2023 WEST VIRGINIA
AGENCY PURCHASING CONFERENCE
Celebrating 90 Years of West Virginia Purchasing

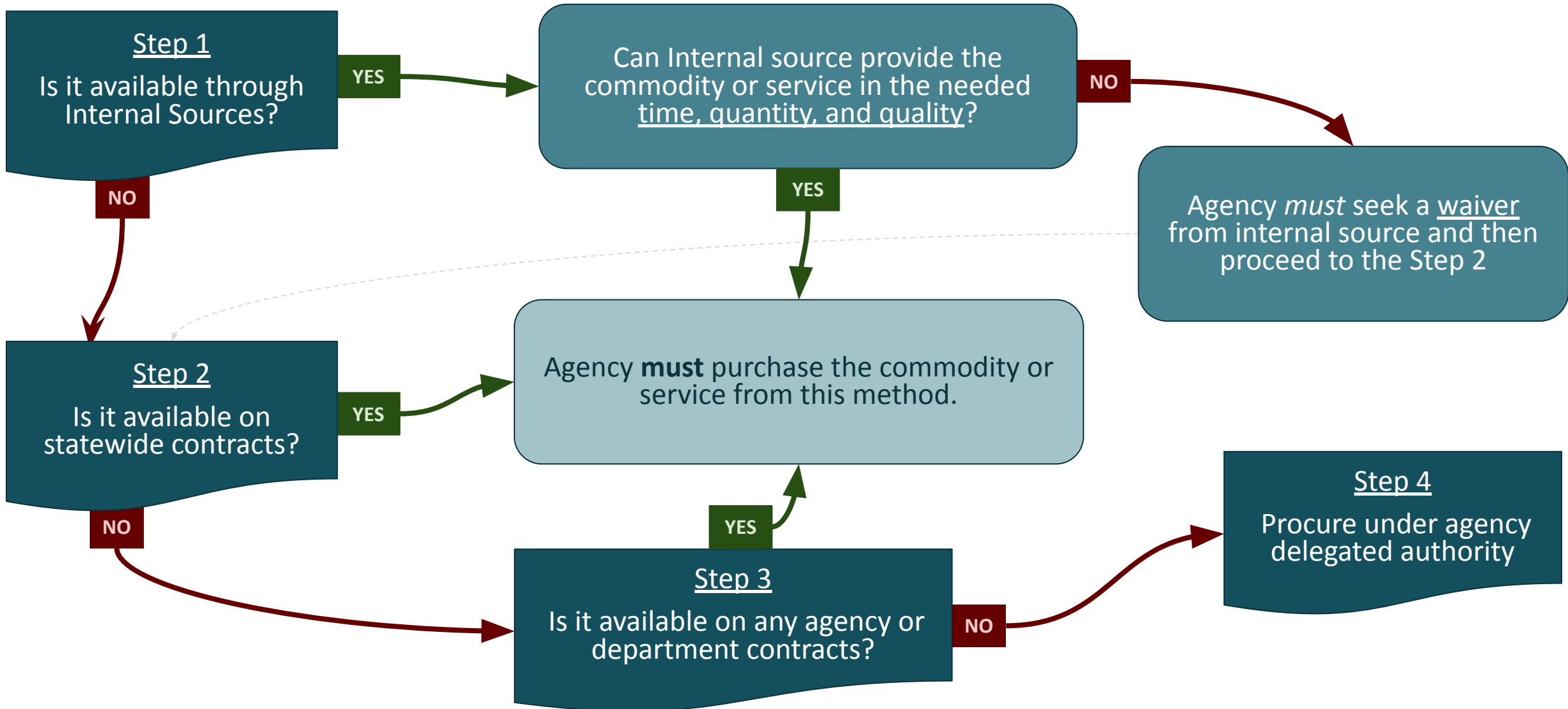
Basis for New Statewide Contracts



Creating a New Statewide Contract



Agency Defines a Need: *What Happens Next?*



Statewide Contract Benefits



- Quick (Available to use immediately)
- Easily accessible
- Available to all state agencies and political subdivisions in all locations
- Efficiency in the procurement process
- Cost savings (Volume savings over the life of the contract and reduces soft costs)
- No need to track spend for bidding thresholds
- Prevents stringing



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Statewide Contracts

Do I really have to use a SWC?



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



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. (Excludes Non-Mandatory Contracts)
- 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
- Waiver is only granted if one of the following conditions exist:



Statewide Contract Waiver

Purchasing Division Handbook 3.1.3.2 and 148 CSR 01 7.4.d



Agencies may request a waiver from a statewide contract for the following:

- 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 vendor has refused to perform.
- The price of the good or service can be found from a different source at a substantially lower cost for the same item or service, with the *quality, functionality, and all other specifications* being equal;
- (If a waiver is granted, it must be retained by the agency with the purchase order file for each transaction to which the approval applies.)

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*

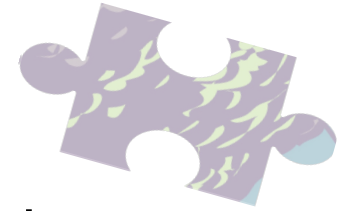
Formal acquisition process (CRQS/CRQM) Purchasing Division

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





How Do I Know Which Contract to Use?



- If there is a statewide contract for the specific commodity or service that you need (Stand-Alone Contract), the stand-alone contract is the primary contract (i.e. automotive batteries or trash can liners).
 - Trying to eliminate overlap among contracts is often impossible.
 - Look for a stand-alone contract first, then look at the remaining contracts with overlapping items and determine the intent of contract and use it for intended reason.
 - SPECIAL NOTE: Only contract items can be purchased on a SWC; if the item is not on contract and is expected to exceed \$5,000 it must be bid, even if the vendor can supply the commodity or service.
-

Viewing a Statewide Contract

On Purchasing Website...

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



Viewing a Statewide 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 • 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

[Vendor Resource Center](#) [Agency Resource Center](#) [Emergency Purchasing Procedures](#)

[Debarred and Suspended Vendors](#)  [Contact Us](#)

- News
- Vendor Registration
- Bid Information
- Transparency
- Procedures
- Contracts**
- Training
- Programs
- Forms
- Local Government Outreach
- Site Map



Then click on the “Statewide Contracts” link



WEST VIRGINIA PURCHASING DIVISION

STATEWIDE CONTRACTS

WV.gov | Administration | Purchasing | Contracts

Translate (Must switch browser to Chrome or Firefox)

Select Language

Statewide Contracts

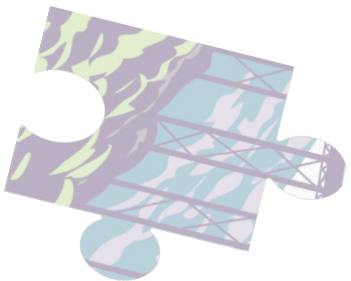
Terms Agreements

Specification Index

Contracts for Local Governments

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.**



The **hyperlinked** contract name takes you to the contract



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

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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CGI Advantage - Google Chrome
prd311.wvoasis.gov/prdfin11/Advantage

wvOASIS


Jump to: SHOP  Home  Personalize  Accessibility  App Help  About 

Welcome, Mark A Atkins

- Procurement
- Budgeting
- Accounts Receivable
- Accounts Payable

wvOASIS PRD FIN

- + Message Center
- + Search
- + History
- + Favorites
- + Administration



Type here to search

Desktop 2:11 PM 1/19/2021





- + Message Center
- + Search
- + History
- + Favorites
- + Administration

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 : 0212

Commodity :

Vendor :

Part Number :

Price (from) :

Price (to) :

Warehouse :

Expiration Date :

Include Expired Agreements : No

Mandatory Source Enabled :

Include Substitute Stock Items :

Document Description :

[Search](#)

[Clear Search Fields](#)






- Message Center
- Search
- History
- Favorites
- Administration

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 : <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 : <input type="text" value="No"/>
Part Number : <input type="text"/>	Mandatory Source Enabled : <input type="text"/>
Price (from) : <input type="text"/>	Include Substitute Stock Items : <input type="text"/>
Price (to) : <input type="text"/>	Document Description : <input type="text"/>

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



CGI Advantage — Mozilla Firefox
https://prd311.wvoasis.gov/prdfin11/Advantage

WELCOME, Mark A Atkins

Jump to: SHOP Home Personalize Accessibility App Help About

Procurement | Budgeting | Accounts Receivable | Accounts Payable

wVOASIS PRD FIN

- Message Center
 - Inbox
 - Alerts
 - Broadcasts
- Worklist**
 - Forms
 - Collaboration
- Search
 - Page Search
 - Document Catalog
 - Report Search
- History
- Favorites
- Administration

Shopper

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 :
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	\$636.00	43210000	Standard PC	Computer Equipment and Accessories	HP INC	Statewide Contract for Computers & Accessories	CMA 0212 IP23	01/14/2024
1	22	No			EA	\$236.00	43210000	Four-Year Accidental Damage Coverage - TABLET PC	Computer Equipment and Accessories	HP INC	Statewide Contract for Computers & Accessories	CMA 0212 IP23	01/14/2024
1	3	No			EA	\$3,027.00	43210000	Fixed Workstation	Computer Equipment and Accessories	HP INC	Statewide Contract for Computers & Accessories	CMA 0212 IP23	01/14/2024



EXAMPLES

Of SWC 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

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. 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



CRFQ 0212 SWC2200000015
Request for Quotation
(CANLINER22)

**ORDERING INSTRUCTIONS
SYSFURN23**

ORDERING REQUIREMENTS – An agency may request use of the SYSFURN23 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 – SYSFURN23
 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 (ADO) should be created in wvOasis with the appropriate documentation attached for orders following the Purchasing Division Handbook guidelines for orders under \$250,000.00. A Central Delivery Order (CDO) should be created for orders over \$250,000.01 and submitted to the Purchasing Division for processing.

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	CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.
			Order Date: 02-23-2023
Order Number: CMA 0212 0212 SYSFURN23 1		Procurement Folder: 1158415	
Document Name: SYSFURN23: Districts 1, 2, 3, & 4		Reason for Modification:	
Document Description: Statewide Contract for Systems Furniture & Accessories		Award of CRFQ 0212 SWC2300000011	
Procurement Type: Statewide MA (Open End)			
Buyer Name:			
Telephone:			
Email:			
Shipping Method: Best Way		Effective Start Date: 2023-03-01	
Free on Board: FOB Dest, Freight Prepaid		Effective End Date: 2024-02-29	
VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code: 000000200768 CAPITOL BUSINESS INTERIORS 711 INDIANA AVE CHARLESTON WV 25302 US Vendor Contact Phone: 304-343-7551 Extension:		Requestor Name: Jessica L. Hovanec Requestor Phone: 304-568-2314 Requestor Email: jessica.l.hovaneoc@wv.gov	
Discount Details:		2 CFR 200 Compliant	
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		
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	
		Total Order Amount:	Open End
PURCHASING DIVISION AUTHORIZATION DATE: ELECTRONIC SIGNATURE ON FILE		ATTORNEY GENERAL APPROVAL AS TO FORM DATE: ELECTRONIC SIGNATURE ON FILE	
		ENCUMBRANCE CERTIFICATION DATE: ELECTRONIC SIGNATURE ON FILE	



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: DATE: ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: DATE: ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: DATE: 7-19-18 ELECTRONIC SIGNATURE ON FILE
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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/INDEOP.htm>

Contact Information:

Fastenal West Virginia Government Sales Office

905 Morris Street

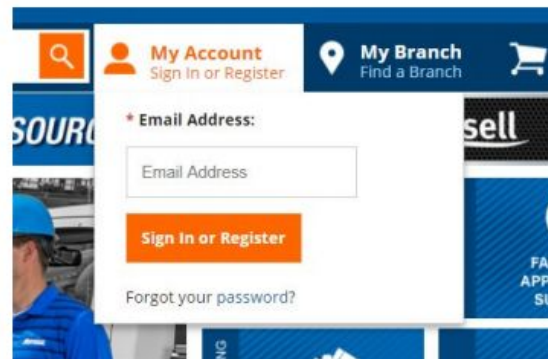
Charleston, West Virginia 25301

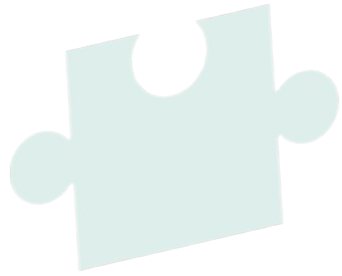
Phone: 304.345.5108

wvgov@fastenal.com

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

1. Navigate to www.fastenal.com





FASTENAL®

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

My Account
Sign In or Register

My Branch
Find a Branch

* Email Address:
wv@fastenal.com

Sign In or Register

Forgot your password?

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



Secure Sign In

Email Address

wv@fastenal.com

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.



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

Register your account on www.Fastenal.com

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

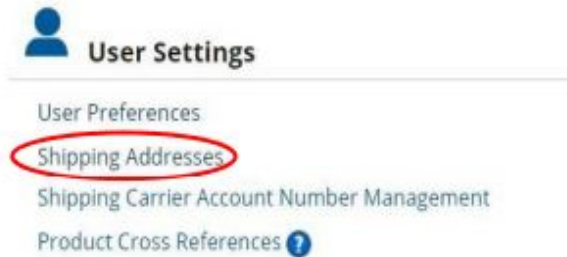
Once your email has been updated to your account, allow 24 hours before registering on www.fastenal.com via the following steps:

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]"



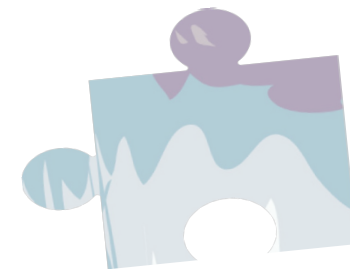
Create Shipping Address

* 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:

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

Search Filter

Search Type:

Branch Code (5 Letter):

Nearest 2 Branches

Branch
WVCH1 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.



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.

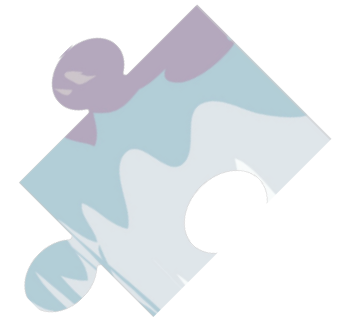
How to submit the completed order to the Vendor – To place orders, please note that revised contract pricing viewing instructions have been posted on the Purchasing Division’s website relating to state wide contract for industrial supplies and equipment (INDEQP). The contract, MRO18, with Fastenal may 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



OASIS ID	Vendor	Description	Action
VOIP19	Lumos/Segra	Hosted VoIP Solutions & Services	TCR
SIPEE	Verizon Business	SIP Trunking	TCR
DATATRNSP	Verizon Business	Data Transport Services	TCR
CENTREX	Frontier	Centrex and Business Lines and Trunks, ISDN and DSL	TCR
LDPHONE	Touch Tone	Long Distance Phone Service	TCR
CPHONE 20A	ATT	Cellular Phones and Plans	vvot.cell@wv.gov
CPHONE 20B	Verizon Wireless	Cellular Phones and Plans	vvot.cell@wv.gov
CPHONE20C	T-Mobile	Cellular Phones and Plans	vvot.cell@wv.gov
EPORTAL16	WV Interactive	State's Web Portal Solution	ePortal Board
RECMGTE	Iron Mountain	Records Management	NO CTO Approval required



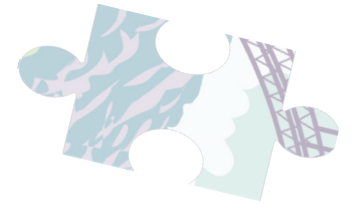
ADO/CDO REQUIREMENTS



*per Section 3.8.1.2 of the Purchasing Division
Procedures Handbook*



Agency Delivery Orders (ADO)



- 3.8.1.2 A: Agency Delivery Orders : All agency delivery orders must reference the complete open-end contract number.
- ADO's do 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 Statewide Contracts, unless ordering instructions require Purchasing Division approval or the State Auditor's Office has approved an alternate ordering method.

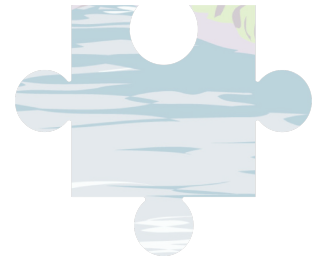
Appendix G: *Purchasing Division Handbook*

Agency Delivery Orders - Central Delivery Orders (CDO):

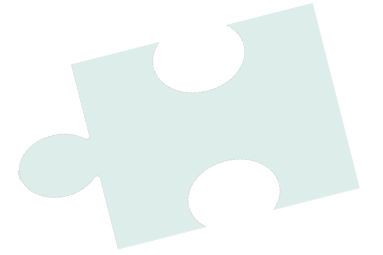
The Header needs to contain any documentation relevant to the action of the Delivery Order.

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 (not the fleet synopsis) from the Central Master Agreement (CMA) showing the contract price of the vehicle



Appendix G: *Purchasing Division Handbook* (*continued*)



2. WVARF Janitorial (WVRFJAN) Statewide Contract
 - a) WVARF Service Agreement containing dates of service, location, and pricing executed by WVARF and agency and SIGNED by both parties.
 - b) Commodity or Service Fair Market Price Form or a copy of the established pricing in the Exhibit A Pricing Pages if a pricing page is utilized instead of an established commodity line for the item or service in wvOasis.
 - 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* (*continued*)



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) if applicable.
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* (continued)



4. Pricing page(s) from the original or most recent contract should be included to verify pricing from the master contract.* The Auditor's Office will need this pricing information to verify and pay per the awarded contract.

* SPECIAL NOTE: Pricing pages are not required if commodity lines were used from the master 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 (continued)

Additionally, below are some examples of language that should be included in extended description for each commodity line of the delivery order:

WVARFJAN Example:

SWC: WVARFJAN23

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

Dates of Service: 07/01/2023 through 06/30/2024

MV Example:

Equipment Contract Release Order

SWC #MVTRUCK22A

Class 24 Large Pick-Up Regular Cab

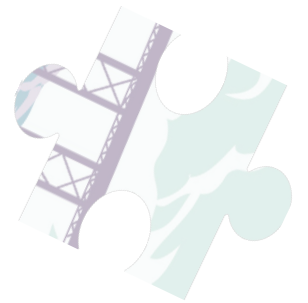
Ford F-250 4x4 F2B

Color: Velocity Blue

Color Code: (E7)

Fuel: Flex-Fuel

Note: if you are ordering multiple vehicles of the same class but are different colors, you must create a separate commodity line for each color ordered.



Appendix G: Purchasing Division Handbook (continued)



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

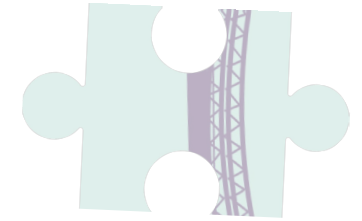
Paid half-hour lunch

Dates of Service: 10/6/2023 through 10/5/2024

Job Location: BUILDING 55 130 Stratton Street Logan, WV 25601

Note: if you are ordering multiple security guard classification, you should create a separate commodity line for each classification ordered. (Required for any CDO before processing)

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.

Expiring Statewide Contracts Tracking

(As of May 16, 2023)

The following contracts are set to expire within 90 days. This information is for planning purposes and may not reflect the current status of a contract. For more information on these or other statewide contracts, please contact Buyer Supervisor Mark Atkins.

ATTEMPT TO RENEW

TIMECLOCK22	TEMP21E
TRAVEL21	TEMP21F
TEMP21B	TEMP21G
TEMP21C	TEMP21H
TEMP21D	TEMP21I

TO BE DETERMINED

DATATRNSP

RENEWAL IN PROCESS

CANLINER22	ABATMNT21
OIL22	EPORTAL16
MVAPRTS21	PESTCTR22

WILL NOT BE RENEWED, NO CONTRACT
ELECMON14

Mandatory Training for High Level Officials Now Online

An updated recording of the State Officials' Purchasing Procedures and Purchasing Card Training is now available via CourseMill.

Presented by the Purchasing Division and the State Auditor's Office, this biannual webinar provides information on purchasing procedures and purchasing card processes. This training is mandatory for high-level officials and must be completed each fiscal year as indicated in W. Va. Code § 5A-3-60. Watching the training online will suffice to meet this requirement.

To view the recording of this webinar, visit www.onlinelarning.wv.gov and search for Course ID "PUR400E-FY23". After July 1, 2023, it will be "PUR400EFY24".

For questions related to this training, email Purchasing.Training@wv.gov.

Statewide Contract Updates (As of May 14, 2023)

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
LIGHT23	WV Electric Supply Co	Light Bulbs	05/01/23 -04/30/24
SECSVS23	B3 Security Group Lic	Security Guard Services	05/01/23 -04/30/24

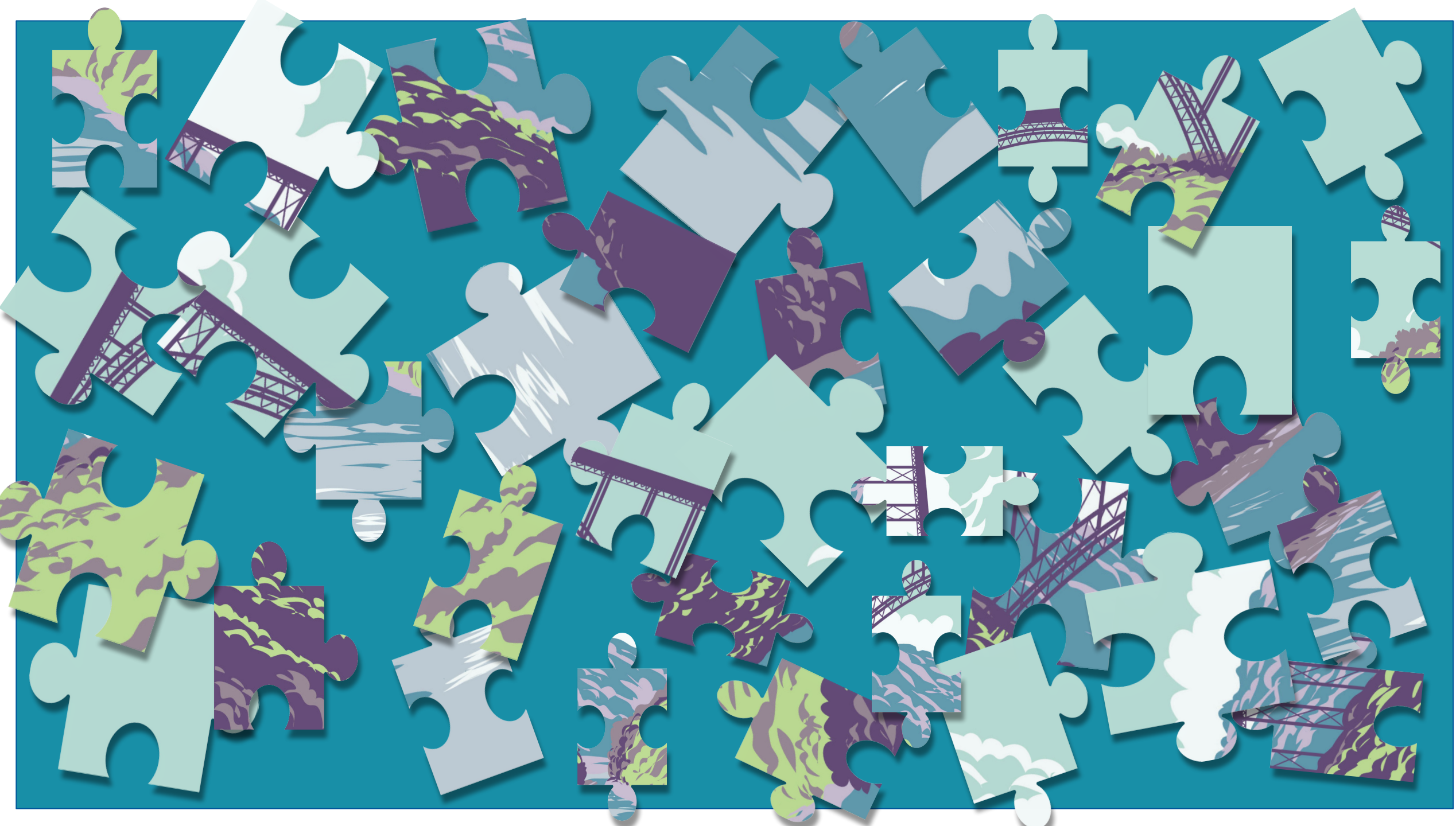
Contract Renewals

Contract	Vendor	Commodity	Effective Date
NTIRE21	Goodyear Tire	New Tire	06/15/23 -11/14/23

FOR MORE INFORMATION

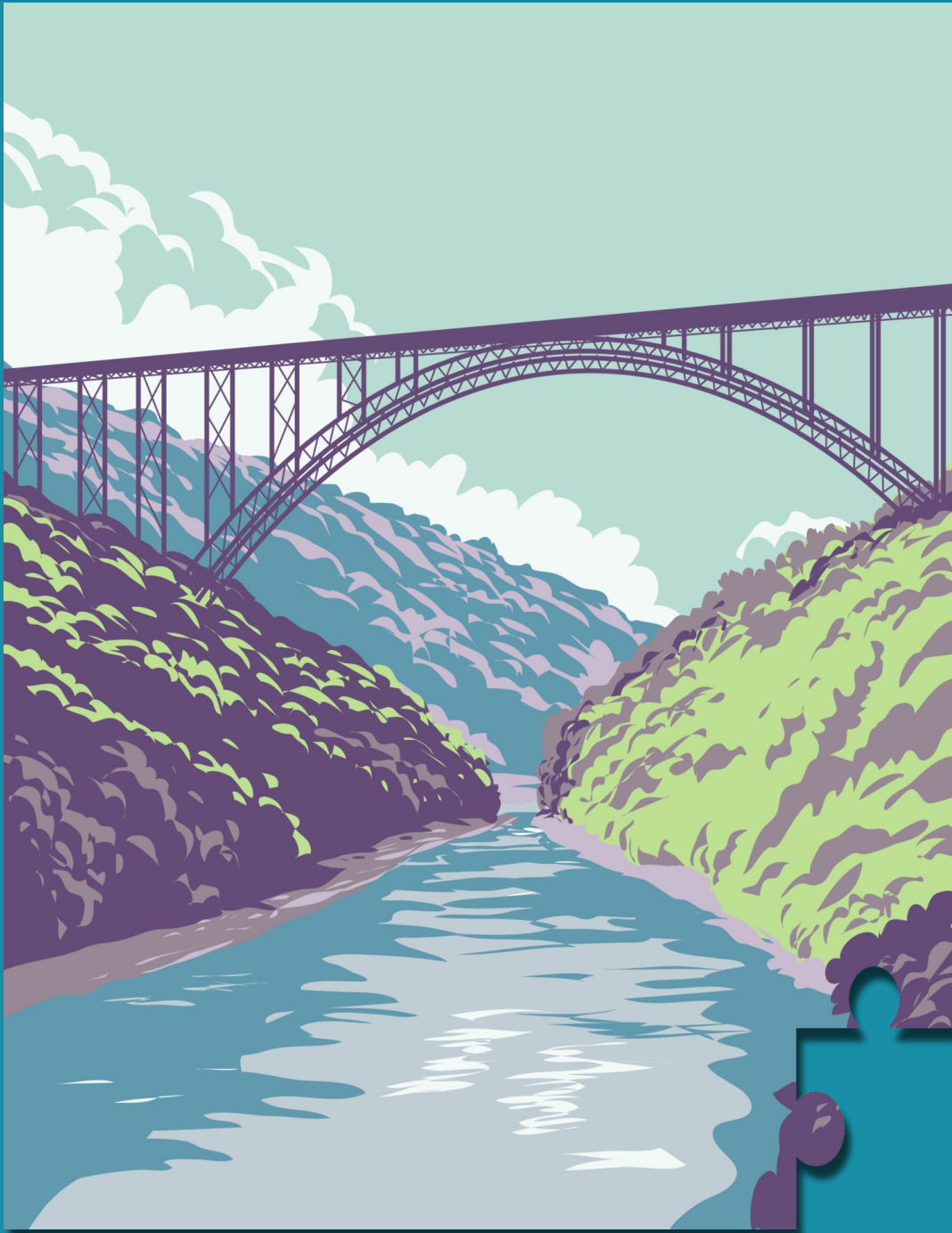
Below is a list of Purchasing Division buyers assigned to specific state agencies.

BUYER	EMAIL	PHONE
<i>Supervisors</i>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<i>Senior Buyers</i>		
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Crystal Hustead	Crystal.L.G.Hustead@wv.gov	558-2402
Larry McDonnell	Larry.D.McDonnell@wv.gov	558-2063
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
David Pauline	David.H.Pauline@wv.gov	558-0067
Toby Welch	Toby.L.Welch@wv.gov	558-8802
<i>Buyers</i>		
Brandon Barr	Brandon.L.Barr@wv.gov	558-2652
John Estep	John.W.Estep@wv.gov	558-2566



STATEWIDE CONTRACTS

“THE BIG PICTURE”



ANY QUESTIONS?

MARK ATKINS
BUYER SUPERVISOR

304-558-2307

MARK.A.ATKINS@WV.GOV



Purchasing.Help@wv.gov
