



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
DNR80123

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-0492

VENDOR

\*709004327      304-~~429-5587~~<sup>252-9902</sup>  
 COYNE TEXTILE SERVICES  
~~1975 DONNA DR~~  
~~201 3rd Ave~~  
~~ASHLAND KY 41102~~  
 Beckley wv 25801

SHIP TO

DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE  
 CAPITOL COMPLEX  
 BUILDING 3, ROOM 630  
 CHARLESTON, WV  
 25305      304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/17/2007				

BID OPENING DATE: **02/02/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DIVISION OF NATURAL RESOURCES TO PROVIDE LINEN RENTAL, LAUNDRY, AND DRY CLEANING SERVICES TO VARIOUS STATE PARKS.						
THIS AGENCY OPEN-END CONTRACT MAY BE USED BY OTHER STATE AGENCIES SO LONG AS SERVICE IS MAINTAINED TO THE STATE PARKS.						
ATTACHMENTS: 1. SPECIFICATIONS / BID FORM 2. AFFIDAVIT						
***** NOTES *****						
* VENDORS MAY BID ON SINGLE OR MULTIPLE LOCATIONS DEPENDING ON THEIR ABILITY TO SERVICE THE LOCATION. QUANTITIES LISTED ARE ESTIMATES ONLY, AND FOR BIDDING PURPOSES.						
PAYMENT TERMS: THE AGENCY SHALL NOT BE HELD RESPONSIBLE FOR PAYMENT OF ITEMS WHICH ARE DELIVERED DAMAGED, IN AN UNUSABLE CONDITION, OR DO NOT MEET THE QUALITY AND SIZE SPECIFICATIONS CONTAINED HEREIN. DELIVERY SHALL BE INCLUDED IN THE BID PRICE FOR EACH ITEM. THE SUCCESSFUL VENDOR WILL PROVIDE AN ORIGINAL OR CERTIFIED ORIGINAL COPY OF THE DELIVERY INVOICE AFTER EACH DELIVERY. CREDITS SHALL BE ON AN INVOICE AND ISSUED AT THE TIME OF THE SHORTAGE.						

**RECEIVED**  
 2007 FEB -2 A 8:30  
 PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>Joe Syner</i>	304-252-9902	2-1-07	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
Service Center mgr	166040758		

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 25305-0130

# Request for Quotation

RFQ NUMBER  
**DNR80123**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**BUYER 32**  
**304-558-0492**

VENDOR

\*709004327      304-~~429-5587~~ <sup>252-9902</sup>  
**COYNE TEXTILE SERVICES**  
~~1975 DONNA DR~~  
 201 3rd Ave  
~~ASHLAND KY 41102~~  
 Beckley WV 25801

SHIP TO

**DIVISION OF NATURAL RESOURCES**  
**PROCUREMENT OFFICE**  
**CAPITOL COMPLEX**  
**BUILDING 3, ROOM 630**  
**CHARLESTON, WV**  
**25305      304-558-3397**

DATE PRINTED <b>01/17/2007</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: <b>02/02/2007</b>		BID OPENING TIME <b>01:30PM</b>		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		954-05		
LINEN RENTAL, LAUNDRY, & DRY CLEANING SERVICE  EXHIBIT 1  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... 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.  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.  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) SUCCESSIVE ONE (1) YEAR PERIODS.  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 WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **304-252-9902** DATE **2-1-07**

TITLE **Service Center Mgr** FEIN **166640758** 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 25305-0130

# Request for Quotation

RFQ NUMBER
DNR80123

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-0492

\*709004327 304-429-5587

COYNE TEXTILE SERVICES

~~1975 DONNA DR~~  
201 3rd Ave

~~ASHLAND KY 41102~~

Beckley wv 25801

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE  
 CAPITOL COMPLEX  
 BUILDING 3, ROOM 630  
 CHARLESTON, WV  
 25305 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/17/2007				

BID OPENING DATE: 02/02/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</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>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Joe Dyer</i>	304-252-9902	2-1-07

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Service Center Mgr	166040753	

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 25305-0130

# Request for Quotation

RFQ NUMBER
DNR80123

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-0492

\*709004327 304-~~429-5587~~ <sup>252-9902</sup>

COYNE TEXTILE SERVICES

~~1975 DONNA DR~~  
201 3rd Ave

ASHLAND KY 41102

Beekley WV 25801

DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE  
 CAPITOL COMPLEX  
 BUILDING 3, ROOM 630  
 CHARLESTON, WV  
 25305 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/17/2007				

BID OPENING DATE: 02/02/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>( ) 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> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) 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>( ) 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,</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Joe Dwyer</i>	304-252-9902	2-1-07

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Service Center Mgr	166040758	

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 25305-0130

# Request for Quotation

RFQ NUMBER  
**DNR80123**

PAGE  
**5**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUYER 32**  
**304-558-0492**

VENDOR

\*709004327      252-9902  
 304-429-5587  
**COYNE TEXTILE SERVICES**  
~~1975 DONNA DR~~  
~~201 3rd Ave~~  
~~ASHLAND KY 41102~~  
*Beckley Wv 25801*

SHIP TO

**DIVISION OF NATURAL RESOURCES**  
**PROCUREMENT OFFICE**  
**CAPITOL COMPLEX**  
**BUILDING 3, ROOM 630**  
**CHARLESTON, WV**  
**25305**      **304-558-3397**

DATE PRINTED <b>01/17/2007</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **02/02/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE <b>304-252-9902</b>	DATE <b>2-1-07</b>
TITLE <i>Service Center Mgr</i>	FEIN <b>166040753</b>	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 25305-0130

# Request for Quotation

RFQ NUMBER  
**DNR80123**

PAGE  
**6**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUYER 32**  
**304-558-0492**

VENDOR

\*709004327      304-~~429~~<sup>252-9902</sup>-5587  
**COYNE TEXTILE SERVICES**  
~~1975 DONNA DR~~  
~~201 3rd Ave~~  
~~ASHLAND KY 41102~~  
*Beckley wv 25801*

SHIP TO

**DIVISION OF NATURAL RESOURCES**  
**PROCUREMENT OFFICE**  
**CAPITOL COMPLEX**  
**BUILDING 3, ROOM 630**  
**CHARLESTON, WV**  
**25305**      **304-558-3397**

DATE PRINTED <b>01/17/2007</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **02/02/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				BIDDER: <i>Coyne Textile Services</i>		
				DATE: <i>2-1-07</i>		
				SIGNED: <i>Joe Syner</i>		
				TITLE: <i>Service Center Mgr</i>		
<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> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:      JOHN ABBOTT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Joe Syner*      TELEPHONE *304-252-9902*      DATE *2-1-07*

TITLE *Service Center mgr*      FEIN *166040758*      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 25305-0130

# Request for Quotation

RFQ NUMBER
DNR80123

PAGE
7

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-0492

VENDOR

\*709004327      304-429-5587  
 COYNE TEXTILE SERVICES  
~~1975 DONNA DR~~  
~~201 3rd Ave~~  
~~ASHLAND KY 41102~~  
 Beckley WV 25801

SHIP TO

DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE  
 CAPITOL COMPLEX  
 BUILDING 3, ROOM 630  
 CHARLESTON, WV  
 25305      304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/17/2007				

BID OPENING DATE: 02/02/2007      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
RFQ. NO.:				DNR80123-----		
BID OPENING DATE:				FEBRUARY 2, 2007-----		
BID OPENING TIME:				1:30 PM-----		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
				----- 304-252-5332 -----		
CONTACT PERSON (PLEASE PRINT CLEARLY):						
				----- Joe Syner -----		
***** THIS IS THE END OF RFQ    DNR80123 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Joe Syner</i>	304-252-9902	2-1-07
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Service Center Mgr	166040758	

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

**DNR80123 – LINEN SERVICES FOR WEST VIRGINIA STATE PARKS****SPECIFICATIONS / BID FORM****BIDS DUE: FEBRUARY 2, 2007; 1:30 PM**

Delivery schedules will vary. Unless specified in the attached specifications for each facility, linens are to be delivered to the spending unit on a schedule mutually agreed upon by the vendor and area superintendent or his/her designee. Deliveries to each area shall be prior to 4:00 pm unless changed by approval of area superintendent or his/her designee.

Vendor to provide an ample supply of linen bags for soiled linens at each facility.

It is understood and agreed that the contract shall cover the quantities actually ordered for delivery during the term of this contract, whether more or less than the quantities shown.

In case of an error in delivered supplies or shortage of linens due to a high volume of use by the spending unit, the vendor will arrange for additional linens to be delivered to the spending unit within 24 hours of notification by the area superintendent or his/her designee. To avoid shortages or extra delivery, all dirty linen picked up on a given day will be returned to the area on the next delivery.

**Payment**

Orders under \$2,500.00 shall be paid using State of West Virginia issued Visa purchasing credit card as condition of award. Order in excess of \$2,500 shall be invoiced to the respective park. Original invoice is required with delivery or packing slip.

**Bed linen** thread count shall be a minimum of 180 thread count blended 50% cotton/50% polyester with 2" top and bottom hems. Standard pillow cases to have 2" hems and where noted, King pillows cases to have 3" hems.

**Bath Linen**

All terry products are a blend of 86% cotton/14% polyester allows for a 2% variance in both blend and specified weight. Double cam or woven dobby borders are acceptable.

**Bed linen color** – unless otherwise specified all bed linens and bath linens shall be white.

Agency shall be responsible for items lost, or damaged while in their possession. Contractor is to provide replacement cost for each item and agency shall only recognize replacement costs based upon the individual item prices of this contract. Replacement costs for lost or damaged items must be billed to the area within 30 days or the loss will not be the responsibility of the area. Damaged items shall be returned to the area for verification and ultimate possession.



**Linen loss or removal from park inventory must be reported immediately to the area superintendent or his/her designated designee.**

**Linens delivered to each facility shall be high quality and free of odors and stains; shall be plain and free of property markings or ink labeling; shall not be thread bare; worn out or with holes and frayed edges.**

**Questions: Questions regarding this Request For Quotation (RFQ) will be accepted through January 30, 2007; 12:00 Noon. Please contact John Abbott at: (304) 558-2544; or preferably via email at: [jabbott@wvadmin.gov](mailto:jabbott@wvadmin.gov).**

Bel

		<b>Watoga State Park</b> H C 82, Box 252 Marlinton, WV 24954 Telephone: 304-304-653-4260			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	10,000	Queen bed sheets flat, 81 X 104	\$ .52	\$ 5200.00	
2	6,000	Pillow cases, color white, 42" x 36"	\$ .19	\$ 1140.00	
3	12,000	Bath Towels, color, white, 25" x 46", weight 11 lbs/doz	\$ .28	\$ 3360.00	
4	12,000	Hand Towels, color white, 16" x 24", weight 3 lbs/doz	\$ .18	\$ 2160.00	
5	12,000	Wash Cloths, color white, 12" x 12", weight 1 lbs/doz	\$ .11	\$ 1320.00	
6	3,000	Bath Mats, color, white 20" x 30", weight 7 lbs/doz	\$ .25	\$ 750.00	
7	5,000	Kitchen Towels, color white 15" x 25", hemmed edge	\$ .13	\$ 650.00	
		<b>Laundry services for the following items:</b>			
8	1 Each	Bed Spreads (assume weight of 4,000 lbs) 96" x 108"	.68	\$ 2720.00	
9	1 Each	Mattress Pads (assume weight of 1,000 lbs) 54" x 75"	.68	\$ 680.00	
10	1 Each	Cotton Blankets (assume weight of 1000 lbs) 80" x 90" (assume weight is an estimate amount of usage per year)	.68	\$ 680.00	
		<b>Replacement cost for the following items:</b>			
11	1 Each	Queen Sheets, Color White	8.62	\$ 8.62	
12	1 Each	Pillow cases	1.86	\$ 1.86	
13	1 Each	Bath towels	2.50	\$ 2.50	
14	1 Each	Hand towels	.92	\$ .92	
15	1 Each	Wash cloths	.32	\$ .32	
16	1 Each	Bath mats	2.26	\$ 2.26	
17	1 Each	Kitchen towels, color white 15" x 25", hemmed edge	.30	\$ .30	
			<b>Subtotal</b>	<b>\$ 18676.78</b>	
		Pick up and delivery by vendor to and from the park on the schedule: April 15 – October – Weekly before 4 PM November 1 – April 15 – Bi-weekly before 4 PM or as requested. Vendor must list items on invoice as shown on contract. Note: Sizes and weights and usage are approximate.			

Beck

		<b>Cass Scenic Railroad State Park</b>			
		PO Box 107 Cass, WV 24927 Telephone: 304-456-4300			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	500	Full Sheets, Flat, 81" x 110"	\$ .52	\$ 260.00	
2	600	Twin Sheets, Flat 66" x 115"	\$ .47	\$ 282.00	
3	600	Pillowcases 42" x 36"	\$ .19	\$ 114.00	
4	900	Bath Towels, 25" x 46"; 11 lbs. doz.	\$ .28	\$ 252.00	
5	600	Face/Hand Towels, 16" x 24"; 3 lbs/doz	\$ .18	\$ 108.00	
6	900	Wash Clothes, 12" x 12"; 1 lbs/doz	\$ .11	\$ 99.00	
7	100	Kitchen Towels 15" x 25"	\$ .13	\$ 13.00	
8	250	Bath Mats	\$ .25	\$ 62.50	
9	35	3' x 5' Mats,	\$ 2.00	\$ 70.00	
10	16	4' x 6' Mats	\$ 3.50	\$ 56.00	
11	6	3' x 10' Mats	\$ 4.00	\$ 24.00	
12	2	Towel dispensers for cloth roll towels	\$ N/C	\$	
13	6	Roll cloth towels	\$ 3.00	\$ 18.00	
		Delivery to be once a week as agreed upon by vendor and area superintendent or his/her designee			
		<b>Replacement costs for lost or missing items:</b>			
14	1 Each	Full Sheets, Flat, 81" x 110"	8.62	\$ 8.62	
15	1 Each	Twin Sheets, Flat 66" x 115"	6.50	\$ 6.50	
16	1 Each	Pillowcases 42" x 36"	1.86	\$ 1.86	
17	1 Each	Bath Towels, 25" x 46"; 11 lbs. doz.	2.50	\$ 2.50	
18	1 Each	Face/Hand Towels, 16" x 24"; 1 lbs/doz	.92	\$ .92	
19	1 Each	Wash Clothes, 12" x 12"; 1 lbs/doz	.32	\$ .32	
20	1 Each	Kitchen Towels 15" x 25"	.30	\$ .30	
21	1 Each	Bath Mats	2.26	\$ 2.26	
22	1 Each	3' x 5' Mats,	43.00	\$ 43.00	
23	1 Each	4' x 6' Mats	63.75	\$ 63.75	
24	1 Each	3' x 10' Mats	84.00	\$ 84.00	
25	1 Each	Towel dispensers for cloth roll towels	149.47	\$ 149.47	
26	1 Each	Roll cloth towels	25.02	\$ 25.02	
			<b>Subtotal</b>	<b>\$ 1747.02</b>	

Book

		Seneca State Forest Rt. 1, Box 140 Dunmore, WV 24934 Telephone: 304-799-6213			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	200	Massage Towels, 16" x 27"	\$ .18	\$ 36.00	
2	200	Bath Towels, 25" x 46", 11 lbs/doz	\$ .28	\$ 56.00	
3	200	Wash Clothes 12" x 12"; 1 lb/doz	\$ .11	\$ 22.00	
4	200	Pillow Cases, 42" x 36"	\$ .19	\$ 38.00	
5	200	Double Sheets flat - 81" x 110'	\$ .52	\$ 104.00	
6	200	Bar Towels, 12" x 18"	\$ .13	\$ 26.00	
		Delivery to be once a week as agreed upon by vendor and area superintendent or his/her designee Facility requires laundry bags			
		<b>Replacement costs for lost or missing items:</b>			
7	1 Each	Massage Towels	.92	\$ .92	
8	1 Each	Bath Towels	2.50	\$ 2.50	
9	1 Each	Wash Clothes	.32	\$ .32	
10	1 Each	Pillow Cases	1.86	\$ 1.86	
11	1 Each	Double Sheets	8.62	\$ 8.62	
12	1 Each	Bar Towels	.30	\$ .30	
			<b>Subtotal</b>	<b>\$ 296.52</b>	

*Book*

		Greenbrier State Forest HC 30, Box 154 Caldwell, WV 24925 304-536-1944		
		LINEN RENTAL - Requested Color: Bone		
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount
1	700	Single (twin) Flat Bed Sheets, 66" x 104"	\$ .47	\$ 329.00
2	700	Single (twin) Fitted Bed Sheets, 39" x 75"	\$ .49	\$ 343.00
3	900	Double Flat Bed Sheets, 82" x 104"	\$ .52	\$ 468.00
4	800	Double Fitted Bed Sheets, 54" x 75"	\$ .54	\$ 432.00
5	1,800	Pillow Cases, 42" x 36"	\$ .19	\$ 342.00
6	2,800	Deluxe Bath Towels (24" x 50", 11.0 lbs. per dozen)	\$ .28	\$ 784.00
7	2,400	Face/Hand Towels (16" x 27", 3 lbs. per dozen)	\$ .18	\$ 432.00
8	2,600	Wash Cloths (12" x 12", 1 lb. per dozen)	\$ .11	\$ 286.00
9	580	Bath Mats (18" x 24", 7 lbs. per dozen)	\$ .25	\$ 145.00
10	1,350	Soda/Kitchen Towels	\$ .14	\$ 189.00
11	125 lbs.	Cleaning Cloths/Rags, (per pound).	\$ 1.00	\$ 125.00
12	90	Single (twin) Mattress Pads, 39" x 76"	\$ .69	\$ 62.10
13	80	Double Mattress Pads, 54" x 76"	\$ .75	\$ 60.00
14	75	Entrance/Vacuum Mats, 3' x 5'	\$ 2.00	\$ 150.00
<b>PURCHASED ITEMS</b>				
15	50 LBS.	Rags, to be used in cleaning, dusting, and machine shop use. Should be absorbent and in pieces no less than washcloth size, larger sizes preferred	\$ 1.00	\$ 50.00
<b>Replacement cost for lost or missing items</b>				
16	1 Each	Single (twin) Flat Bed Sheets, 66" x 104"	6.50	\$ 6.50
17	1 Each	Single (twin) Fitted Bed Sheets, 39" x 75"	6.50	\$ 6.50
18	1 Each	Double Flat Bed Sheets, 82" x 104"	8.62	\$ 8.62
19	1 Each	Double Fitted Bed Sheets, 54" x 75"	8.62	\$ 8.62
20	1 Each	Pillow Cases, 42" x 36"	1.86	\$ 1.86
21	1 Each	Deluxe Bath Towels, 24" x 50", 11.0 lbs. per dozen,	2.50	\$ 2.50
22	1 Each	Face/Hand Towels, 16" x 27", 3 lbs. per dozen	.92	\$ .92
23	1 Each	Wash Cloths, 12" x 12", 1 lb. per dozen	.32	\$ .32
24	1 Each	Bath Mats, 18" x 24", 7 lbs. per dozen	2.26	\$ 2.26
25	1 Each	Soda/Kitchen Towels	.40	\$ .40
26	1 Each	Cleaning Cloths/Rags, (per pound).	N/A	\$ N/A
27	1 Each	Single (twin) Mattress Pads, 39" x 76"	11.55	\$ 11.55
28	1 Each	Double Mattress Pads, 54" x 76"	12.55	\$ 12.55
29	1 Each	Entrance/Vacuum Mats, 3' x 5'		\$
<b>Subtotal</b>				<b>\$ 4259.70</b>
		Linens are to be delivered to the spending unit weekly on a schedule determined by the vendor and forest superintendent or his representative		
		CABINS ARE OPEN APRIL THROUGH OCTOBER (7 MONTHS)		
		Usage estimate for the 7 month period.		

Be

		<b>Twin Falls Resort State Park</b> <b>PO Box 667</b> <b>Mullens, WV 25882</b> <b>Telephone: 304-294-6000</b>			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	2400	Sheets, Double, Flat. 81" x 108/110"	\$ .52	\$ 1248.00	
2	2400	Pillow Cases, Standard cut size 42" x 36"	\$ .19	\$ 456.00	
3	2400	Towel, Bath 24" x 50" Wt. 11 lb./doz.	\$ .28	\$ 672.00	
4	2400	Towel, Hand 16" x 24" Wt. 3 lb. doz.	\$ .18	\$ 432.00	
5	2400	Wash Cloth 12" x 12", Wt. 1 lb./doz.	\$ .11	\$ 264.00	
6	600	Bath Mat 18" x 24" (minimum size) Wt. 5 lb./doz.	\$ .25	\$ 150.00	
7	100	Queen Sheets 90" x 110"	\$ .57	\$ 57.00	
8	200	Dish Cloth/Soda Towel, 15" x 25", Wt. 1 lb./doz.	\$ .14	\$ 28.00	
<b>For use in Pro Shop. Color: Bone</b>					
9	150	Towel, Bath 20" x 24" Wt. 6.5 lb./doz.	\$ .28	\$ 42.00	
<b>Miscellaneous Rental Items</b>					
10	50	Tablecloths. 52" x 120" (50% polyester/50%cotton) Color: White	\$ 1.95	\$ 97.50	
<b>Other Items:</b>					
Walk-off Mats, Rubberized back, cotton. <b>Color: Brown, Blue, Charcoal.</b> Provide other colors if available.					
11	14	Size: 3' x 5'	\$ 2.00	\$ 28.00	
12	16	Size: 4' x 6'	\$ 3.50	\$ 56.00	
13	1	Size: 3' x 10"	\$ 7.00	\$ 7.00	
<b>Replacement Costs of Rental Items: Lost or missing items. Price to be quoted per piece:</b>					
14	1 Each	Sheets, Queen, 90" x 110"	9.50	\$ 9.50	
15	1 Each	Sheets, Double, Flat, white 81" x 108/110"	8.62	\$ 8.62	
16	1 Each	Pillow Cases, standard, white Cut size 42" x 36"	1.86	\$ 1.86	
17	1 Each	Towel, Bath, white 24" x 50"	2.50	\$ 2.50	
18	1 Each	Towel, Hand white 16" x 24" Wt. 3 lb./doz	.92	\$ .92	
19	1 Each	Wash Cloth, white 12" x 12" Wt. 1 lb./doz	.32	\$ .32	
20	1 Each	Bath Mat, white 18" x 24" (minimum size) Wt 5 lb./doz	2.26	\$ 2.26	
21	1 Each	Towel, Kitchen, Absorbent, white 15" x 26" Wt. 24-27 oz./doz	.40	\$ .40	
22	1 Each	Dish Cloth, White Wt. 1 lb./doz	.40	\$ .40	
23	1 Each	Towel, Bath, Bone 20" x 24" Wt. 6.5 lb./doz.	2.50	\$ 2.50	

24	1 Each	Tablecloths (50% polyester/50% cotton), white 52 52" x 120"	16.38	\$ 16.38
25	1 Each	Walk-off Mats, Rubberized back, cotton 3' x 5'	43.00	\$ 43.00
26	1 Each	Walk-off Mats, Rubberized back, cotton 4' x 6', Brown, Blue, Charcoal, other colors if available	63.75	\$ 63.75
27	1 Each	Walk-off Mats, Rubberized back, cotton 3' x 10, Brown, Blue, charcoal, other available colors	84.00	\$ 84.00
<b>Purchase Items</b>				
28	50 LBS	Box rags – Price per pound To be used in cleaning and machine shop use Should be absorbent and in pieces no less than washcloth size – larger preferred.	\$ 1.00	\$ 50.00
<b>Laundry Services</b>				
To provide laundry service for park owned items. Vendor shall be responsible for replacement of items in the event of vendor loss, missing or damaged items.				
29	1 Each	Blankets, Acrylic Blend, Full Size. Assorted Colors.		\$ 5.00
30	1 Each	Mattress Pads, Poly/Cotton Blend. Double, Flat.		\$ 5.00
31	1 Each	Mattress Pads, Poly/Cotton Blend. Single Flat.		\$ 5.00
<p>Quantities listed are provided as an estimate of inventory to be on hand and vendor should not assume these numbers are actual Contract shall cover and provide actual requirements of spending units as demand increases or decreases</p> <p>The delivery schedule will be adjusted according to the season. We will require pickup and delivery three (3) times per week during the summer months and will have to cut that back during the off seasons. The schedule of delivery shall be determined by the park superintendent or his representative in coordination with the linen service</p> <p>Linen service delivery shall occur in the morning and should be aware of a noise problem that occurs when cages roll beside guest overnight rooms Linen company must make every effort to provide cages with low noise, walk pads to reduce roll noise or hand carry delivery to linen area to insure park guests of reasonable noise levels by service personnel. A cage shall be provided for the second floor linen room. Vendor to provide ample linen bags for soiled linen necessary for weekly use These bags shall have a minimum size of 30" x 40".</p>				
			<b>Subtotal</b>	<b>\$ 3835.91</b>

# 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 exceeds 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](http://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 affidavit and are in compliance with the requirements as stated

Vendor's Name: Coyne Textile Services

Authorized Signature: Joe Lynn Date: 2-1-07