

# THE BUYERS NETWORK

MAY 2008 - VOL. 18, ISSUE 5

THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

## Mileage Reimbursement Rate Raises to 50.5 Cents Guidance Offered to State Employees on Vehicle Usage

Effective April 1, 2008, the state mileage reimbursement rate increased to 50.5 cents per mile, in accordance to a memorandum to cabinet secretaries and bureau chiefs issued by Gov. Joe Manchin III. "This increase comes after considerable analysis of fluctuating gas prices and accurately reimburses state employees for costs while driving privately-owned vehicles," he stated.

This rate increases from the existing 44.5 cents per mile which went into effect on July 1, 2006. This rate takes into account the fixed and variable costs of operating an automobile.

State agencies must use this new reimbursement rate when determining the most cost-effective means of travel for employees, as

outlined in recent vehicle policy guidance that was distributed.

The guidance outlines considerations that state agencies must consider when determining the best course of action regarding the use of vehicles. The state of West Virginia is committed to reducing its costs and energy consumption through policies that promote the efficient and effective use of motor vehicles.



### Privately-Owned Vehicles (POVs)

- ▶ Should only be used when agency-owned or leased vehicles are not available and employees' travel requirements are infrequent.
- ▶ The approved state mileage reimbursement rate will be reviewed each January and July and communicated to all state agencies.
- ▶ Should not be used when reimbursement costs are expected to exceed \$50 per day, unless an agency approves use due to the following:
  - An agency vehicle is not available, and
  - Cost of mileage reimbursement for a POV is less than the cost of commercial travel for an employee (air, rental car, etc.)
  - Should not be used when an employee's and responsibilities require travel in excess of 12,000 miles per year.

### Agency-Owned/Leased Vehicles

- ▶ May be used when assigned permanently to one employee or in a motor pool.

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## Purchasing Division OPEN HOUSE

Tuesday, May 6th  
10 a.m. - 2 p.m.

For more details, contact Tony O'Leary at [Tony.M.Oleary@wv.gov](mailto:Tony.M.Oleary@wv.gov) or 558-4213 or Chad Williamson at [Chad.B.Williamson@wv.gov](mailto:Chad.B.Williamson@wv.gov) or 558-2315.

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# THE DIRECTOR'S COMMENTS

## Welcoming Customers to Our Open House

By Dave Tincher  
State Purchasing Director

**Have you marked your calendar yet?** On Tuesday, May 6, from 10 a.m. to 2 p.m., the Purchasing Division will open its doors to welcome our agency partners during our **OPEN HOUSE**.

Aside from promoting some of our new projects and services that we have introduced in recent months, the primary goal of this event is to provide agency purchasing personnel the opportunity to meet our staff and actually go over work that needs personal attention.

During our daily routine, our staff may not have the occasion to talk

about various issues relating to your agency's procurement role. The annual purchasing conference is an ideal networking event for such conversations; however, once a year does not suffice. For this reason, I wanted to invite agency purchasing personnel to come during this special time to allow us to better serve you.

As noted in promotional materials regarding this event, we will have several stations focusing on particular services, including inspection services, training and technology. An



information center will be established to assist those in attendance with valuable resources on our statewide contracts, piggyback contracts, regulatory and statutory requirements, and staff. Refreshments will also be served throughout the day.

I will be available during the entire **OPEN HOUSE** and look forward to this opportunity for this open dialogue with you and your procurement personnel.

## Passage of House Bill 4646 Brings Changes to State Purchasing Law

The State Legislature made minor changes to the **West Virginia Code** as it relates to state procurement during the 2008 Regular Session. House Bill 4646 clarifies the purpose of the Purchasing Division with changes in negotiation, vendor registration and surplus property.

The bill, which goes into effect June 5, 2008, clarifies language regarding negotiation with vendor(s) when all bids exceed the budgeted amount noted in the purchase requisition. Negotiation may take place in accordance with the procedures outlined in the Code. Stricken from Code was the director's determination in writing that no additional funds are available from any source to permit an award

and that a delay to rebid the purchase would not be in the best interest of the state.

In addition, vendor registration was revised so that the officers of an organization need only submit the city and state of residence information the Vendor Registration and Disclosure Statement. Previously, the full residence address of an organization's officers was required.

Another change is that the Surplus Property Unit will be able to sell property to the general public at a posted price throughout the business week similar to a retail establishment. Previously, the general public would have to submit a sealed bid or acquire property at an auction.

## 2008 Agency Purchasing Conference



The 2008 Agency Purchasing Conference is scheduled for Oct. 14-17, at Canaan Valley Resort and Conference Center in Davis, West Virginia.

Information on lodging, classes and events is forthcoming. Thank you to those agency purchasers who completed the conference survey last month. Your input is invaluable!

For more information or suggestions on this year's conference, please contact Brian Holmes at (304) 558-7022 ([Brian.J.Holmes@wv.gov](mailto:Brian.J.Holmes@wv.gov)), or Diane Holley at (304) 558-0661 ([Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)).

## Purchasing Buyer Assignments Updated

Due to recent staff changes in the Purchasing Division, minor changes were recently made to the agency assignments for our buying staff. Please refer to <http://www.state.wv.us/admin/purchase/byrassign.pdf> for the latest list of agency buyers and their respective assigned agencies.

## Statewide Contract Spotlight...

# Unisource Offers Paper Products through Statewide Contract

Unisource, a paper supply company, has worked with the state of West Virginia in serving statewide contracts since 1991, but its history dates back to 1946 as the Riverside Paper Company.

In the past 60 years, Unisource Worldwide Inc. has grown to become the largest distributor of printing paper, packaging and facility supplies in the world. It supplies printing paper to various state agencies. It is one of three vendors offering paper products under a statewide contract (**PAPER06B**). The other companies are XpedX and Liberty Distributors.

Through its Huntington distribution division, Unisource and its 22 employees at this location supply a variety of paper products to state agencies. Among those agencies is the West Virginia Correctional Industries.

Correctional Industries has pur-

chased nearly \$400,000 in paper and envelopes for its print shop operation in Moundsville and quick copy facility in Charleston, said Betty Slack, business manager for the agency.

"Unisource is a great company, always attentive to our needs and deadlines, with very competitive paper prices," she said. "They are always very helpful in helping us meet our deadlines."

She also said due to the agency's lack of storage space, Unisource's quick delivery time is invaluable in meeting deadlines. Slack also has high praise for Sales Representative Mike Basler. "Mike is your perfect mix of a sales rep. He's available but he is not a pest," she said. "And he always resolves any issues we have within a short time frame."

Unisource dates his history back to 1946 as the Riverside Paper Company. It was purchased in 1971

by the Unifax Corporation and changed its name to Unisource in 1992.

Known as Unisource WorldWide, Inc., it is the largest distributor of printing paper, packaging and facility supplies in the world.

Basler said the company is driven by the motto "Deliver the best value every time."

For additional information or if you have questions concerning the services offered by Unisource under this statewide contract, please contact Unisource at the contact information below:

**Michael Basler**  
**Sales Representative**  
**550 27<sup>th</sup> Street**  
**Huntington, WV 25702**

**304-634-3118**

This contract is available on the Purchasing Division's Web site at: <http://www.state.wv.us/admin/purchase/SWC/PAPER06B.pdf>

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information about the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

***West Virginia Code, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for, by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.***



Unisource is one of three vendors servicing the statewide contract for paper. Through its distribution center in Huntington, it provides quick delivery service to many of our state agencies.

# Fiscal Year-End Purchasing Procedures Outlined

To facilitate a smooth transition for encumbrance document processing between fiscal year 2008 and 2009, the Department of Administration, in conjunction with the State Auditor's Office, has formulated the following plan for the fiscal year-end processing of encumbrance documents.

The following time line will provide guidelines for each agency related to the Purchasing Division:

## **Expiring Accounts - Appropriated General / Special / Federal Revenue**

These accounts follow a year-end time line that allows for a 31-day close out period for payment of transactions, but purchase orders must be encumbered by June 30, 2008. These accounts will be closed out on July 31, 2008.

## **Purchasing Division Time Line**

**May 2:** Last day requisitions (WV-35) for bid referencing expiring funds may be submitted to the Purchasing Division's Acquisition and Contract Administration Section for processing. All pre-approvals (Office of Technology, Attorney General, etc., if applicable) must be obtained prior to submitting the expiring fund requisitions to the Purchasing Division. Large or complex projects may require additional time to process and may need to be submitted prior to the May 2 deadline.

**June 6:** Last day that non-bid requisitions (eg. change orders, emergency purchase orders, and/or equipment contract orders) referencing expiring funds may be submitted to the Purchasing Division's Acquisition and Contract Administration Section for processing. After June 6, 2008, agencies may walk through expiring requisitions up to 1:00 p.m. by June 30, 2008. Please note that the Attorney General's approval may be required for processing. After the Purchasing

Division has executed the purchase order, the agency is responsible for obtaining all necessary signatures and having all paperwork in order and returned to the Purchasing Division by 3:00 p.m. for encumbrance to occur by June 30, 2008. Agencies must deliver all paperwork to the Auditor's Office by 4:00 p.m. in order to complete the transaction by close of business.

**June 2:** First day fiscal year 2009 encumbrance documents may be entered into WVFIMS. These transactions can only be approved to the Purchasing Division, Org. 0200. The Purchasing Division may not be able to electronically approve these transactions to the State Auditor's Office until July 1, 2008.

**July 1:** First day the Purchasing Division will be able to encumber and electronically approve fiscal year 2009 encumbrance documents to the State Auditor's Office.

## **Non-Expiring Accounts - Non-appropriated Special Revenue / Re-appropriated Accounts**

These accounts follow a June 30, 2008, year-end time line for close out. These accounts will no longer be valid after June 30, 2008, for process fiscal year 2008. After this date, non-appropriated special revenue account transactions with a fiscal year of 2008 on the split screen will not be accepted. Non-appropriated special revenue accounts will have to be processed with a fiscal year of 2009 on the split screen after this date. If the account has been re-appropriated to fiscal year 2009, prior fiscal years will be accepted on the split screen for process fiscal year 2009.

## **Purchasing Division Time Line**

**June 6:** Last day to submit fiscal year 2008 encumbrance (purchase order)

*Continued on Page 5*

## **What's State Government Buying?**

*(This information is compiled from the West Virginia Purchasing Bulletin. The purpose is to provide an awareness of the variety of products and services being procured in state government. Only a small sample of solicitations are listed.)*

- ♦ **Department of Administration**  
Request to provide labor and materials to install fiber optic cable in Building 4 on the State Capitol campus.
- ♦ **Office of Laboratory Services**  
Request to provide renovations to the metabolic screening room of the newborn screening at the Office of Laboratory Services.
- ♦ **Department of Environmental Protection**  
Request to provide air quality monitoring equipment for the area of Wheeling.
- ♦ **Division of Highways**  
Request to provide an open-end contract to furnish labor, materials and equipment to maintain river and aerial navigation lighting systems on bridges for the Division of Highways.

## Clarification of Trade-in Procedures Outlined in Handbook

An agency may be offered the opportunity to reduce the cost of new equipment by trading in its existing equipment. To ensure that the state is receiving the best overall price, a process is in place to address these types of transactions. According to Section 4.5.2 (Acquisition Planning) of the **Purchasing Division Procedures Handbook**, the trade-in process requires two (2) steps: approval of the initial request and final approval after bids have been submitted (which is required before award).

Before considering trading in existing equipment toward the purchase of new equipment, agencies must have the prior written consent of the Surplus Property Unit for any dollar amount. When soliciting bids, prices must be requested both with and without trade-in offers from the vendors to determine an accurate comparison and also to establish a value for the new equipment for inventory purposes. For example:

<u>Purchase Price</u>	<u>Trade-in Value</u>	<u>Total Price</u>
\$1,500	\$500	\$1,000
\$1,200	N/A	\$1,200

Value is a determining factor in processing the request. If the value of the new equipment is less than \$25,000, and the original cost of the proposed trade-in item is more than \$1,000, the buying agency must submit a WVFIMS coversheet to Surplus Property requesting authorization to trade a piece of equipment in on the purchase.

In addition to the WVFIMS coversheet, three (3) written bids supplied by vendors must also be attached. If approved by Surplus Property, this approval will be electronically transmitted to the agency via the WVFIMS Fixed Asset System. Upon receipt by Surplus Property of an

awarded purchase order produced by the agency, Surplus Property will approve the transaction by removing the items from the agency's inventory. If the original cost of the item to be traded in is less than \$1,000 and is not listed on the WVFIMS Fixed Asset System, a (**WV-103**) Surplus Property Retirement form can be sent to Surplus Property in lieu of the WVFIMS coversheet. If the value of the items to be purchased is greater than \$25,000, a copy of the requisition which was submitted to the Acquisition and Contract Administration Section of the Purchasing Division should be supplied to Surplus Property along with the proper form documenting retirement of the item requested to be used as trade-in.

Only one-for-one trade-in will be considered, and items may be traded only for the same type of item. Trade-ins will not be authorized for items purchased from statewide contacts or sole source vendors, unless it is in the best interest of the state and approved by Surplus Property. For more details on trading in equipment, please see Appendix G (**Inventory Management and Surplus Property Disposition Policies and Procedures**) at <http://www.state.wv.us/admin/purchase/Handbook/2007R3/handG.htm> or contact Assistant Director Ken Frye at (304) 766-2626 or via email at [Ken.O.Frye@wv.gov](mailto:Ken.O.Frye@wv.gov).



### Fiscal Year Procedures

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documents to the Purchasing Division for non-appropriated special revenue and/or re-appropriated special revenue accounts. Any document not processed in fiscal year 2008 will be processed in fiscal year 2009.

**June 13:** All encumbrance transactions (WVFIMS purchase orders and purchase order adjustments) unable to be processed by the Purchasing Division by this date will be rejected to the agency of origin.

**July 1:** Agencies may modify any encumbrance document that was rejected to their agency due to year-end processing to reflect the correct fiscal year on the split screen. Agencies may also begin approving fiscal year 2009 transactions.

#### Procurements with Start Dates of July 1, 2008

Any encumbrance document (purchase order) processed that contains a start date of July 1, 2008 clause will

be held by the Purchasing Division until the funds associated with the contract can be encumbered on WVFIMS for fiscal year 2009. The scheduled date for encumbrance of these funds is July 1, 2008\*.

#### Walk Through of Transactions

The Purchasing Division will permit walk throughs of expiring fund requisitions after June 6, 2008. The Auditor's Office will permit transactions to be walked through the system after June 13, 2008.

#### Summary of Procedures

For the complete procedures for fiscal year-end, please visit the Division of Finance's Web site at: <http://www.wvfinance.state.wv.us> (click WVFIMS, then WVFIMS FY 2008 Year End Policies and Procedures).

Questions regarding the Purchasing Division's time line should be directed to Dan Miller at 558-2314 or via e-mail at [Daniel.E.Miller@wv.gov](mailto:Daniel.E.Miller@wv.gov).

# Current Statewide Contract Update

(As of April 15, 2008)

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 <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at [Jo.A.Adkins@wv.gov](mailto:Jo.A.Adkins@wv.gov).

## Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
<b>DFS08</b>	Disposable Food	AF Wendling	04/01/08
<b>ITECH070</b>	Technical Support	Gartner	03/01/08

## Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
<b>SIP08</b>	Servers and PC Peripherals	03/20/08	Yes
<b>CRENTAL08</b>	Car Rental Services	04/11/08	Yes

## Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
<b>WVARF04</b>	State Use Program	WVARF	06/30/08
<b>SANPAP05 [A]</b>	Sanitary Paper Products	Liberty Distributors	06/30/08
<b>IP04 [C]</b>	Information Processing Equipment	Hourly Computer Services	03/31/08
<b>TRAVEL04</b>	Travel Management	National Travel Service, Inc.	09/30/08

## Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
<b>TEMP07 [B, D-E]</b>	Temporary Services	<b>[B]</b> Express Services; <b>[D]</b> Saunders Staffing; <b>[E]</b> Temporary Employment Service	04/31/09
<b>RTIRE07</b>	Tire Retreading and Repairs	Kings Tire Service	04/31/09

## Miscellaneous Contract Information

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Information</u>
<b>MPLS07</b>	Multi-Protocol Label Switches	Verizon Business	Update pricing
<b>DFS08</b>	Disposable Food	AF Wendling	Add pricing sheets
<b>CEREAL08 [A]</b>	Cereal; Breakfast	AF Wendling	Update pricing sheets

## Miscellaneous Contract Information

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Information</u>
<b>WAN04</b>	Wide-area Network	Verizon Network Integration	Add pricing sheets
<b>DIGCOP04 [BA]</b>	Digital Copiers	Ricoh Americas Corporation	Model Replacement
<b>ENTPRZ05</b>	Microsoft Products	Software House Int'l	Add pricing sheet
<b>SELECT07</b>	Microsoft Products	Software House Int'l	Add pricing sheet
<b>CPHONE07 [A]</b>	Cellular Telephone Service	Ntelos	Add new rate plan
<b>LGLOVES07</b>	Latex Gloves	Glove USA	Update pricing

## New Piggyback Contracts Available

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
<b>PBKLVN08</b>	Computer Hardware, Servers and Storage	Lenovo, Inc.	02/14/09

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date.

### MAY

<b>DATA</b> .....	<i>Data Circuits</i>
<b>DIGCOP</b> .....	<i>Digital Copiers</i>
<b>FUEL</b> .....	<i>Motor and Heating Fuel</i>
<b>MA03SW</b> .....	<i>ESRI Master Agreement</i>
<b>RECMGT</b> .....	<i>Records Management Services</i>
<b>RSHEET</b> .....	<i>Reflective Sheeting</i>
<b>SELECT</b> .....	<i>Microsoft Products</i>
<b>SUPFOOD</b> .....	<i>Supplemental Liquid Food Items</i>
<b>WELD</b> .....	<i>Welding Supplies</i>

### JUNE

<b>A/EBATT</b> .....	<i>Automotive and Equipment Batteries</i>
<b>DEBT</b> .....	<i>Debt Collection Services</i>
<b>FASTEN</b> .....	<i>Fasteners</i>
<b>FILTER</b> .....	<i>Oil, Gas and Air Filters</i>
<b>LAWN</b> .....	<i>Lawn Maintenance Equipment</i>
<b>LGLOVE</b> .....	<i>Latex Gloves</i>
<b>SAFETY</b> .....	<i>Safety Equipment</i>
<b>SAT</b> .....	<i>Satellite Transponder Time</i>
<b>TAG</b> .....	<i>Identification Tags</i>

# PURCHASING CONNECTION

## Procurement Officer Profile...

### Mary Lipford Realizes Changes During Her Years of Service

Serving as the agency procurement officer for the Governor's Office has proved to be an interesting profession, said Mary Lipford. That is, interesting in the sense that she does not seem to do much procurement.

"As a state office, we process very few purchase orders," Lipford said. "I probably have two (orders) that I am working on right now."

Lipford, the fiscal officer for the Governor's Office, said that the toughest part of her job is not what she faces on a day-to-day basis, but rather maintaining consistency from administration to administration.

Lipford began her career in state government with the Governor's Office in 1992, during the Gaston Caperton administration. Though she left briefly to spend time with her children, she returned to work full-time in 1997 following the election of Cecil Underwood to the Office of Governor.

Having worked through a series of administrations, Lipford said ensuring new staff members fully understand the legislative rule and **West Virginia Code** as it relates to the purchasing process is a crucial part of her job.

Lipford praised the staff of the Governor's Office for their professionalism and dedication to the procurement procedures. "I have found that, with this administration, the people who came into this office



**Mary Lipford, fiscal officer for the Governor's Office, has seen plenty of changes in state government, having served for four different governors.**

already knew the rules and procedures," she said.

She said the nature of the office limits the demands of purchasing. The minimal purchases which the office does make are the normal operational acquisitions, including office supplies and furniture.

She indicated that very few of the purchases her office makes exceed the \$25,000 agency delegation limit. "Most of what we buy is available on statewide contracts, which are processed by and made available through the Purchasing Division," she said. "It is just the everyday expenses of running an office."

Lipford said she has learned to adjust to change during her state experience and has welcomed the challenges throughout the years.

## Vehicle Use Guidance

Continued from Page 1

- ▶ Motor pool: A car or group of cars is shared among agencies for collective use.
- ▶ Each department will determine if a motor pool concept is supportable.
- ▶ Should be driven a minimum average of 12,000 miles per year.
- ▶ Total lease or ownership cost should be less than the potential mileage reimbursement to employees (if POVs were driven) or the cost of rental cars.

## Agency Vehicle Rental from Statewide Contract

- ▶ Should be used only when a temporary need arises, state vehicles are not available, and when the cost of the rental car will be cheaper than POV employee reimbursement.

The guidance notes that cabinet secretaries should consider alternatives to past practices involving the fleet, including the increased use of motor pools for groups of agencies and the increased use of teleconferencing. The Office of Technology in the Department of Administration will provide assistance regarding the logistics and advantages of teleconferencing that are available. In today's digital age, state employees must take advantage of opportunities that are cost efficient, effective, and that conserve energy.

If you need additional information regarding this change in the mileage reimbursement rate in West Virginia or any other state travel-related questions, please contact:

**Catherine DeMarco**  
**State Travel Manager**  
**Travel Management Office**  
**(304) 558-2613**  
[Catherine.A.Demarco@wv.gov](mailto:Catherine.A.Demarco@wv.gov)

# Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

**Diane Holley**, Assistant Director  
Communication and Technical Services Section  
West Virginia Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130  
E-Mail Address: [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)



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Telephone Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Need Information about \_\_\_\_\_  
\_\_\_\_\_

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### STATE OF WEST VIRGINIA

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