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**Bob McCoy** 

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

Randolph County Sheltered Workshop

890 Industrial Park Road

Elkins, WV 26241

# Request for Quotation

RFQ NUMBER CANLINE 07

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ADDRESS CORRESPONDENCE TO ATTENTION OF: JO ANN ADKINS 304-558-8802

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### 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.
- Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
- 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 Viginia 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.

### 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. BID SUBMISSION: All quotations must be delivered by the bidder to the office 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.

#### SIGNED BID TO:

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



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

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Bob McCoy Randolph County Sheltered Workshop 890 Industrial Park Road Elkins, WV 26241

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REQNUMBER CANLINE 07

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\*\*ADDRESS:CORRESPONDENCE:TO ATTENTION OF

JO ANN ADKINS 304-558-8802

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RFQ COPY TYPE NAME/ADDRESS HERE

Randolph County Sheltered Workshop 890 Industrial Park Road Elkins, WV 26241

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

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

### RFQ COPY TYPE NAME/ADDRESS HERE

Randolph County Sheltered Workshop 890 Industrial Park Road 26241 Elkins, WV

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

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D3/22/2007  BID OPENING DATE: 04/24/2007  BID OPENING TIME 01:30PM  LINE. OUANTITY DOP SAT. TEMNUMBER DINTPRICE AMOUNT  AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDITION OF AWARD.  VENDOR PREFERENCE CERTIFICATE  CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DDES NOT APPLY TO CONSTRUCTION CONTRACTS).  A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:  ( ) 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  (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 THE OWNERSHIP	DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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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	TION QUART WEST THE D INTER PARTN WHO H OF BU YEARS	RESIDENT VENDOR ERS OR PRINCIPAL VIRGINIA FOR FOL ATE OF THIS CERT EST OF BIDDER IS ERSHIP, ASSOCIAT AS MAINTAINED IT SINESS CONTINUOL IMMEDIATELY PRE	AND HAS MAINTAINE PLACE OF BUSINES (4) YEARS IMMED IFICATION; OR 80% HELD BY ANOTHER ION OR CORPORATION S HEADQUARTERS OR USLY IN WEST VIRGI	D ITS HEAD- S CONTINUOUSLY IN IATELY PRECEDING OF THE OWNERSHIF INDIVIDUAL, N RESIDENT VENDOR PRINCIPAL PLACE NIA FOR FOUR (4)	<b>5</b>
( ) 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 HEAQUARTERS OR PRINCIPAL PLACE OF	WHICH A MIN	HAS AN AFFILIAT IMUM OF ONE HUND AINTAINED ITS HE	E OR SUBSIDIARY WE DRED STATE RESIDEN AQUARTERS OR PRINC	HICH EMPLOYS TS AND WHICH CIPAL PLACE OF	
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State of West Virginia Hequest for Department of Administration Quotation Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

# Request for REQNUMBER

CANLINE07

ADDRESS CORRESPONDENCE TO ATTENTION OF:

304-558-8802

JO ANN ADKINS

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Randolph County Sheltered Workshop Randolph Ra Elkins, WV 26241

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

### Request for REGNUMBER Quotation

CANLINE07

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ADDRESS CORRESPONDENCE TO ATTENTION OF:::::

JO ANN ADKINS 304-558-8802

RFQ COPY TYPE NAME/ADDRESS HERE

Randolph County Sheltered Workshop 890 Industrial Park Road Elkins, WV 262/1

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

# Request for CANLINE

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

JO ANN ADKINS 304-558-8802

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RFQ COPY TYPE NAME/ADDRESS HERE

Randolph County Sheltered Workshop 890 Industrial Park Road Elkins, WV 26241

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State of West Virginia
Department of Administration

Request for
Quotation Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

CANLINE07

ADDRESS CORRESPONDENCE TO ATTENTION OF:::::

JO ANN ADKINS 304-558-8802

RFQ NUMBER

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Randolph County Sheltered Workshop J. 890 Industrial Park Road 890 Industrial Park Road Elkins, WV 26241

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Bidders are requested to type entries.

AII, OR NONE BID

Regionalisans, denning bernandskring den de steut d Vendor: Randolph County Sheltered Workshop, Inc.

Size   Description   Thickness   Size   Gross W    Stock #   Mrg   Count   Cast   C									-		Bob McCoy	Contract Coordinator	
Siza: Description Thickness Siza Gross Wt Slock # Mfg Cut Per Count Per Can Illners	637,623	Grand Total				,		•					
Sizo   Description   Thickness   Sizo   Gross WI   Stock # Mfg   Case   Mathematical Cost Pay   Case   Cost Pay   Case   Case		7.50			der:	st per or	rder harge/Co	ery - per c livery Cl	for inside deliv	enter charge	Bidders -		
Size   Description   Thickness   Size   Gross Wi   Stock #   Mile   Case   Max Wi   Case   Cast Per   Cast Per   Case   Cast Per   Cast	1,770	35.40	50	27	500		CCL10/1.5	29.1		1.5 Mil	10 Gallons	15" x 9" x 23	17
Size   Description   Thickness   Size   Gross WI   Stock #   Mile   Case   Mat Wile   Case   Cost Por   Case   Cost Por   Case   Cost Por   Case   Case   Cost Por   Case   Cas												an Liners	Clear C
Size   Description   Thickness   Size   Gross WI   Stock #   Mig   Case   Mat Wir   Crise   Cost Per   Case   Cas	1,600	32.00	50	27	500		BCL10/1.5	29.1		1.5 Mil	10 Gallons	15" x 9" x 23	16
Size   Description   Thickness   Size   Gross WI   Stock #   Mfg   Case   Count   Case   Cost Per   Cost Per   Case   Cost Per   Case   Cost Per   Case   Cost Per						du du					·	San Liners	Black C
Size   Description   Thickness   Size   Gross W;   Stock #   Mile   Case   Mat Wir   Case   Cost Per   Case   Cost Per	200.	2.00	100		1000	oosy						4" Minimum Length	15
Size   Description   Thickness   Size   Gross Wt   Stock #   Mfg   Case   Net.Wt   Count   Case   Cost Par   Case   Cost Par   Case   Cast Par   Cast P						"Id		N/A				ē	I JSIWI
Size   Description   Thickness   Size   Gross Wt   Stock #   Mfg   Case   Net Wit   Case   Cost Por   Case   Net Wit   Case   Net Wit   Case   Net Wit   Case   Cost Por   Case   Net Wit   Case   C	7,920.		2002	32.00	- 1		CCL40/2.5	33.6		7.3 WIII	CO TO Collolis		
Size   Description   Thickness   Size   Gross WI   Stock #   Mfg   Case   Net Wir   Day   Case   Day   Day	6,400.	$\sqcup$	200	25.6	1 1		CCI.40/2.0			2.0 Mil	39-40 Gallons	***************************************	5 5
Size   Description   Thickness   Size   Gross Wt   Stock #   Mfg   Case   Net Wt   Case   Cost Per   Case   Cost Per   Case   Cost Per   Case   Net Wt   Case   Net Wt   Case   Cost Per   Case   Net Wt   Case   Net Wt   Case   Cost Per   Third   T	4,900.	4	200	19.2	- 1	100	CCI.40/1.5			1.5 Mil	39-40 Gallons		4
Size   Description   Thickness   Size   Gross WI   Stock #   Mfg   Case   Net WI:   Case   Cost Per   Total   Case   Cost Per   Total   Case   Cost Per   Total   Case   Cost Per   Total   Case   Net WI:   Case   Cost Per   Total   Case   Net WI:   Case   Net WI:   Case   Cost Per   Total   Case   Net WI:   Case   Cost Per   Total   Case   Net WI:   Case   Cost Per   Total   Case   Net WI:   Case   Net WI:   Case   Cost Per   Total   Case   Net WI:   Case   Ne	11,025	$\perp$	38	29.3	- 1	sv	CCL52/2			2.0 Mil	52 Gallons		13
Size   Description   Thickness   Size   Gross WI   Stock #   Mfg   Case   Met Wit   Case   Cost Per   Total	305	4	326	13.1	1	Id	CCT10/1.5	İ		15 M	30-32 Gallons		12
Size   Description   Thickness   Size   Gross Wt   Stock #   Mfg   Case   Mfg   Mfg   Case   Mfg   Mfg   Case   Mfg   Mfg   Case   Mfg   Mf	508.	$\sqcup$	20	18.4			CCI.10/ .5			.5 Mil	10 Gallons		10
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Size   Description   Thickness   Size   Gross Wt   Stock #   Mfg   Case   Count   Per   Case   Cost Per   Case    DBI					10						on liner	Jagar C	
Size   Description   Thickness   Size   Gross Wt   Stock #   Mfg   Case   Met Wt   Case   Cost Per			800		100	DSVI	GCLH/2.5	.ω		2.5 Mil	Highways	33" x 10" x 39"	9
Size   Description   Thickness   Size   Gross Wt   Stock #   Mfg   Case   Net Wt   Case   Cost Per	IA					i						reen Can Liner	ight G
Size         Description         Thickness         Size         Gross Wt         Stock #         Mfg         Case Cost Per Case (Act Wt)         Count Case (Cost Per Case (Cost Per Case))         Est. Cast Per Case (Cost Per Case)         L5 Mil         19.9# BCI_10/ .5         Mfg         Case (Cost Per Case)         Net Wt         Oht         Case (Cost Per Case)         Trival           (23"         10 Gallons         .5 Mil         19.9# BCI_10/ .5         1000 18.4# 3,500 20.70         72,450.           x 40"         30-32 Gallons         1.5 Mil         13.8 BCT_32/1.5         200 11.1         1,000 13.45         13,450.           x 58"         52 Gallons         2.0 Mil         31.0 BCL_52/2         100 19.3         8300 32.15         266,985.           x 48         39-40 Gallons         2.0 Mil         26.9 BCL40/1.5         100 19.2         800 21.65         17,320.           x 48         39-40 Gallons         2.5 Mil         26.9 BCL40/2.0         100 25.6         800 28.35         22,680.           x 48         39-40 Gallons         2.5 Mil         33.6 BCL40/2.5         100 32.0         800 35.00         28,000.           x 48         39-40 Gallons         2.5 Mil         33.6 BCL40/2.5         100 32.0         800 35.00         28,000.           x 48			800	27.9	100	NO	OCLH/2.5			2.5 Mil	Dept of Highways	33" x 10" x 39"	8
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Size         Description         Thickness         Size         Gross Wt         Stock #         Mfg         Case Cost Per Case Net Wt: Otu         Cost Per Case Net Wt: Otu         Case Net Wt: Otu         Case Net Wt: Otu         Cost Per Case Net Wt: Otu         Case Net Wt: Otu Net Wt: Otu         Case Net Wt: Otu         Case Net Wt: Otu	17,320.	- 1	8	19.2	- 1		BCI.40/1.5	- [	*	1.5 Mii	39-40 Gallons		
Size         Description         Thickness         Size         Gross Wt         Stock #         Mfg         Case Case Net Wt: Otu         Cast Per Case Otu Case Net Wt: Otu         Cast Per Case Otu Case Net Wt: Otu         Case Otu Case Otu Case Net Wt: Otu Case Net Wt: Otu Case Otu	66,845.		8.300	29.3	- 1		BCL52/2			2.0 Mil	52 Gallons		
Size         Description         Thickness         Size         Gross Wt         Stock #         Mfg         Case Case Net Wt         Cost Per Case Otv         Case Otv         Case Total           10 Gallons         .5 Mil         19.9#         BCL107.5         1000         18.4#         3,500         20.70         72,450	15,450.	ı	1,000	11.1	1		BCL10/1.5			15.0	30-32 Gallons		
Size Description Thickness Size Gross Wt Stock # Mfg Case Net Wt: Otv Case Total	72,450.	1	3,500	18.4	1		BCL10/ .5	r		.5 Mil	10 Gallons		1
Size Description Thickness Size Gross Wt Stock# Mfg Case Net Wt: Otv. CaseTotal		11			1 1								lack C
Count Est. Case Cost Per	_j	1_	Otv	Not Wit:	Case	Mrg	Stock #	Gross Wt	Size	Inickness	Description	Size.	man
	Est. TI	Cost Per	Est. Case		Count						•	2	•

Toll Free Phone No.: \_

N/A

Fax No.: 304-636-1639

E-Mail: bmccoy@citynet.net

### Certification

### CANLINE07

By submitting a signed bid for CANLINE07 – (can liners) – vendor hereby certifies under penalty of fraud that all mandatory specifications contained in the Request for Quotation are met.

Randolph County Sheltered Workshop,	inc.
Vendor (Type Name of Company)	
	•
890 Industrial Park Rd., Elkins, WV	26241
Address	
Lawrence R. (Bob) McCoy, Jr.	Executive Director
Name (Type Name)	Title
Name (Type Name)	
$I \cap M \cap A$	May 13, 2007
Signature Mc Coy Ja	Date
Signature //	Date

Note: No contract shall be awarded prior to receipt of this certification.

### AFFIDAVIT

### West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

### **DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

#### **EXCEPTION:**

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

#### LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

### **CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit <a href="https://www.state.wv.us/admin/purchase/privacy">www.state.wv.us/admin/purchase/privacy</a> for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: RANBOLPIA	COUNTY SHELTERED	WORKSHOP, INC.	
Authorized Signature: Lanus	<i>'</i>	Date: 5/13/07	
No Debt Affidavit (Revised 10/13/06)	00		