

APR-10-2007

09:25

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

## Request for p

**DEP13838** 

AUDRESS CORRESPONDENCE TO ATTENTION OF	_	
CHUCK BOWMAN		
304-558-2157		

304 463 4759

Canaan Valley Institute
Attention: Josh Beck, LiDAR Program Office
240 Scott Avenue, Suite 4 Morgantown, WV 26505

ENVIRONMENTAL PROTECTION DEPARTMENT OF OFFICE OF INFORMATION SERVICES 601 STTH STREET SE CHARLESTON, WV 304-926-0499 25304

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

- Awards will be made in the best interest of the State of West Virginia.
- 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 vold 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 faxes.
- 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.
- 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.
- 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



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

## Request for PRONUMBER

**DEP13838** 

CHUCK BOWMAN 304-558-2157

RFQ COPY TYPE NAME/ADDRESS HERE Canaan Valley Institute

PO Box 673 Davis, WV 26260 ENVIRONMENTAL PROTECTION DEPARTMENT OF OFFICE OF INFORMATION SERVICES 601 57TH STREET SE CHARLESTON, WV 25304 304-926-0499

ADDRESS CORRESPONDENCE TO ATTENTION OF

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Canaan Valley Institute

304 463 4759

P.04/07



State of West Virginia Request 101
Department of Administration Quotation **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

## Request for p

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: ADDRESS CORRE	SPONDENCE TO ATTENTION OF:
**************************************	
CHUCK BOWMAN	
304-558-2157	

TYPE NAME/ADDRESS HERE

Canaan Valley Institute PO Box 673 Davis, WV 26260

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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

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**DEP13838** 

ADDRESS CORRESPONDENCE TO ATTENTION OF: ...... CHUCK BOWMAN 304-558-2157

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Canaan Valley Institute P.O. Box 673 **Davis WV 26260** 

ENVIRONMENTAL PROTECTION DEPARTMENT OF OFFICE OF INFORMATION SERVICES 601 57TH STREET SE CHARLESTON, WV

25304 304-926-0499

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304 463 4759

P.06/07



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

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CHUCK BOWMAN 304-558-2157

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ENVIRONMENTAL PROTECTION DEPARTMENT OF OFFICE OF INFORMATION SERVICES 601 57TH STREET SE CHARLESTON, WV 25304 304-926-0499

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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

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HUCK BOWMAN	
04-558-2157	

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Canaan Valley Institute P.O. Box 673 **Davis WV 26260** 

ENVIRONMENTAL PROTECTION DEPARTMENT OF OFFICE OF INFORMATION SERVICES 601 57TH STREET SE CHARLESTON, WV 25304 304-926-0499

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### **Burnsville:**

## Item 1 – Project Administration

• Project Management

• Produce Reference files and Mission plans

• Delivery - Shipping and Media

Total Item.....\$\_533.14

### Item 2 – Data Collection

· Aircraft Fee

• LiDAR/Digital Camera Utilization Fee

• Operators

Total Item.....\$\_4,208.34

### Item 3 – GPS Mission Base Stations

• Locate desirable base station monitoring points

• Monitor GPS Units

## Item 4 – Data Processing

LiDAR Data GPS/IMU Data Imagery

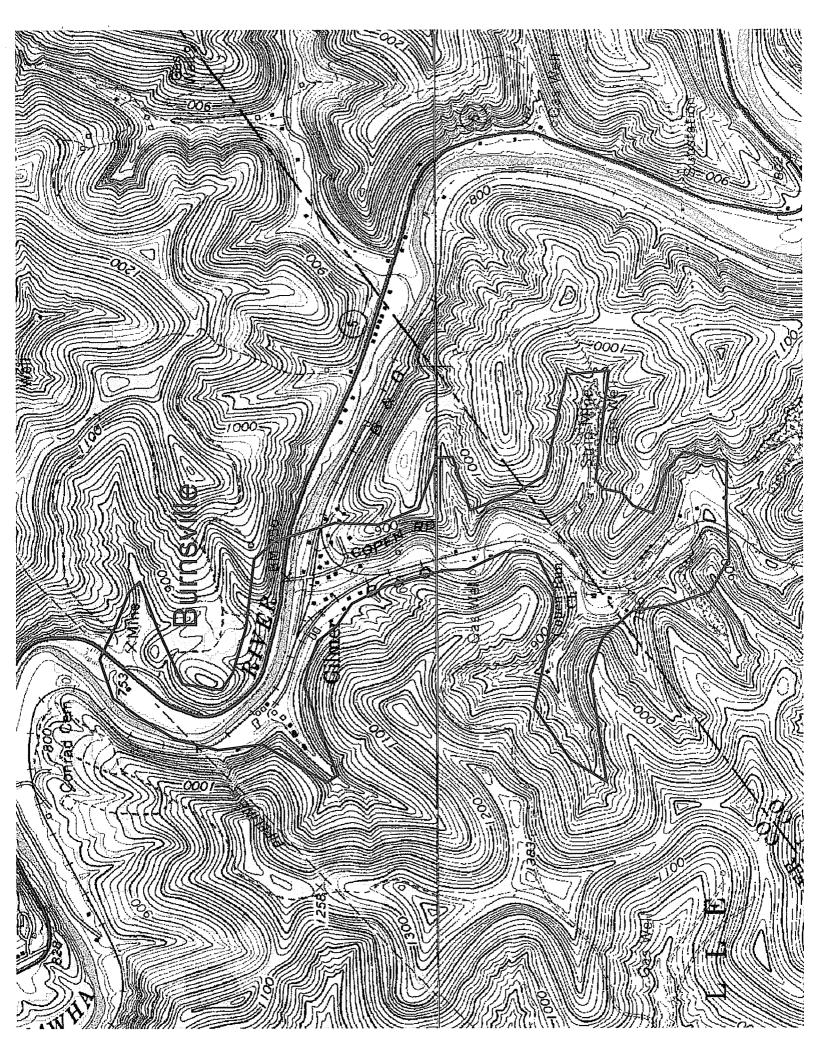
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## Item 5 - Product Production

Bare Earth LiDAR Tiles Ortho Tiles Reporting and Documentation

## **Total Fee for Burnsville**

\$ 9,581.48



### Delbarton:

## Item 1 – Project Administration

• Project Management

• Produce Reference files and Mission plans

• Delivery - Shipping and Media

Total Item.....\$ <u>533.14</u>

### Item 2 – Data Collection

· Aircraft Fee

- LiDAR/Digital Camera Utilization Fee
- Operators

### Item 3 – GPS Mission Base Stations

- Locate desirable base station monitoring points
- Monitor GPS Units

Total Item.....\$\_1,838.26

## Item 4 – Data Processing

LiDAR Data GPS/IMU Data Imagery

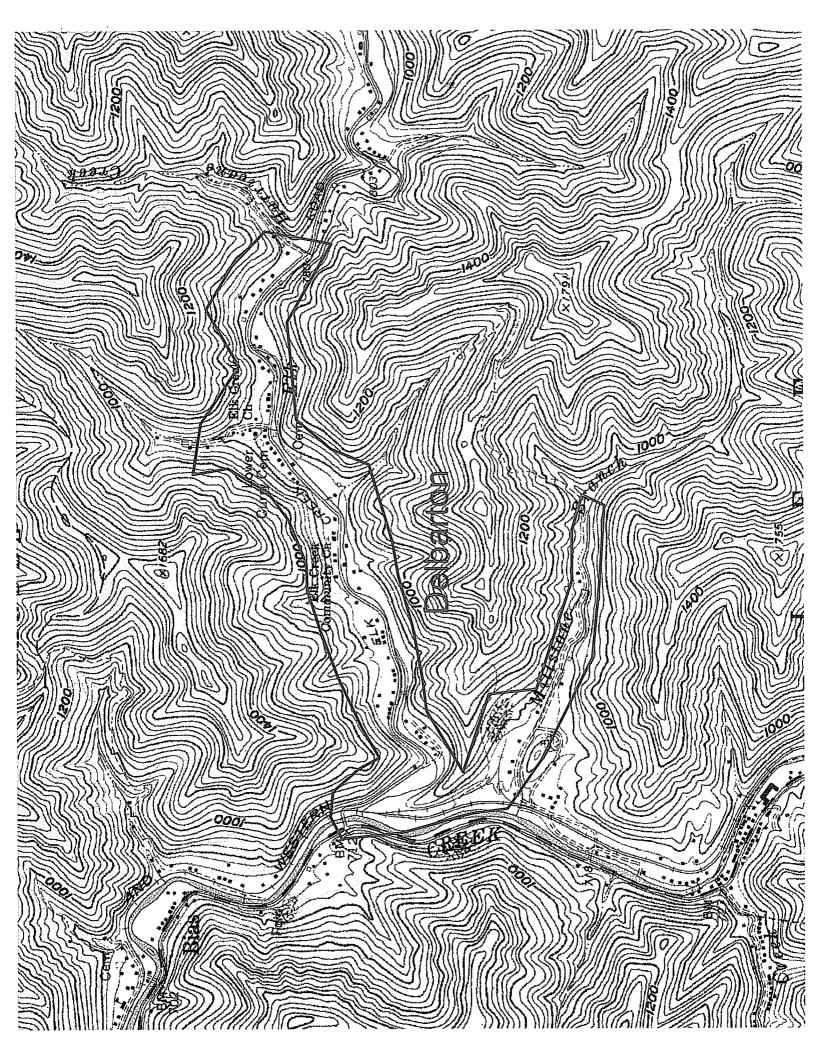
## Item 5 - Product Production

Bare Earth LiDAR Tiles Ortho Tiles Reporting and Documentation

Total Item......\$ 1,907.92

### **Total Fee for Burnsville**

**\$10,017.08** 



#### Gorman:

## Item 1 – Project Administration

• Project Management

• Produce Reference files and Mission plans

• Delivery - Shipping and Media

Total Item.....\$\_533.14

#### Item 2 – Data Collection

- Aircraft Fee
- LiDAR/Digital Camera Utilization Fee
- Operators

Total Item.....\$ 3,592.74

### Item 3 – GPS Mission Base Stations

- Locate desirable base station monitoring points
- Monitor GPS Units

Total Item.....\$\_1,838.26

## Item 4 – Data Processing

LiDAR Data GPS/IMU Data Imagery

Total Item.....\$ 1,022.32

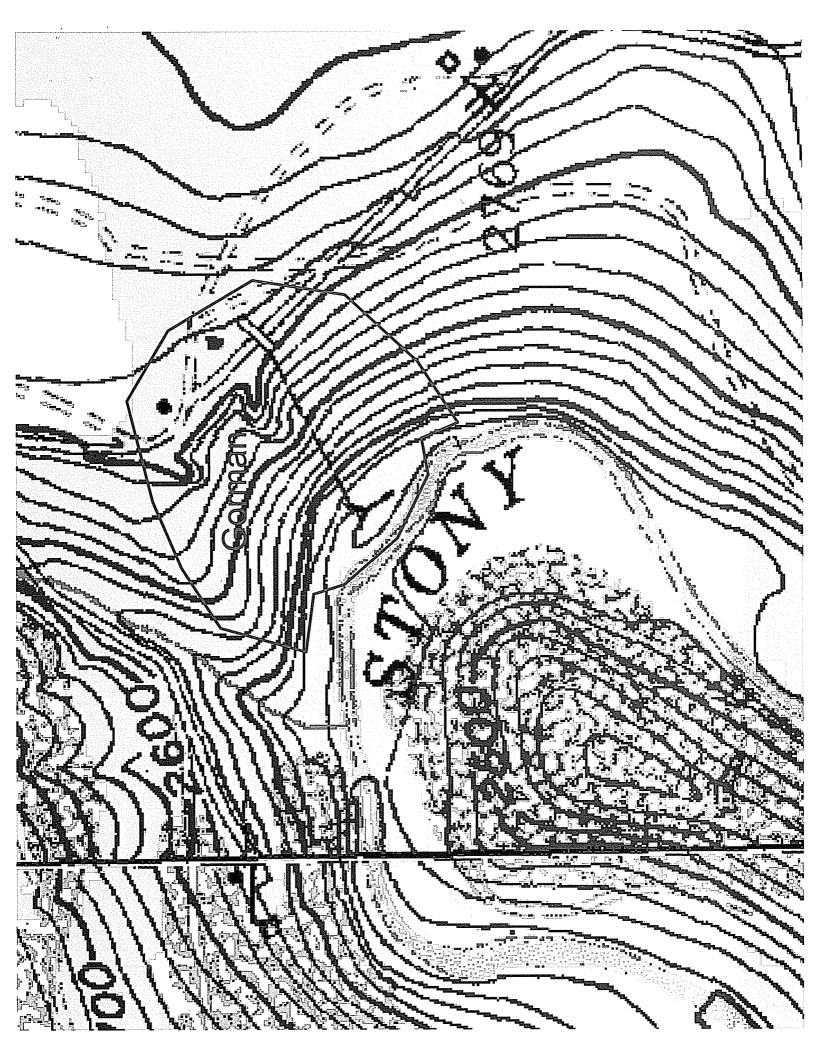
### Item 5 - Product Production

Bare Earth LiDAR Tiles
Ortho Tiles
Reporting and Documentation

Total Item......\$ 1,872.18

## **Total Fee for Burnsville**

\$ 8,858.64



#### Holden:

## Item 1 - Project Administration

•	Pro	ject	Mana	.gement
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• Produce Reference files and Mission plans

• Delivery - Shipping and Media

Total Item.....\$\_533.14

### Item 2 – Data Collection

- Aircraft Fee
- LiDAR/Digital Camera Utilization Fee
- Operators

## Item 3 – GPS Mission Base Stations

- Locate desirable base station monitoring points
- Monitor GPS Units

Total Item.....\$\_1,838.26

## Item 4 – Data Processing

LiDAR Data GPS/IMU Data Imagery

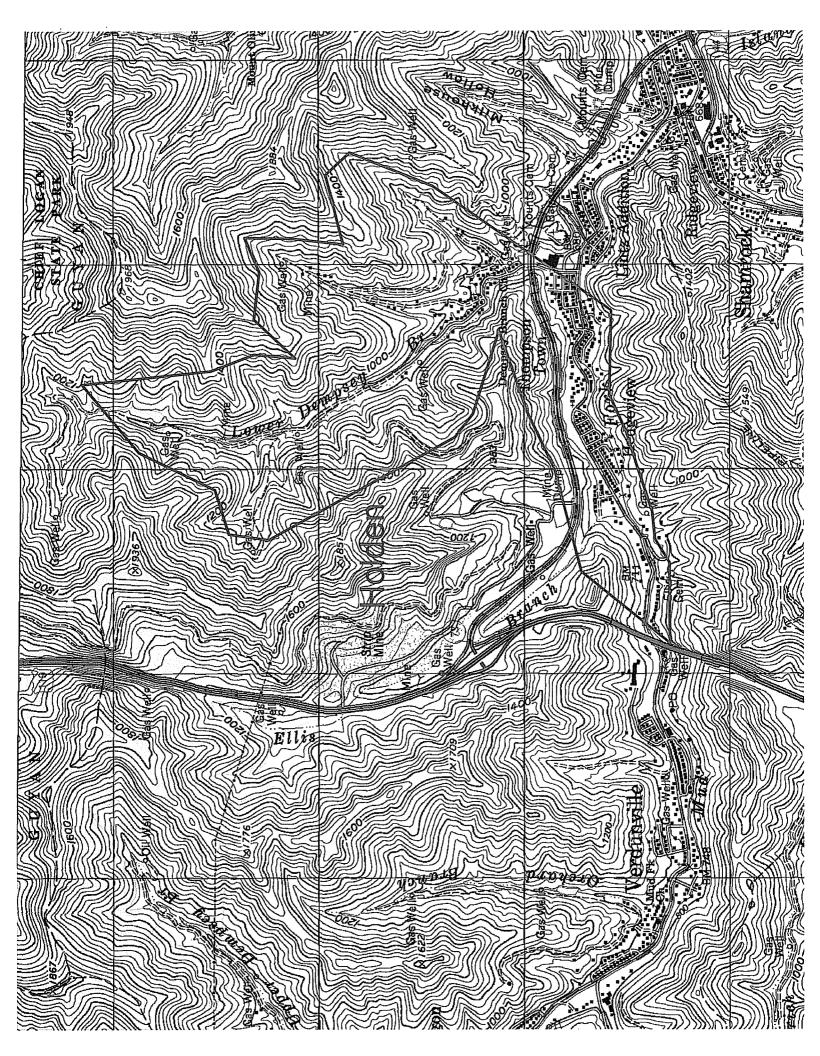
## Item 5 - Product Production

Bare Earth LiDAR Tiles Ortho Tiles Reporting and Documentation

Total Item......\$ 1,979.41

## **Total Fee for Burnsville**

\$10,959.77



## Lake Lynn:

## Item 1 – Project Administration

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- Produce Reference files and Mission plans
- Delivery Shipping and Media

Total Item.....\$ <u>533.14</u>

## Item 2 – Data Collection

- · Aircraft Fee
- LiDAR/Digital Camera Utilization Fee
- Operators

Total Item.....\$ 3,412.74

### Item 3 – GPS Mission Base Stations

- Locate desirable base station monitoring points
- Monitor GPS Units

## Item 4 – Data Processing

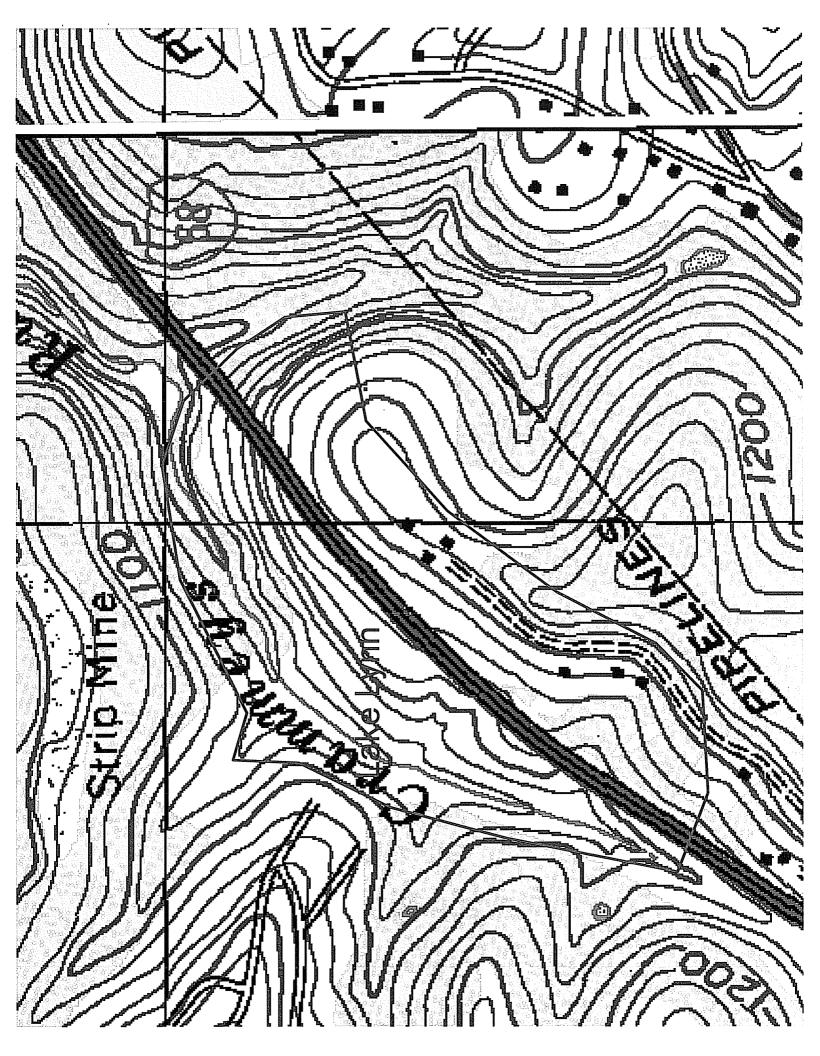
LiDAR Data GPS/IMU Data Imagery

### Item 5 – Product Production

Bare Earth LiDAR Tiles Ortho Tiles Reporting and Documentation

## **Total Fee for Burnsville**

\$ <u>8,785.88</u>



## Newburg:

## Item 1 – Project Administration

• Project Management

• Produce Reference files and Mission plans

• Delivery - Shipping and Media

Total Item.....\$ <u>533.14</u>

### Item 2 – Data Collection

· Aircraft Fee

• LiDAR/Digital Camera Utilization Fee

Operators

Total Item.....\$ 4,208.34

## Item 3 – GPS Mission Base Stations

Locate desirable base station monitoring points

• Monitor GPS Units

Total Item.....\$\_1,838.26

## Item 4 – Data Processing

LiDAR Data GPS/IMU Data Imagery

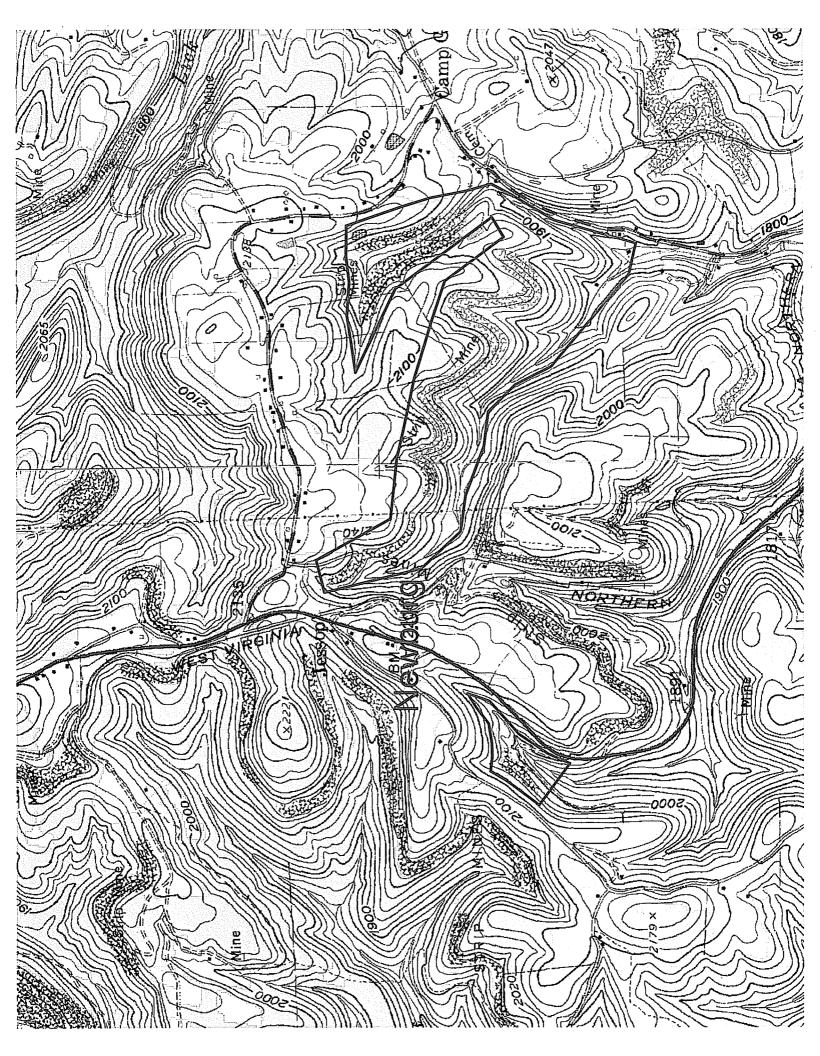
Total Item......\$ 1,022.32

#### Item 5 – Product Production

Bare Earth LiDAR Tiles Ortho Tiles Reporting and Documentation

## **Total Fee for Burnsville**

\$ 9,581.48



### Pocatalico:

## Item 1 – Project Administration

• Project Management

• Produce Reference files and Mission plans

• Delivery - Shipping and Media

Total Item.....\$ <u>533.14</u>

### Item 2 – Data Collection

Aircraft Fee

• LiDAR/Digital Camera Utilization Fee

Operators

## Item 3 – GPS Mission Base Stations

Locate desirable base station monitoring points

• Monitor GPS Units

Total Item.....\$\_1,838.26

## Item 4 – Data Processing

LiDAR Data GPS/IMU Data Imagery

Total Item.....\$\_986.58

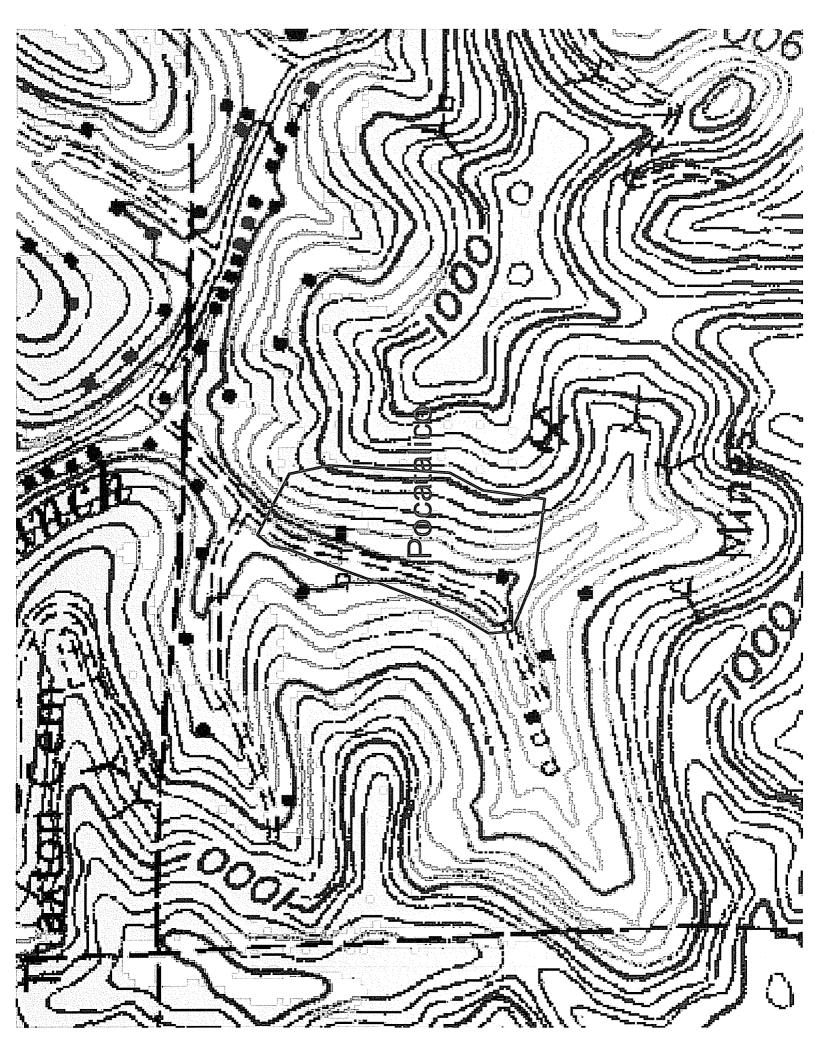
### Item 5 – Product Production

Bare Earth LiDAR Tiles Ortho Tiles Reporting and Documentation

Total Item......\$ 1,907.92

## **Total Fee for Burnsville**

\$10,165.44



## TOTAL BID FOR ALL SITES

# \$ 33,558.69

Contract to be awarded by total bid for all sites.

Project Coordinator: Doug Brown

GIS Remote Sensing Supervisor

WV Dept of Environmental Protection

 $601 - 57^{th}$  Street, SE

Charleston, WV 25304

Telephone: 304-926-0499, ext 1623

Email: dbrown@wvdep.org

RFQ No. DE P13838

## 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 subdivisions 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 www.state.wv.us/admin/purchase/privacy 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 affidavlt and are in compliance with the requirements as stated.

Vendor's Name: Cana	an Valley	Institute	
	1	Date: 4/16/0	7
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