



Virginia
 Department of General Services (DGS)
www.DGS.virginia.gov

Helping Local Governments Save Time and Money



The Virginia Department of General Services (DGS) is making it easier for governments to do business. DGS provides a broad array of services that local governments can take advantage of, while reducing their costs and increasing their efficiencies.



Reducing costs and producing savings is more important than ever in these tight budgetary times. It is important to reevaluate your processes from time to time to determine if cost savings can be found. For example, DGS provides access to over 300 statewide contracts and an electronic procurement system that can streamline government purchasing saving both time and money. Accessibility to a low cost dry goods distribution system, participating in a fuel program that reduces fuel costs, purchasing low cost office furniture and other surplus property, and obtaining comprehensive graphic communications services at lower costs can all positively effect a local government's bottom line. Working with DGS, local governments have the opportunity to obtain quality goods and services at reduced costs.



Take a look at what the Department of General Services (DGS) has to offer your locality and how purchasing these services from us will help generate cost savings and efficiencies and ultimately provide an economic benefit to your citizens and your locality. DGS provides a way for you to meet the needs of your locality with established programs that have a proven track record of success. With methods for quality assurance and accountability incorporated in the services provided by DGS, localities can be assured that they are getting the best, so-called 'bang for their buck.' DGS provides the following:



- Fleet vehicle services
 - Vehicle maintenance and repair services
 - Fuel card program
- eVA - the statewide electronic procurement system
 (*Access to this system is free to local governments*)
- Statewide contracts
- Distribution center of low cost food products & other items
- Graphic communication services & consultations
- State and federal surplus property programs
- Laboratory testing services



DEPARTMENT OF
 GENERAL SERVICES
Serving Government. Serving Virginians.

Fleet Vehicle Services

The Office of Fleet Management Services (OFMS) manages the state's fleet services and can provide a comprehensive program tailored to your locality.

Vehicle Management Control Center (VMCC)

In FY09, the VMCC reduced direct maintenance costs to the OFMS fleet by about \$95,000. The VMCC manages vehicle maintenance requirements by offering:

- a call center with experienced representatives providing emergency response 24 hours a day, 7 days a week
- an automated fleet management system recording vehicle maintenance, repair and operation information

Fuel Card Program

A contracted service provided by a private sector fuel service provider, Mansfield Oil. About 300 agencies and localities use the fuel program that provides:

- reduced cost for fuel access to over 16,000 commercial fuel sites statewide
- one consolidated detailed monthly bill for purchases
- an "Unusual Transaction" program providing information on "unusual" fuel card transactions (i.e. excessive fuel usage, odd hour fuel usage, etc.)

For more information, contact Michael Bisogno, Acting Director of OFMS at 804-367-6982 or at Michael.Bisogno@dgs.virginia.gov.

eVA— Electronic Procurement System

Virginia's electronic procurement system, eVA, has generated over \$278 million in savings since its inception; from the reduced cost of goods and services by increasing supplier access to business opportunities and increasing competition. It is estimated that conducting procurement manually costs \$125.00 versus \$15.00 for electronic orders.

eVA is free to local governments. With more than 900 catalogs available and used by over 575 localities, buyers and suppliers are easily connected through eVa. It allows local governments to leverage the state's buying power producing efficiencies in the procurement process and accessibility to lower cost quality goods and services.

If your locality is interested in learning more about eVA, contact the eVA customer care line at 1-866-289-7367.

Statewide Contracts

Using statewide contracts is another opportunity for local governments to take advantage of leveraging the buying power of the Commonwealth. DGS awards and administers over 300 statewide contracts annually generating about \$40 million in savings from the reduced cost of goods and services. Also, administrative savings are achieved by agencies, institutions, and local governments using these contracts and placing purchases more efficiently.

For more information, contact Ron Bell, Director of the Division of Purchases and Supply at 804-786-3846 or at Ron.Bell@dgs.virginia.gov.

Distribution Center

Low Cost Food Products & Other Items

The Virginia Distribution Center (VDC) is a cooperative procurement and distribution center providing cost avoidance to agencies, localities, and political subdivisions through bulk purchasing, efficient inbound and outbound freight, and an on-site Quality Assurance program and laboratory. As a result, prices for food, housekeeping, and paper items are kept low. Purchasing from the VDC can help schools and other institutions save time and money.

In VDC's Market Basket Survey for cost avoidance in FY09, it was determined food-related purchases from VDC resulted in a cost avoidance of 39.64 percent over purchasing from local sources and it was 26.12 percent for housekeeping-related purchases. The total estimated cost avoidance dollar value for FY09 was \$11.1 million.

To find out more contact Andy Repak, Director at VDC at 804-328-3233 or at vdcweb@dgs.virginia.gov.

Graphic Communication Services & Consultations

The Office of Graphic Communications (OGC) offers quality creative graphic design and project management services at a cost saving over private sector providers. OGC provides concept development, creative writing; design, including logos, brochures and web; photography direction; illustration; and printing management.

To learn more, contact Paris Ashton, Director of OGC at 804-371-8359 or at Paris.Ashton@dgs.virginia.gov.

State and Federal Surplus Property Programs

The State and Federal Surplus Property programs offer items such as desks, chairs, filing cabinets, tables, computers, vehicles, etc. at reduced prices. Surplus property warehouses are located in Richmond and Wytheville. DGS Surplus Property can also assist localities with their surplus disposal requirements. This is especially useful for vehicles and heavy equipment. If your locality has a specific need please contact our office.

To learn more, contact Brad Crawford, Director of the Surplus Property Management Office at 804-236-3675 or at Brad.Crawford@dgs.virginia.gov.

Laboratory Testing Services

The Division of Consolidated Laboratory Services (DCLS) provides the following testing services for all branches of government: newborn screening, microbiology, water, milk, immunology, epidemiology, metals and radiation, commodities, organic compounds, motor fuels and pesticides, examination of human specimens, commercial products specification compliance.

If you are interested in obtaining these testing services contact Dr. Jim Pearson, Director of DCLS at 804-648-4480 or Jim.Pearson@dgs.virginia.gov.