

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

## Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER 304-558-0067

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HEALTH AND HUMAN RESOURCES BPH - LABORATORY SERVICES

167-ELEVENTH AVENUE SOUTH CHARLESTON, WV 25303 304-558-3530

NF Mansuetto & Sons Inc Second & Wood Street Martins Ferry OH 43935

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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.
- 4. 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



TITLE

RFQ COPY

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

F Mansuetto & Sons Inc

**Second & Wood Street** 

Martins Ferry OH 43935

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ROBERTA WAGNER 304-558-0067

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HEALTH AND HUMAN RESOURCES BPH - LABORATORY SERVICES

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ROBERTA WAGNER <u> 304-558-0067</u>

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HEALTH AND HUMAN RESOURCES BPH - LABORATORY SERVICES

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167-ELEVENTH AVENUE SOUTH CHARLESTON, WV 25303 304-558-3530

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BPH - LABORATORY SERVICES

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HEALTH AND HUMAN RESOURCES **BPH - LABORATORY SERVICES** 

167-ELEVENTH AVENUE SOUTH CHARLESTON, WV 25303 304-558-3530

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RFQ COPY

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

## Request for Quotation

SS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES **BPH - LABORATORY SERVICES** 

167-ELEVENTH AVENUE SOUTH CHARLESTON, WV 25303 304-558-3530

TYPE NAME/ADDRESS HERE N F Mansuetto & Sons Inc **Second & Wood Street** Martins Ferry OH 43935

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### AFFIDAVIT

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### 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 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: N.F.	Mansyletto & Sons, Ipc.	
Authorized Signature:	Matt & Markett	Date: May 11, 2007
	Matthew Mansuetto, President	

# WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET

Buyer: Page Req. or P.O. No.: RW #22 5 LBS70430

Vendor:

Spending Unit:

## N F Mansuetto & Sons Inc Second & Wood Street Martins Ferry OH 43935

Requisition No.: LBS70430

### 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 <u>4/26,2007</u>

No. 2 \_\_\_\_

No. 3 \_\_\_\_

No. 4 \_\_\_\_

No. 5 \_\_\_\_\_

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

Signature

N.F. Mansuetto & Sons, Inc.

Company

May 11, 2007

Date

Health and Human Resources BPH-Laboratory Services

Agency\_REQ.P.O#\_LBS70430

		BID BOND	. 018
KNOW ALL MEN	BY THESE PRE DOOD SIREEIS	SENTS, That we, the undersigned, MARTINS FERRY, OH 43935	N.F. MANSUETTO & SONS, INC. , as Principal, and OHIO FARMERS INSURANCE COMPANY
of ONE PARK CI	RCLE WESTFI	IELD CENIER, OH 44251 a corporation o	_, as Principal, and <u>OHIO FARMERS INSURANCE COMPANY</u> rganized and existing under the laws of the State of
OHTO with its r	rincipal office in	the City of WESTFIELD CENTER	, as Surety, are held and firmly bound unto the State
of West Virginia, as Oblige	e. In the penal su	um of FIVE PERCENT OF THE TOTAL	(\$ 5% ) for the payment of which,
well and truly to be made, v	we jointly and se	verally bind ourselves, our heirs, add	ninistrators, executors, successors and assigns.
The Condition of t	he above obligat	tion is such that whereas the Princip	al has submitted to the Purchasing Section of the
•		or proposal, attached hereto and ma JES - 167 11TH AVENUE, SOUTH C	de a part hereof, to enter into a contract in writing for HARLESION, W 25303
NOW THEREFOR	RE,		
hereto and shall furnish an	all be accepted a y other bonds an acceptance of sa essly understood	and the Principal shall enter into a co nd insurance required by the bid or p aid bid, then this obligation shall be n I and agreed that the liability of the S	entract in accordance with the bid or proposal attached roposal, and shall in all other respects perform the full and void, otherwise this obligation shall remain in full furety for any and all claims hereunder shall, in no event,
The Surety, for th way impaired or affected b waive notice of any such e	y any extension	, hereby stipulates and agrees that t of the time within which the Obligee	the obligations of said Surety and its bond shall be in no may accept such bid, and said Surety does hereby
IN WITNESS WH	EREOF, Principa	al and Surety have hereunto set thel	r hands and seals, and such of them as are corporations
			be signed by their proper officers, this
15IH_day of			
Principal Corporate Seal			N.F. MANSUEIJIO & SONS, INC.
·			(Name of Principal)
			By MONEY MONEY
			(Must be President or Vice President)
			Vice Plesident
			1/23/4/11
			(Title)
Surety Corporate Seal			OHIO FARMERS INSURANCE COMPANY
			(Name of Surety)
			Wand & Dean
			Attomey-in-Fact NICHOLAS A. SPARACHANE

IMPORTANT - Corporate seals must be affixed and a power of attorney must be attached.

General Power of Attorney

### CERTIFIED COPY

### Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co.

Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

PAUL R. TURNER, NICHOLAS A. SPARACHANE, ANNETTE L. LAWRENCE, JOINTLY OR SEVERALLY

of WHEELING and State of WVits true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for

and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary.

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their Senior Executive and their corporate seals to be hereto affixed this 19th day of FEBRUARY A.D., 2004 .

Corporate Seals Affixed State of Ohio County of Medina





WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

Ву: Richard L. Kinnaird, Jr., Senior Executive

On this 19th day of FEBRUARY A.D., 2004, before me personally came Richard L. Kinnaird, Jr. to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, Ohio; that he is Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of sald Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed

State of Ohio County of Medina

SS.



William J. Kahelin, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

I, M. Brooks Rorapaugh, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 15th day of

A.D., 2007 May





M. Brooks Rerapaugh, Secretary