



Department of Administration  
**West Virginia Purchasing Division**

# ANNUAL REPORT

— FY2025 —



[WVPurchasing.gov](http://WVPurchasing.gov)

# Table of Contents

<b>LETTER FROM THE DIRECTOR</b>	<b>4</b>
<b>ABOUT US</b>	<b>5</b>
Statutory Authority	5
Mission Statement	5
Organizational Structure	5-6
Organizational Chart	6
Staff Photo	7
<b>PERFORMANCE DISCUSSION AND ANALYSIS</b>	<b>8</b>
Contract Awards to In-State vs. Out-of-State Vendors	8
Top Procured Commodities by Code	9-10
Procurement Type Breakdown	11
Top Agencies by Volume	12
<b>ACQUISITIONS AND CONTRACT ADMINISTRATION</b>	<b>13</b>
Statewide Contracts	13
Protest Information	14
Inspection Statistics	15
<b>BUSINESS AND TECHNICAL SERVICES</b>	<b>16</b>
Paid vendor registrations	16
VCM Documents	17
SWAM Certifications	17
PO Encumbrance	18
Records and Imaging	18
Receipt of Incoming Sealed Bids	18
Electronic Bids Received	18
GAX Payments	19
P-Card Payments	19

# Table of Contents

<b>COMMUNICATION AND TRAINING</b>	<b>20</b>
Number of High-level Officials Trained	20
Number of In Person/Webinar Training Sessions	20
Number of Times Procurement Officers Participated in Training Sessions	20
Number of Individual Procurement Officers Trained	20
Number of Agency Conference Participants	20
Number of Online Training Modules	20
<b>PROGRAM SERVICES</b>	<b>21</b>
<u>Surplus Property</u>	
Sales and Sales Comparison	21
Savings	22
Eligible Organization Sales	22
Fixed Assets	23
<u>Travel Management Office</u>	
Statewide Contracts for Car Rentals	24
Enterprise/Hertz	24
Statewide Contract for Travel Management Services (National Travel)	25
Mileage Reimbursement Amount	25

# A Message from the Director



Fiscal Year 2025 marked a year of transition and progress for the West Virginia Purchasing Division. With a new administration placing a strong emphasis on efficiency and accountability, which has long been a focus of our Division, we remain committed to serving as the state's central procurement office. Ensuring fair and transparent competition and maintaining integrity in the process allows us to deliver value to both our state agencies and the citizens of West Virginia.

This year's annual report highlights the data behind our work—what was purchased most frequently, how often the various procurement types were utilized, which agencies led in purchasing volume, and how many contracts were awarded to in-state vendors compared to out-of-state suppliers. These statistics and more tell the story of our Division's accomplishments.

As stewards of taxpayer dollars, we take seriously the trust placed in us to ensure public funds are spent wisely and responsibly. The numbers you will see in this report demonstrate the scale of our work, but they also reflect the value of a centralized procurement system—one that is committed to transparency, consistency, and fiscal responsibility.

Looking ahead, the Purchasing Division will continue to use this data to inform decisions, identify trends, and guide strategies that improve processes while maximizing value for the state. By building on the successes of Fiscal Year 2025, we remain committed to supporting our agencies, strengthening vendor relationships, and upholding the highest standards of public procurement.

A handwritten signature in black ink that reads "Samantha L. Willis". The signature is written in a cursive, flowing style.

# About Us

## **STATUTORY AUTHORITY**

The Purchasing Division was created and its duties outlined in the W. Va. Code § 5A-3-1 et seq. According to the Code, the Purchasing Division was created to “serve as a source of expertise in procurement methods and practices for the various state agencies, and to assist and facilitate state agencies in procurement matters.”

The Purchasing Division operates in adherence to W. Va. 148 C.S.R. 1, which serves as a clarification of operative procedures for the purchase of products and services by the division. It applies to all spending units of state government, except those statutorily exempt.

## **MISSION STATEMENT**

Below is the mission of the Purchasing Division, which stresses the valued services provided to our customers by making sound and effective decisions in accordance with state law:

*At the West Virginia Purchasing Division, our mission is to make smart, fair, and timely purchasing decisions that help state government run efficiently. We're here to serve our partners—state agencies, vendors, lawmakers, and the public—by providing reliable support, building strong relationships, and ensuring every dollar is spent wisely and responsibly.*

## **ORGANIZATIONAL STRUCTURE**

The Purchasing Division is organizationally structured under the West Virginia Department of Administration within the executive branch of state government. In addition to the Purchasing Director's Office, the division has four sections: Acquisitions and Contract Administration, Business and Technical Services, Communication and Training, and Program Services.

### **Acquisitions and Contract Administration Section**

The Acquisitions and Contract Administration Section handles procurements exceeding \$50,000\* for state agencies, ensuring quality products and services are purchased at the lowest cost to taxpayers. It is dedicated to excellent customer service for both agencies and vendors. The Contract Management Unit within this Section oversees contracts and reviews purchasing documents for compliance with state laws, regulations, and procedures.

*\*Or \$100,000 for agencies approved for a higher delegated spending threshold.*

### **Communication and Training Section**

The Communication and Training (CT) Section provides a range of services for state employees, vendors, and the public. It develops monthly newsletters, maintains key publications such as the Purchasing Division Procedures Handbook and Annual Report, distributes guidance to procurement officers, and manages the official Procurement Officer Listing. The CT Section also oversees the Division's comprehensive training program, including in-person workshops, virtual webinars, online

modules, and the State Procurement Certification Program. Additionally, it coordinates the annual Agency Purchasing Conference and ensures compliance with training requirements for designated procurement officers.

## Business and Technical Services Section

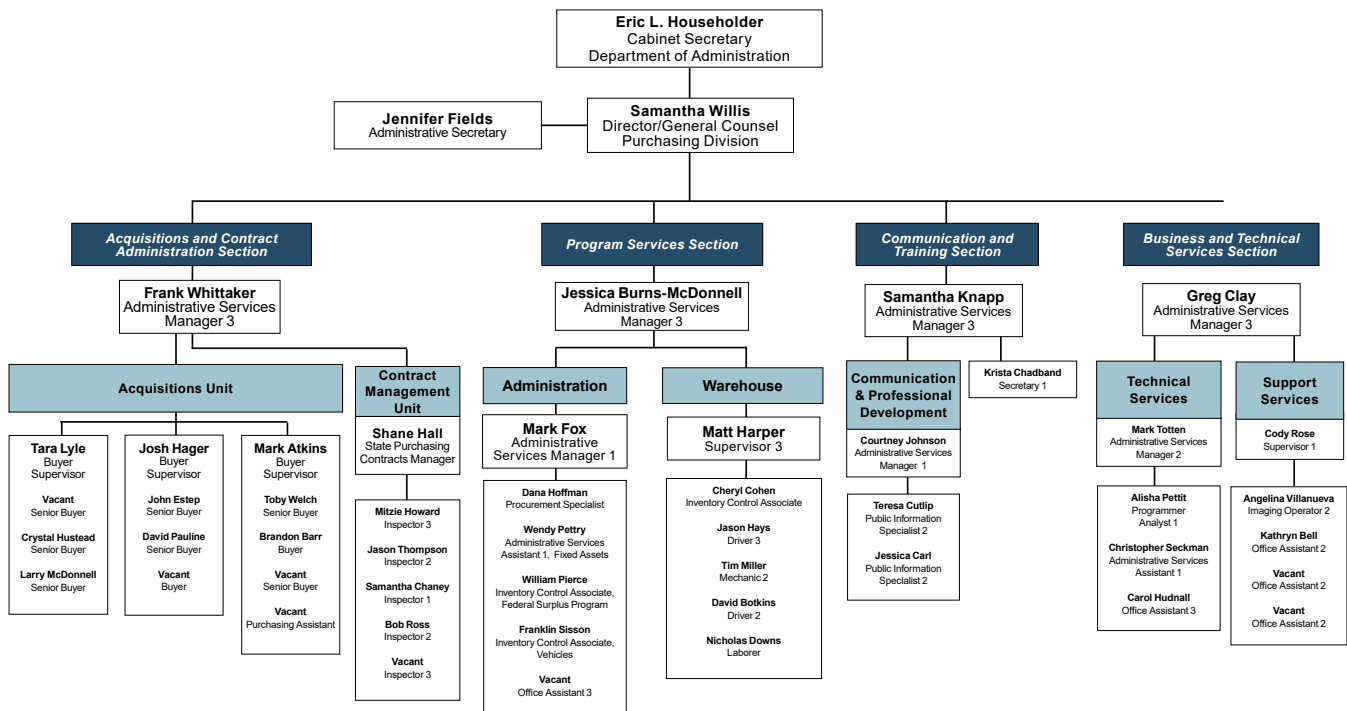
The Business and Technical Services (BTS) Section supports the daily operations of the division through technology and business resources, ensuring compliance with legislative code and rule. It manages the division’s web and intranet sites, hardware and software, and all e-procurement initiatives. BTS also oversees vendor registration, SWAM certification, delegated technology purchases, records retention, bid processing, purchase order encumbrance, vendor outreach, bid bond administration, and inventory management. Additionally, it calculates state spending on central procurement contracts and handles data reporting for the agency.

## Program Services Section

The Program Services Section oversees several key programs within the Purchasing Division. The **Travel Management Unit** provides guidance to state business travelers, manages statewide travel contracts, and supports agency travel coordinators. The **Fixed Assets Unit** maintains the state’s inventory of property and ensures annual certification by agencies. The **Surplus Property Unit** administers the state and federal surplus programs, redistributing unneeded property to eligible organizations or selling it to the public through auctions, retail sales, online sales, and sealed bids.

# ORGANIZATIONAL CHART

## DEPARTMENT OF ADMINISTRATION Purchasing Division



Purchasing Division - Jan. 27, 2025



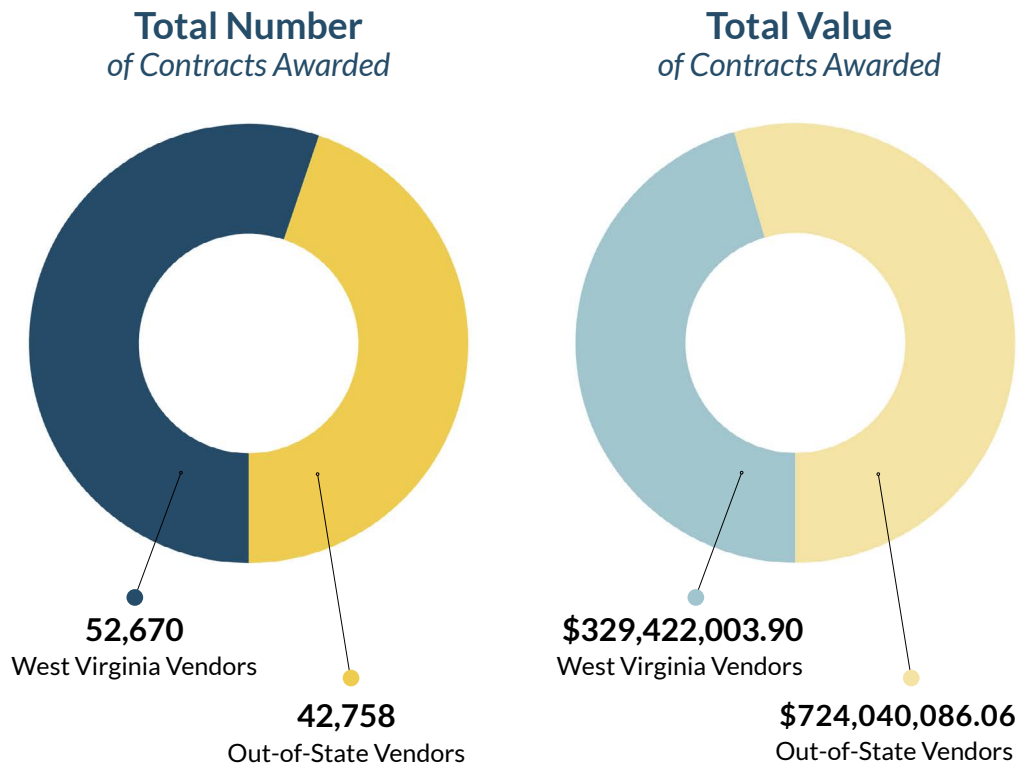
West Virginia Purchasing Division Staff 2025

# Performance Discussion and Analysis

The Purchasing Division maintains key data used to track activity, trends, and other insights related to central procurements (those exceeding agencies' delegated spending thresholds) for agencies required to procure under W. Va. Code §5A-3. This section of the annual report highlights that information, including contracts awarded to in-state vendors, top commodities procured, a breakdown of procurement types processed, and the top agencies by volume.

## Contract Awards to In-State vs. Out-Of-State Vendors

This section compares the distribution of contract awards between West Virginia-based vendors and those located outside the state, highlighting the division's support for local businesses, where possible.



Average Transaction Amount (Including Delivery Orders)	\$7,587.29
Average Contract Value (Excluding Delivery Orders)	\$195,798.43

# Top Procured Commodities by Code

This section identifies the most frequently procured goods and services, organized by commodity code, offering insight into the state's primary purchasing needs.

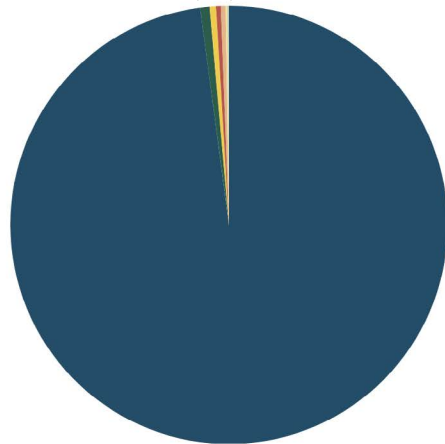
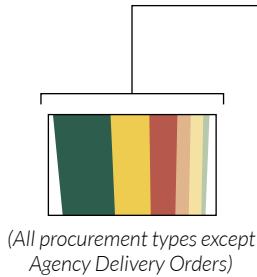
Commodity Type and Name	Total Count	Count Percentage	Total Value	Value Percentage
<b>73161605</b> <i>Motor vehicles parts or accessories manufacture services</i>	37,706	11.03%	\$4,618,197.75	0.64%
<b>4412000</b> <i>Office supplies</i>	33,873	9.91%	\$3,410,159.78	0.47%
<b>23150000</b> <i>Industrial process machinery and equipment and supplies</i>	31,125	9.11%	\$11,245,798.24	1.56%
<b>22101900</b> <i>Building construction machinery and accessories</i>	25,836	7.56%	\$3,250,770.20	0.45%
<b>22101700</b> <i>Heavy equipment components</i>	16,329	4.78%	\$4,316,406.05	0.60%
<b>81102600</b> <i>Sampling services</i>	11,067	3.24%	\$1,226,685.22	0.17%
<b>30121600</b> <i>Asphalts</i>	9,948	2.91%	\$33,081,333.09	4.58%
<b>11111600</b> <i>Stone</i>	8,270	2.42%	\$36,626,224.74	5.07%
<b>44101501</b> <i>Photocopiers</i>	8,216	2.40%	\$851,031.12	0.12%
<b>50202301</b> <i>Water</i>	6,245	1.83%	\$764,756.94	0.11%
<b>80161801</b> <i>Photocopier rental or leasing service</i>	6,098	1.78%	\$181,904.75	0.03%
<b>83111603</b> <i>Cellular telephone services</i>	4,916	1.44%	\$1,824,983.22	0.25%

Commodity Type and Name	Total Count	Count Percentage	Total Value	Value Percentage
<b>25101922</b> <i>Road repair truck</i>	4,896	1.43%	\$1,159,033.01	0.16%
<b>78181507</b> <i>Automotive and light truck maintenance and repair</i>	4,339	1.27%	\$4,846,188.98	0.67%
<b>25101901</b> <i>Agricultural tractor</i>	4,311	1.26%	\$642,054.47	0.09%
<b>24101500</b> <i>Industrial trucks</i>	4,155	1.22%	\$926,997.10	0.13%
<b>21101708</b> <i>Mower parts or accessories</i>	4,020	1.18%	\$1,320,709.58	0.18%
<b>47130000</b> <i>Cleaning and janitorial supplies</i>	3,771	1.10%	\$1,490,937.63	0.21%
<b>22000000</b> <i>Building and construction machinery and accessories</i>	3,701	1.08%	\$5,609,026.67	0.78%
<b>15100000</b> <i>Fuels</i>	3,541	1.04%	\$10,522,680.89	1.46%
<b>Others</b>	109,421	32.01%	\$594,758,723.59	82.29%
<b>Total</b>	<b>341,784</b>	<b>100.00%</b>	<b>\$722,674,603.02</b>	<b>100.00%</b>

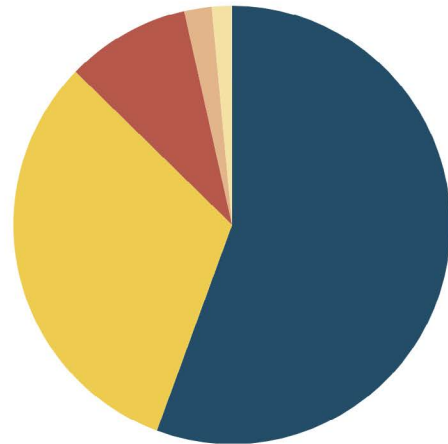
*\*The commodity data is based on UNSPSC Codes, which are used in the wvOASIS Enterprise Resource Planning System, and is extracted at the commodity level, not by transaction. Therefore, the total count of commodities is higher since each transaction may have more than one commodity line.*

# Procurement Type Breakdown

This section categorizes contracts by procurement method, providing transparency into the processes used to acquire goods and services.



**GRAPHIC 1**  
**Number of Contracts**  
 Processed for Each Procurement Type



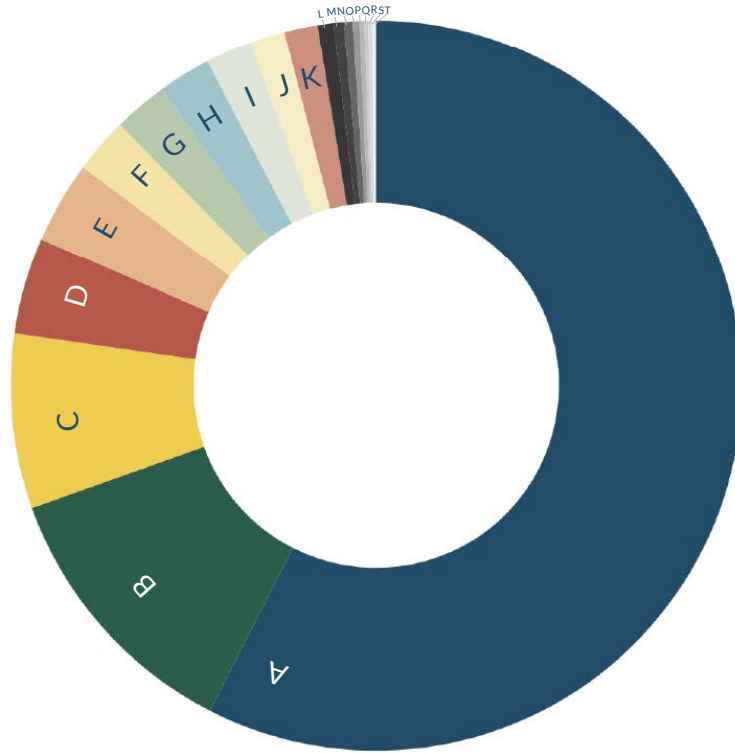
**GRAPHIC 2**  
**Total Value**  
 Processed for Each Procurement Type

Procurement Type	GRAPHIC 1 Number of Contracts	GRAPHIC 2 Total Value
● Agency Delivery Order	93,552	\$362,354,890.02
● Central Master Agreement	670	\$0.00*
● Central Delivery Order	451	\$206,724,131.83
● Central Purchase Order	333	\$132,245,645.91
● Central Contract - Fixed Amt	169	\$13,231,404.23
● Central Sole Source	132	\$9,599,753.05
● Statewide MA (Open End)	72	\$0.00*
● Central Emergency Purchase	15	(\$161,193.00)
● Agency Cancel & Re-Award	8	\$45,488.43
● Central Cancel & Re-Award	4	(\$34.41)

\*Master agreements are awarded without cost, and the total cost is determined through delivery orders.

# Top Agencies by Volume

This section ranks state agencies based on the volume of contracts awarded, illustrating which agencies generate the highest purchasing activity.



- |   |  |   |   |
|---|--|---|---|
| A | ● Division of Highways (54,303)                      | L | ● Office of Technology (669)                                |
| C | ● Division of Corrections and Rehabilitation (7,299) | M | ● Division of Culture and History (422)                     |
| D | ● Department of Environmental Protection (4,048)     | N | ● Tax Division (364)  |
| E | ● Division of Natural Resources (3,422)              | O | ● Department of Agriculture (269)                           |
| F | ● General Services Division (2,308)                  | P | ● WV Schools for the Deaf and Blind (216)                   |
| G | ● Division of Human Services (2,242)                 | Q | ● WV Division of Multimodal Transportation Facilities (158) |
| H | ● Division of Motor Vehicles (2,223)                 | R | ● Fleet Management Division (150)                           |
| I | ● Division of Health (1,935)                         | S | ● Auditor's Office (109)                                    |
| J | ● Lottery Commission (1,464)                         | T | ● Enterprise Resource Planning Board (64)                   |
| K | ● West Virginia State Police (1,391)                 | B | ● Others (11,357)   |

Chart shows top number of agencies. "Others" category includes all other agencies under Purchasing authority.

# ACQUISITIONS AND CONTRACT ADMINISTRATION

The Acquisitions and Contract Administration Section of the West Virginia Purchasing Division is responsible for managing key functions that ensure transparency, compliance, and efficiency within the state's purchasing process. This section oversees the establishment and administration of statewide contracts, manages vendor protests in accordance with purchasing laws and procedures, and conducts inspections to verify compliance with contract terms. The statistics below provide an overview of the section's activities and outcomes in these areas over the past year.

## Statewide Contracts

This section highlights the total number and types of statewide contracts managed by the Purchasing Division, illustrating the scope and reach of contracts available to state agencies and political subdivisions across West Virginia.



**88**

**Total Active  
Statewide Contracts**



**75**

**Vendors  
with a Contract**



**50**

**Commodities  
/Services  
Contracted**

Cooperative  
Contracts  
through:

NASPO

**17**

Sourcewell

**3**

Contracts  
Solicited  
through:

RFP  
Process

**5**

RFQ  
Process

**50**

Contracts  
Issued  
as:

Direct  
Award

**7**



**6**

**Terms Agreements**

Maintained by  
the Purchasing Division

amazon

**\$2,608.74**

Shipping Savings  
through Amazon

**\$22,585.46**

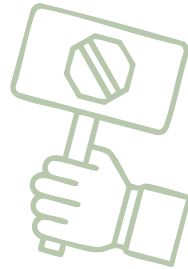
Pricing Discount  
Applied from Amazon

**\$25,194.20**

**Total Amazon Savings**

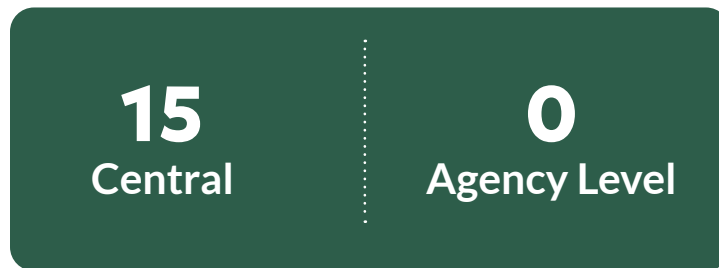
# Protest Information

This section provides an overview of vendor protest activity, including the number of protests filed with the Purchasing Division and their resolutions, demonstrating the division's commitment to fairness, transparency, and adherence to procurement regulations.



## 15 Protests

(Percentage of central contracts protested 0.81%)



**2**  
Based on  
Specifications

**13**  
Based on  
Award

**1**  
Protest  
Withdrawn

**13**  
Protests  
Denied

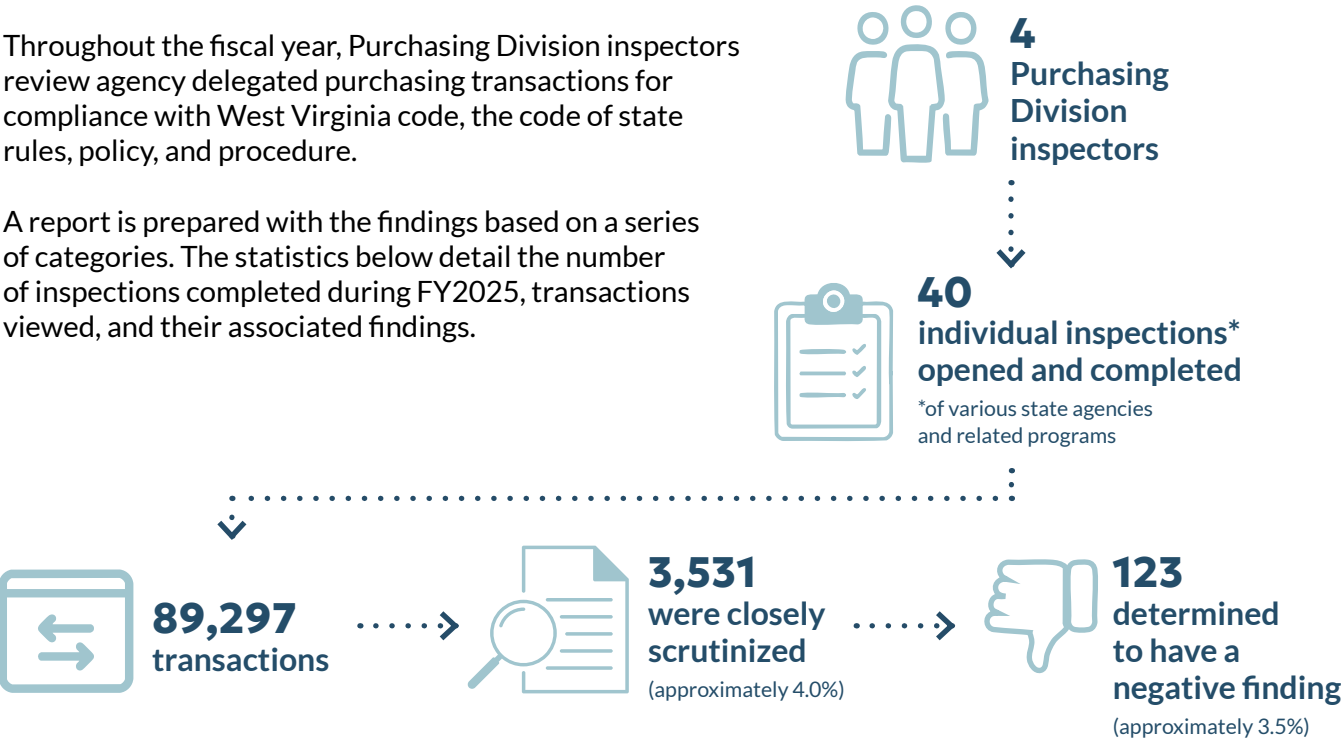
**1**  
Protest  
Granted

# Inspection Statistics

This section summarizes inspection activities conducted by the division to ensure compliance with state purchasing laws and rules, reflecting the division’s role in maintaining accountability and quality in state purchasing.

Throughout the fiscal year, Purchasing Division inspectors review agency delegated purchasing transactions for compliance with West Virginia code, the code of state rules, policy, and procedure.

A report is prepared with the findings based on a series of categories. The statistics below detail the number of inspections completed during FY2025, transactions viewed, and their associated findings.



Finding	Percentage of Inspected Transactions
Failure to bid at the central level (Stringing)	0%
Failure to use statewide contracts	0.65%
Failure to use internal sources	0%
Failure to bid at delegated level	1.2%
Failure to check vendor registration/wrong vendor fee exemption code utilized	0.51%
Failure to verify Workers’ Compensation, Unemployment Compensation, Secretary of State registration, and debarment	1.5%
Failure to issue a wvOASIS award document	0.54%
Failure to affix an asset identification tag	0.14%
Failure to include the Certification of Non-Conflict of Interest form	0.74%
Miscellaneous findings	0.25%

# BUSINESS AND TECHNICAL SERVICES

The West Virginia Purchasing Division remains committed to enhancing the efficiency and accessibility of vendors. This is done through the continuous efforts of its Vendor Registration Program. By utilizing various tools and functionality within wvOASIS, the division ensures that both state agencies and the vendor community benefit from a streamlined registration process, as well as the timely and accurate completion of vendor eligibility requirements. This enables businesses to receive contracts and orders from West Virginia state agencies.

To further support vendor engagement, the division's outreach efforts provide valuable information and guidance to help prospective vendors understand and pursue opportunities within the state purchasing process. Below you can find some statistics that highlight the key functions and accomplishments of the Business and Technical Services Section.

## Vendor Registration

The Purchasing Division's Vendor Registration program continues to streamline the tools within the wvOASIS system and improve its functionality for the benefit of the vendor community and state agencies. The administrative piece of the Technical Services Unit strives to quickly and efficiently complete the process by which business entities become eligible to receive contracts and orders from West Virginia state agencies. In addition, so the vendor community may become knowledgeable of the state purchasing process's opportunities, our division's informational outreach routinely provides details on how prospective vendors can pursue state business.



**\$125**

Vendor Registration  
Annual Fee



**3,879**

Paid Registrations



**\$484,875**

Revenue Generated



**3,422**

Vendors Paid  
Online

**\$427,750**

Total



**457**

Vendors Paid by  
Check or Credit Card

**\$57,125**

Total

## VCM

The Vendor Registration Unit of the Business and Technical Services section is included in the workflow for Vendor/Customer Maintenance (VCM) documents within wvOASIS. The VCM is used to modify or add to an existing vendor record. This section highlights the total VCMs processed during Fiscal Year 2025.

In addition to approving changes to vendor records, the Vendor Registration Unit must also manually remove vendors from Prevent New Orders hold as they pay the vendor registration fee or when they meet one of the fee exceptions but are in compliance with all other Purchasing Division registration requirements. This allows agencies to enter into new contracts/purchase orders with those vendors. The statistic below represents the number of vendors removed from that hold during Fiscal Year 2025.



**4,230**

VCM (Vendor/Customer Maintenance) documents in wvOASIS



**2,612**

Vendors taken off Prevent New Orders (PNO) vendor compliance hold

## SWAM

The West Virginia Purchasing Division incorporates the Small, Woman-, and Minority-Owned Business (SWAM) Certification application as part of the Vendor Registration and Disclosure Statement, in accordance with W. Va. Code § 5A-3-59 and the W. Va. § 148 C.S.R. 2-1.

Business entities may apply for SWAM Certification as any of three categories defined in state legislation: a small business, a woman-owned business, and a minority-owned business. A vendor's final SWAM Certification can include any combination of the designations for which they qualify.

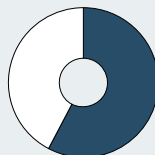


**1,130**

Vendors certified

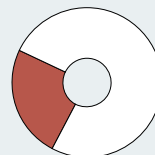
**1,618**

VCM documents processed in wvOASIS to certify SWAM businesses



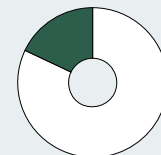
**934**

Small businesses



**394**

Woman-owned businesses



**290**

Minority-owned businesses

*The totals include documents reviewed by the Purchasing Division through system workflow from the vendors using the Vendor Self Service (VSS) portal on wvOASIS.gov.*

## PO Encumbrance

The Purchasing Division processes contracts and change orders for all goods and services exceeding agencies' delegated spending thresholds (typically \$50,000 but \$100,000 in some cases). This section highlights the number of contracts and delivery orders issued, as well as change orders processed.

The Purchasing Division also serves as the custodian of record for centralized contracts. The division scans and retains all contracts and supporting documentation for public record. This section highlights the number of pages scanned as part of that process.



**779**  
New Contracts /  
Central Delivery Orders



**2,035**  
Change Orders

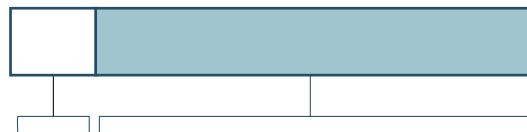


**232,108**  
Total Number  
of Pages Scanned

*The Purchasing Division  
maintains the official electronic  
file for every central contract.*



**1,484**  
Total Bids Received



**239**  
Paper bids  
received

**1,245**  
Electronic bids  
received through  
wvOASIS

# Miscellaneous

## General Accounting Expenditures

The wvOASIS Enterprise Planning system allows agencies to create payment transactions called General Accounting Expenditures (GAX). These transactions do not require any reference to a contract and cannot accurately account for spend on that contract, Therefore these payments cannot be included in the reported statistics in the Annual Report.

## West Virginia Purchasing Card Procurements

The West Virginia Purchasing Division is responsible for issuing the contract to administer the West Virginia Purchasing Card Program. In coordination with the State Auditor's Office, this program processes payments made by state employees authorized to use their agency's Purchasing Card. If the Purchasing Card transaction is not referenced to an existing contract, the Purchasing Division is unable to connect the payment to a specific contract.

### GAX

General Accounting Expenditures



Total GAX Payments

\*\$3,447,006,383.00

306,415

GAX Payment  
Transactions Processed

\$11,249.47

Average GAX Payment

### PURCHASING CARD



Total Amount of P-Card Payments

\*\$383,096,413.21

248,398

P-Card Transactions Processed

\$1,542.27

Average P-Card Payment

# COMMUNICATION AND TRAINING

The Communication and Training (CT) Section provides a range of services for state employees, vendors, and the public. Aimed at educating these various stakeholders on the public procurement process through a variety of platforms while maintaining transparency, this section highlights key statistics related to these efforts, including but not limited to the number of procurement officers and high-level officials trained, the number of vendors reached, the total hours of training sessions offered, and more.



**238**  
Number of high-level officials trained



**549**  
Number of individual procurement officers trained on all platforms (virtual, in person, online modules, Conference)

*Disclaimer: this number reflects all individuals with procurement responsibilities, including those who do not serve in a full-time procurement role.*



**13** In Person | **17** Webinar  
Number of in person and webinar training sessions



In Person **212** | Virtual **143**  
Number of agency conference participants



**538**  
Number of times procurement officers participated in virtual or in-person training sessions



**870**  
Number of viewings of online training modules by procurement officers



Full **9** | Mini **10**  
Number of online training modules

# PROGRAM SERVICES

## SURPLUS PROPERTY

For more than 70 years, the West Virginia State Agency for Surplus Property (WVSASP) has supported thousands of eligible organizations by providing quality, usable property at substantially reduced costs—helping stretch limited budgets and maximize public resources. The WVSASP markets property no longer needed by West Virginia state government to eligible organizations and the general public, while also partnering with the U.S. General Services Administration to operate the Federal Surplus Property Program.

In addition to the sale and donation of property, the WVSASP also administers other key statewide services, including the Travel Management Office and the Fixed Assets Program, further supporting efficient and responsible use of state resources.

The statistics in this section highlight some of the program’s offerings and accomplishments during Fiscal Year 2025.

## 2025 Sales Statistics

### Daily Retail

(Total includes State Warehouse sales, in-person vehicle sales, and State Property Service Charge)

**1748**

Number of Transactions

Vehicles: \$748,475.36 | Other: \$229,018.40

**\$977,493.76**

Total Revenue

**\$559.21**

Average Transaction Amount

### Online Sales

(GovDeals)

**201**

Number of Online Sales

Vehicles: \$222,989.26 | Other: \$180,544.09

**\$403,533.35**

Total Revenue

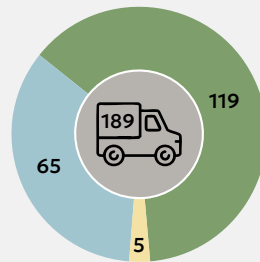
**\$2,007.63**

Average Transaction Amount

### State Vehicle Sales

**\$59,425.00**

Fixed Price Program Vehicle Sales



Quantity

- Daily Retail (119)
- Online Sales (GovDeals) (65)
- Fixed Price Program (5)
- Total (189)

**\$1,030,889.62**

Total Vehicle Sales

(Includes Fixed Price Program, Online Sales and Daily Retail)

**\$5,454.44**

Average Cost of Vehicle

# 2025 Savings

As part of its mission, the WVSASP provides programs and services to various customers, including state and local public entities, nonprofit organizations, veteran-owned small businesses, and more. The statistics below highlight some of the savings realized, as well as the breakdown per customer.

## Overview of State Surplus Program

	Amount Spent	Number of Sales	Average Transaction	Original Aquisition Cost	Savings Realized
<b>Eligible Organizations</b>	\$240,221.26	140	\$1,719.55	\$1,157,481.00	\$917,259.74
- State Agencies	\$27,383.75	75	\$365.12	\$325,601.00	\$298,217.25
- Local Municipalities	\$176,186.63	32	\$5,505.83	\$607,949.00	\$431,762.37
- All Others	\$36,650.88	33	\$1,110.63	\$223,931.00	\$187,280.12
<b>Daily Retail Customers</b>	\$728,372.15	1468	\$496.17	N/A	N/A
<b>Total</b>	<b>\$969,109.41</b>	<b>1608</b>	<b>\$7,477.75</b>	<b>\$1,157,481.00</b>	<b>\$917,259.74</b>

*\*Average transaction amount based on total of eligible organization sales, rather than each individual category of eligible organizations.*

## Overview of Federal Surplus Program

	Amount Spent	Number of Sales	Average Transaction	Original Aquisition Cost	Savings Realized
<b>State Agencies</b>	\$116,526.00	143	\$814.87	\$1,867,359.00	\$1,750,833.00
<b>Nonprofits</b>	\$525.00	3	\$175.00	\$4,798.00	\$4,273.00
<b>SBA/Veteran-Owned Small Businesses</b>	\$9,562.00	51	\$187.49	\$586,269.00	\$576,707.00
<b>Total</b>	<b>\$126,613.00</b>	<b>197</b>	<b>\$1,177.36</b>	<b>\$2,458,426.00</b>	<b>\$2,331,813.00</b>

## Fixed Assets

Agencies are required to report their fixed assets with an acquisition value of \$1,000 or more in the wvOASIS Fixed Assets System and retire obsolete equipment in accordance with policy and procedure.

## Disposition of Assets

Method of Disposal	Items Valued at \$1,000 or more	Acquisition Cost
Delivered to Surplus	349	\$6,287,520.00
Surplus Pickup	92	\$135,468.26
OnSite Sale	609	\$22,824,671.07
Retired to Dept. of Homeland Security	1	\$1,512.00
Retired to WVOT	3556	\$3,832,384.49
Trade In	18	\$45,670.10
Other	13,872	

## New Assets



## TRAVEL MANAGEMENT OFFICE

### Statewide Contracts for Car Rentals

To provide more cost-effective service to the state, the Purchasing Division elected to participate in car rental contracts with Enterprise and Hertz that were part of a national cooperative contract through NASPO ValuePoint.



<b>99,462</b>	Total number of rental days for the Fiscal Year 2025	<b>9,056</b>
<b>\$40.87</b> <i>(Based on an expenditure of \$6,465,030.00)</i>	Average cost of a rental car per day	<b>\$30.05</b> <i>(Based on an expenditure of \$561,472.00)</i>
<b>\$65.00</b>	Average daily rate without a preferred car rental contract	<b>\$62.00</b>
<b>\$2,400,103.02</b>	Total rental fee savings	<b>\$289,209.00</b>
<b>\$65.00</b>	Average cost per day of optional coverage provided by car rental companies	<b>\$64.64</b>
<b>\$6,465,030.00</b>	State savings on rental insurance <i>(contracts include insurance for collision damage waiver)</i>	<b>\$585,379.84</b>
<b>\$9,739,721.86</b> Total savings by having a statewide car rental contract.		

### Total Savings with Car Rental Contract

	Rental Days	Revenue	Average Rate	Average Midsize Rate	Insurance Savings	Savings
State Agencies	87,813	\$3,303,936.58	\$37.62	\$65.00	\$6,465,030.00	\$8,868,938.42
Other	20,708	\$1,031,149.90	\$49.79	\$65.00	\$585,379.84	\$900,249.94
<b>Total</b>	<b>108,521</b>	<b>\$4,335,086.48</b>	<b>\$87.41</b>	<b>\$130.00</b>	<b>\$7,050,409.84</b>	<b>\$9,769,188.36</b>

## Statewide Contract for Travel Management Services

To provide more efficient and cost-effective travel services, the Purchasing Division maintains a statewide contract with National Travel to assist state agencies with booking airline tickets and other official travel for state employees. Through this partnership, the state tracks key performance metrics including airline tickets secured, refunds and exchanges processed, total transactions, overall airfare expenditures, and documented savings. Reporting also includes statistics related to travel booked with Delta Airlines to help monitor travel activity and maximize potential cost benefits.

TRAVEL MANAGEMENT SERVICES (National Travel)	
Exchanges	314
Refunds	18
Airline tickets	3,819
Service fees paid	\$87,901.69
Total Transactions	6,971
Cost	\$2,428,283.41
Full Fare	\$5,742,904.02
Savings	\$3,314,620.61

DELTA	
Tickets	1,561
Cost	\$1,025,213.77
Full Fare	\$2,431,390.83
Savings	\$1,406,177.06

---

## Mileage Reimbursement Rate

The state of West Virginia adheres to the federal government's mileage reimbursement rate for privately-owned vehicles set by the U.S. General Services Administration, in accordance with the State Travel Rules. Effective Jan. 1, 2025, that rate was increased to .70 cents per mile, up .03 cents from the previous rate. The rate covers all operating costs, such as fuel, maintenance, and insurance, and no additional reimbursement will be made for such expense.



2019 Washington St. E., Charleston, WV 25305  
[WVPurchasing.gov](http://WVPurchasing.gov)