



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFO NUMBER  
**FILTER07**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BETTY FRANCISCO**  
**304-558-0468**

RECORD

**NAPA AUTO PARTS**  
**3101 MACCORKLE AVENUE SE**  
**SOUTH CHARLESTON WV 25303**

SHIP TO

**ALL STATE AGENCIES**  
**AND POLITICAL SUBDIVISIONS**  
**VARIOUS LOCALES AS INDICATED**  
**BY ORDER**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/12/2006				

BID OPENING DATE: **06/13/2006** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>REQUEST FOR QUOTATION</b></p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR A BLANKET OPEN-END STATEWIDE CONTRACT TO SUPPLY FILTERS (AIR, OIL, FUEL AND GAS) TO ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.</p> <p>*****</p> <p style="text-align: center;"><b>MANDATORY PRE-BID MEETING</b></p> <p>A MANDATORY PRE-BID MEETING SHALL BE HELD ON 5/25/06 AT 11:00 A.M. THE MEETING WILL BE HELD IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED AT 2019 WASHINGTON STREET, EAST, CHARLESTON, WV 25305. THIS IS BUILDING 15 AT THE CAPITOL COMPLEX. ANY VENDOR WHO WISHES TO BID ON THIS CONTRACT MUST BE REPRESENTED AT THIS MEETING. FAILURE TO ATTEND THE PRE-BID CONFERENCE SHALL DISQUALIFY A VENDOR FROM BIDDING ON THIS CONTRACT. NO PERSON CAN REPRESENT MORE THAN ONE BIDDER.</p> <p>*****</p> <p>SEE THE ATTACHED FILTER07 SPECIFICATIONS, DATED MAY 11, 2006, THREE PAGES.</p> <p>PRICING PAGES ARE ATTACHED. BIDDERS ARE REQUESTED TO COMPLETE ALL COLUMNS AND INCLUDE ALL INFORMATION REQUESTED.</p> <p>THE ATTACHED VENDOR CERTIFICATION MUST BE SIGNED PRIOR TO AWARD OF ANY CONTRACT.</p>						

*NO affidavit*

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>John Deane</i>	TELEPHONE 304-741-9421	DATE 6-12-06
TITLE <i>Sales</i>	PEN 580244510	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**ORIGINAL SIGNED BID TO:**

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

**DUPLICATE BID TO:**

State Auditor's Office  
Bid Observer  
Building 1 Room W114  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0230

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



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# Request for Quotation

RFQ NUMBER  
**FILTER07**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BETTY FRANCISCO**  
**304-558-0468**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED <b>05/12/2006</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: <b>06/13/2006</b>		BID OPENING TIME <b>01:30PM</b>		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		060-42		
FILTERS: OIL, AIR, AND FUEL  IMPORTANT NOTE:  DELIVERIES SHALL BE MADE TO VARIOUS LOCALES AS INDICATED BY ORDER. DELIVERY SHALL BE TO ANY WEST VIRGINIA ADDRESS AS REQUESTED AT THE TIME OF THE ORDER.  TERMS AND CONDITIONS  THE MINIMUM ORDER FOR FREE SHIPPING TO ONE, IN-STATE DESTINATION SHALL BE \$100.00. FOR ORDERS LESS THAN \$100.00, THE VENDOR MAY ADD ACTUAL SHIPPING COSTS (PREPAID) TO THE INVOICE AS A SEPARATE ITEM, OR  IN ORDER TO MAKE A FAIR COMPARISON OF ALL BIDS RECEIVE IT IS MANDATORY FOR ALL BIDDERS TO QUOTE PRICES AS F.O.B. DESTINATION WITH ALL SHIPPING CHARGES INCLUDED.  ALL FILTERS FURNISHED PURSUANT TO THIS CONTRACT MUST BE MANUFACTURED IN THE UNITED STATES. ELEMENTS SHALL BE FROM FIRST GRADE FILTER MEDIA. ALL LUBRICATION OIL, BYPASS, FULL-FLOW ELEMENTS MUST CONFORM TO FEDERAL SPECIFICATIONS, F-F351C, LATEST ISSUE.  VERIFICATION OF PRODUCT QUALITY IS THE RESPONSIBILITY OF THE VENDOR. THE STATE MAY REQUIRE CERTIFIED MAIL TEST DATA, CERTIFICATIONS OR SAMPLES FOR TESTING. THE						
<i>SEE ATTACHED</i>						<i>See Attached</i>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

SIGNATURE <i>John [unclear]</i>	TELEPHONE <b>744-9421</b>	DATE <b>6-12-06</b>
TITLE <b>Sales</b>	FEN <b>58 024 4510</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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ADDRESS CORRESPONDENCE TO ATTENTION OF  
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RFQ COPY  
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ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
05/12/2006						
BID OPENING DATE: 06/13/2006		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>COSTS ASSOCIATED WITH SUCH VERIFICATION WILL BE BORNE BY THE VENDOR.</p> <p>NONCONFORMING MATERIALS MAY BE RETURNED TO THE VENDOR AT NO EXPENSE TO THE STATE.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>John Spencer</i>				TELEPHONE	DATE 6-12-06	
TITLE				ADDRESS CHANGES TO BE NOTED ABOVE		

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ADDRESS CORRESPONDENCE TO ATTENTION OF  
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**304-558-0468**

RFQ COPY  
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RECORD

SHIP TO

ALL STATE AGENCIES  
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 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED <b>05/12/2006</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/13/2006**      BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UDP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT. THE WV-39 IS NOT REQUIRED IF AGENCY IS PURCHASING THROUGH P-CARD.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A LOCAL BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FEIN \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25306-0130

# Request for Quotation

RFQ NUMBER  
**FILTER07**

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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**BETTY FRANCISCO**  
**304-558-0468**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
05/12/2006						
BID OPENING DATE: 06/13/2006		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDITION OF AWARD.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, SA-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>(X) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>John Deane</i>				TELEPHONE 304-744-9821	DATE 6-12-06	
TITLE SALES		FEN 58 0244910		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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# Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF  
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RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	FOR	FREIGHT TERMS		
05/12/2006						
BID OPENING DATE: 06/13/2006		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p><input checked="" type="checkbox"/> BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p><input type="checkbox"/> BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>John Deane</i>	TELEPHONE 304-744-9421	DATE 6-12-06
TITLE Sales	PEIN 58 024 4510	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
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# Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 BETTY FRANCISCO  
 304-558-0468

RFQ COPY  
 TYPE NAME/ADDRESS HERE

REPLY ROOM

SHIP TO

ALL STATE AGENCIES  
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 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED 05/12/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 06/13/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>NAPA AUTO PARTS</u></p> <p>DATE: <u>6-12-06</u></p> <p>SIGNED: <u>John Spence</u></p> <p>TITLE: <u>SALES</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B".            (REV. 12/00)</p> <p>NOTICE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	PEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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# Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
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RFQ COPY  
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VENDOR

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BID OPENING DATE: **06/13/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>THE BID MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:            SEALED BID</p> <p>BUYER: <b>BETTY FRANCISCO</b>            RFQ. NO.: <b>FILTER07</b>            BID OPENING DATE: <b>06/13/2006</b>            BID OPENING TIME: <b>1:30 PM</b></p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:  <b>304-744-1468</b></p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):  <b>John SPEARS</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FIRM	ADDRESS CHANGES TO BE NOTED ABOVE
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# Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF  
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RFQ COPY  
 TYPE NAME/ADDRESS HERE

**NAPA AUTO PARTS**  
**3101 MACCORMIE AVE**  
**So. Chrs. WV, 25303**

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
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DATE PRINTED <b>05/12/2006</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/13/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ FILTER07 ***** TOTAL:						<b>147801.18</b>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>John Doe</i>	TELEPHONE <b>304-744-9421</b>	DATE <b>6-12-06</b>
TITLE <b>SALES</b>	FAX <b>580244510</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

## **FILTER07 Specifications**

### **SCOPE**

Products to be provided under this contract are automotive filters (air, oil, fuel and gas) products. This is a Request for Quotation; a single award for all items shall be issued to the lowest responsible bidder, whose products meet the minimum quality defined herein. This shall be a discount from list contract, with all available filters from vendor catalog covered under such contract.

### **Mandatory Pre-Bid Meeting**

A mandatory pre-bid meeting shall be held on 5/25/06 at 11:00 a.m. the meeting will be held in the Purchasing Division Conference Room located at 2019 Washington Street, East (Capitol Complex – Building 15), Charleston, WV 25305. Any vendor who wishes to bid on this contract must be represented at this meeting. Failure to attend the pre-bid conference shall disqualify a vendor from bidding on this contract. No person can represent more than one bidder.

### **General Information**

1. All products bid, furnished and delivered must meet the needs of the State of West Virginia. Each item on the pricing pages that vendor bids must be identified with the manufacturer's number and the vendor's item number on the bid form. Failure to indicate a minimum quantity shall require the vendor to ship any quantity of that product ordered, regardless of quantity ordered.
2. If any discrepancies exist in the bid price pages, the discount percentage quoted shall prevail as the unit price. Other math errors may be corrected by the buyer for evaluation prices. The discount quoted shall be used in any subsequent contract awarded.
3. Bidders shall complete the pricing on "FILTER07 Pricing Pages". Bidders should complete all information requested. Quantities for each item represent the approximate volume of anticipated purchases. No future contract quantity is implied.
4. Vendor must state the name, date and or identification number of the catalog to which the discounts apply. Failure to complete all information requested on the pricing pages may be grounds for disqualification.
5. The bidder with the lowest overall cost who meets or exceeds the acceptable quality shall be awarded a contract. The discount percentage quoted shall remain the same during the entire contract period, including any renewals.

## **FILTER07 Specifications**

6. While the state prefers one discount from list, vendor may offer various discounts **BY CATEGORY. VENDOR SHALL NOT OFFER NET PRICES ON THE PRICING PAGE ITEMS IN ORDER TO HAVE A LOWER PRICE FOR THESE ITEMS! EACH CATEGORY MUST BE CLEARLY DEFINED AND THE CATEGORY APPLIED TO THE ITEM.**
7. The catalogs may be updated at renewal. If the Purchasing Division extends the offer to renew and the catalog prices have significant price increases, Purchasing may decline and rebid the contract.
8. Orders shall be delivered within five (5) days working days after orders are received. Spending unit must be advised in writing if orders will be delayed for any reason. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.
9. All deliveries must be made during normal working hours for the delivery location. All shipments of products requiring a material safety data sheet (MSDS) shall include a MSDS included with the product.
10. All bids are to be quoted as F.O.B. destination to any West Virginia location. The minimum order for prepaid shipping to one, in-state destination shall be \$100.00. For orders less than \$100.00, transportation charges (if any) shall be invoiced as a separate charge with the original freight bill attached to the invoice. Agencies may make purchases that fall under the \$100.00 limit at a local source to avoid the delivery charges. Note: Stringing orders to circumvent purchasing regulations is expressly prohibited.
11. Verification of product quality is the responsibility of the Vendor. The State of West Virginia may require certified mail test data, certifications or samples for testing of material bid. All costs of test samples shall be borne by the vendor as well as freight costs to and from the agency.
12. The successful bidder shall not substitute any to her brand of products from those awarded, nor sell any additional items under their contract not specifically covered herein, without prior written permission of the Purchasing Division.
13. All products must be highly efficient and effective in the performance of the tasks for which the product is intended to be used.
14. Successful vendor shall provide quarterly reports and an annual summary showing the quantities, dollar value and agencies (including political subdivisions) which have used this contract. Successful vendor shall also be able to provide (when requested) a report showing the top items purchased during the contract period. This report is mandatory and failure

## **FILTER07 Specifications**

of the successful bidder to supply such reports may be grounds for cancellation of contract.

15. Nonconforming products and materials shall be returned to the vendor at no expense to the State of West Virginia at any time during the life of the contract; such items shall be credited or not invoiced if caught prior to billing.
16. Internet Access – Vendor should be able to provide internet ordering access. If vendor has such capabilities, this should be so noted in the quotation and describe the process for setting up such ordering for state agencies.
17. Vendor Certification must be signed prior to issuance of any contract.

### **Reminders to Bidders:**

Prior to submitting bids, bidders are cautioned to comply with all mandatory bid requirements.

Bidders should provide a quotation for all items listed on the pricing pages. Complete the entire pricing pages, including the name and other requested information on the contract coordinator to respond to agency inquiries on using the contract.

If the price list/catalog makes reference to prices being subject to change, those terms are null and void. All price changes shall be in accordance with Paragraph #5 under General Information.



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*TRAINING IS AVAILABLE*

*ALL STATE AGENCIES*

*TO USE THE PROLINK FROM NAPA.*

*EACH PAGE SHOWS THE PROCESS TO USE NAPA PROLINK.*

*CALL JOHN SPEARS @ 304-545-5068*



Are you an auto repair facility wishing to register your shop? If so, please click [here](#).

User Login  
doh  
Password  
HIGHWAY 5  
Log In

Did you forget your password ?



Turn Price and Availability OFF

Welcome jim  
Current Order: New Order  
Current Store: genuine parts co.  
Store Address: 614 VIRGINIA ST.

Part Searches

Job Type

Category

Subcategory

NAPA Part Number

Interchange

Keyword

Exhaust

Vehicle Selection

Last Search Result

Orders

Current Order

New Order

Saved Orders

New Stock Order

Stock Orders

Submitted Orders

Help

Welcome

Vehicle Information

Log Out

US 060106

# Get The Good Stuff.

At NAPA, "good enough to get by" is simply not *good enough*. We have been setting high standards for 75 years.

By combining the most knowledgeable shops with the best parts in the aftermarket, more consumers are fix at a low price just doesn't pay. That's why they depend on you to **Get The Good Stuff**. And that's exactly why we created NAPA PROLink, to help you deliver the best parts at the right price.

## \*\* NEW NAPA PROLINK FEATURES

Now the best parts ordering website in the aftermarket just got better! New NAPA PROLink features include coverage, more product images, new search capabilities, and now NAPA exhaust diagrams!

**Exhaust Diagrams** - Now you have time saving access to thousands of exhaust diagrams including clia extensions, mufflers and converters. Simply click on the "Exhaust" option to the left and select year, make and print NAPA exhaust diagrams and components.

**Additional Vehicle Types** - Over 70 new vehicle makes are available which include parts for motorcycle, watercraft, and snow machine parts. The vehicle type may be selected by clicking the "Vehicle Type" link is displayed.





Turn Price and Availability OFF  
Welcome jim  
Current Order: New Order  
Current Store: genuine parts co.  
Store Address: 614 VIRGINIA ST.

Part Searches

Job Type      Order Name      PO Number  
Category      New Order      Change

Subcategory

NAPA Part Number      Line Code      Part Number      Qty      Add To Order  
1

Interchange

Keyword

Exhaust

Update Order and DC Quantities

Vehicle Selection

Last Search Result      Product      Order Qty      # In Stock      DC Qty      List      Ext Lis

Orders

Current Order      Update Order and DC Quantities

New Order       Delete Parts with Order Qty = 0 on Update

Saved Orders

New Stock Order      0 Line Item(s) Save This Order | Delete This Order | Submit This Order | Latest Avail

Stock Orders

Submitted Orders

Help

Welcome

Vehicle Information

Log Out

US 060106



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**FILTER07**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BETTY FRANCISCO**  
**304-558-0468**

\*709062302 09

**304-744-9421**  
**NAPA AUTO PARTS**  
**3101 MACCORKLE AVENUE SW**  
**SOUTH CHARLESTON WV 25303**

SHIP TO

**ALL STATE AGENCIES**  
**AND POLITICAL SUBDIVISIONS**  
**VARIOUS LOCALES AS INDICATED**  
**BY ORDER**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/25/2006				

BID OPENING DATE: **06/13/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM NO. 01</b>						
1.						
<p>REVISED PRICING PAGES ARE ATTACHED (REVISED 5/25/06. BIDDERS MUST USE THESE PAGES TO SUBMIT BIDS. CHANGES TO THESE PAGES INCLUDE:</p> <p>A. LINE 50 FROM THE ORIGINAL PRICING PAGE HAS BEEN DELETED.</p> <p>B. LINES 3, 10, 14, 32, 42 AND 49 CONTAINED MORE THAN ONE ITEM-THE SECOND AND IN SOME CASES, THE THIRD ONE WERE OBSOLETE ITEMS. THE OBSOLETE NUMBERS HAVE BEEN DELETED.</p>						
2.						
YOU ARE NOT REQUIRED TO SEND A COPY OF YOUR BID TO THE AUDITOR'S OFFICE.						
3.						
THE VENDOR CERTIFICATION IS ATTACHED. THIS FORM MUST BE SIGNED PRIOR TO ANY CONTRACT AWARD.						
4.						
ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS ACKNOWLEDGEMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO DO SO MAY DISQUALIFY YOUR BID.						
5.						
A DISKETTE WITH THE EXCEL DOCUMENT IS ENCLOSED. VENDORS ARE REQUESTED TO TYPE THEIR BIDS. YOU ARE ALSO REQUESTED TO RETURN COMPLETED DISK ALONG WITH THE REQUIRED PAPER COPY OF THE PRICING PAGES. IF THERE ARE ANY DIFFERENCES BETWEEN THE PAPER AND ELECTRONIC VERSIONS, THE PAPER COPY SHALL PREVAIL.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>John Deane</i>	TELEPHONE <b>304-744-9421</b>	DATE <b>6-12-06</b>
TITLE <b>Sales</b>	REF# <b>580244510</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

VENDOR: NAPA AUTO PARTS 50 CHMS

PRICING PAGE - FILTER07									
ITEM #	DESCRIPTION	VENDOR ITEM #	EST QTY	BIDDER'S ITEM #	LIST PRICE	DISCOUNT FROM LIST	NET PRICE	TOTAL	
1	AF1032A - Lub Filter	100661	702	6134	7.72	45%	4.24	2976.48	
2	AF7877	100706	347	6149	6.92	45%	3.8	1318.6	
3	PH253	100872	1372	21085mp	3.39	63%	1.25	1715	
4	G6593	104944	192	3595mp	8.3	45%	4.56	875.52	
5	FP20	100715	252	1243	5.74	45%	3.15	793.8	
6	G481	100732	304	23481mp	7.59	58%	3.18	966.72	
7	LFP3579	100779	440	3232	34.23	45%	18.82	828.08	
8	LFP2285	100803	788	1799mp	24.96	45%	13.72	10783.92	
9	PH820	100892	2063	21372mp	3.39	45%	1.25	2578.75	
10	LFP3191	100807	994	1791mp	9.25	45%	5.08	5049.52	
11	PH400	100855	678	21516mp	3.39	63%	1.25	847.5	
12	PH51A	100888	288	21056mp	3.39	63%	1.25	360	
13	LAF1878	102804	679	6433	37.53	45%	20.64	14014.58	
14	LFF3349	103460	619	3338mp	10.44	45%	5.74	3553.06	
15	PH44	104185	232	21042	4.79	58%	2.01	466.32	
16	LAF3585	104673	579	6429	25.23	45%	13.87	8030.73	
17	LAF9089	108215	530	6870	60.1	45%	33.05	17516.5	
18	LAF9102	108563	548	6871	48.77	45%	26.82	14697.36	
19	LAF9545	100773	300	2253	47.03	45%	25.87	7761	
20	LFP780	100825	197	1697mp	6.83	45%	3.75	738.75	
21	AF1519	104617	104	2487	14.16	45%	7.79	810.16	
22	LAF7040	100770	173	2254	31.35	45%	17.24	2982.52	
23	AF1300	102784	153	6440	17.26	45%	9.49	1451.97	
24	LFF3347	105312	154	3528	11.48	45%	6.31	971.74	
25	LFF2749	106088	116	3674mp	15.83	45%	8.7	1009.2	
26	LAF8390	106316	134	6528	29.78	45%	16.38	2194.92	
27	LAF5813	106317	191	6527	60.37	45%	33.2	6341.2	
28	LAF2526	106359	127	2651	35.99	45%	19.79	2513.33	
29	L3887F	106411	179	3532	17.73	45%	9.75	1745.25	
30	AF3588	107598	105	2329	12.72	45%	7	735	
31	L296F	100747	149	3166mp	5.6	45%	3.08	458.92	
32	PH1218	100868	120	21060mp	3.39	63%	1.25	150	
33	PH8A	100895	140	21515mp	3.39	63%	1.25	175	
34	LFF4783	102315	116	3377	11.53	45%	6.34	735.44	
35	LFP3901F	100806	112	3353	7.89	45%	4.34	486.08	
36	FP586F	100718	137	3358mp	7.98	45%	4.38	600.06	

VENDOR: \_\_\_\_\_

PRICING PAGE - FILTER07									
ITEM #	DESCRIPTION	*VENDOR ITEM #	EST QTY	BIDDER'S ITEM #	LIST PRICE	DISCOUNT FROM LIST	NET PRICE	TOTAL	
37	LFF3530	100777	182	3335mp	10.44	45%	5.74	1044.68	
38	LFP440F	100815	101	3352mp	6.78	45%	3.72	375.72	
39	LFP815FN	100829	78	3118mp	8.96	45%	4.7	368.6	
40	LFP2160	102490	94	1971mp	16.34	45%	8.98	844.12	
41	LAF9544	102518	186		62.39	45%	34.32	6393.52	
42	LFF3417	102882	112		9.18	45%	5.05	565.6	
43	L4596F	106319	100		32.07	45%	17.54	1754	
44	LAF1848	100758	144		146.29	45%	80.46	11586.24	
45	LAF292	100762	79		4.86	45%	2.57	210.93	
46	LFP3000	100806	212	1746mp	35.22	45%	19.37	4106.44	
47	PH47	100887	144	21040mp	3.39	63%	1.25	180	
48	LAF1813	103284	175		66.85	45%	36.22	633.85	
49	LFF3349	103460	84		10.96	45%	6.03	506.52	
								GRAND TOTAL	147801.18

BRAND BID: NAPA

VENDOR NAME: \_\_\_\_\_ napa auto parts \_\_\_\_\_ PHONE 304-744-9421 \_\_\_\_\_

CONTACT PERSON: John spears \_\_\_\_\_ FAX: 304-744-1488 \_\_\_\_\_

CONTACT PERSON: *John Spears* \_\_\_\_\_ EMAIL: wjcs@adelphia.net \_\_\_\_\_

\_\_\_\_\_  
(Signature) \_\_\_\_\_ 6/12/06 \_\_\_\_\_  
(Date)

\* ITEM # shown is that of current Vendor - Vehicle Maintenance Program

WV-35a STATE OF WEST VIRGINIA <b>PURCHASING CONTINUATION SHEET</b>	Buyer:	Page	Req. or P. O. No.:
---	--------	------	--------------------

Vendor: <u>NAPA AUTO PARTS</u>	Spending Unit:
--------------------------------	----------------

Requisition No.: F1762 07

**ADDENDUM ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

- Addendum No.'s:**
- No. 1 \_\_\_\_\_
  - No. 2 \_\_\_\_\_
  - No. 3 \_\_\_\_\_
  - No. 4 \_\_\_\_\_
  - No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

*John Deane*  
 Signature  
NAPA AUTO PARTS  
 Company  
6-12-06  
 Date