



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  
 PKG076200

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 KRISTA FERRELL  
 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

*Hagemeyer*  
 517 Comden St.  
 Parkersburg, WV 26102

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES DIVISION  
 BUILDING 13 PARKING GARAGE  
 GREENBRIER ST & PIEDMONT RD  
 CHARLESTON, WV  
 25301 304-558-2317

DATE PRINTED 02/27/2007	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 03/15/2007	BID OPENING TIME			01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO ANSWER TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE FEBRUARY 27, 2007 DEADLINE. ALSO TO EXTEND THE BID OPENING DATE.		
				BID OPENING DATE IS EXTENDED TO: 03/15/2007		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	EA		765-77		53,954.94
				TENNANT M20 INTEGRATED SCRUBBER-SWEEPER, OR EQUAL		
				***** THIS IS THE END OF RFQ PKG076200 ***** TOTAL:		53,954.94

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Jay Anderson</i>	TELEPHONE 304-428-0500	DATE 03/07/07
TITLE <i>CSR III</i>	FEIN 562281578	ADDRESS CHANGES TO BE NOTED ABOVE

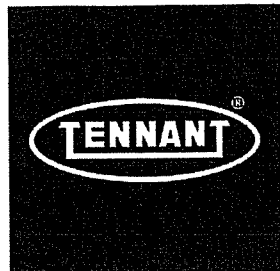
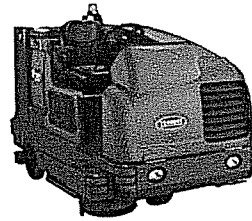
WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

— 102

**RFQ# PKG076200**  
**Addendum No. 1**  
**Answers to Technical Questions**

- 1.) On page 7, item number 5 of your RFQ states Scrubber-sweeper must be able to produce a cleaning path of 40-60 inches wet or dry with a forward speed of at least 6 miles per hour. The Tennant M 20 has two available wet cleaning paths of 40 and 54 (See attached Tennant Technical Spec)? The product we intend to bid as an alternate has three available wet cleaning paths of 43, 48 and 54. To properly comply with the RFQ as stated, I will be forced to quote all three of our models. I assume Tennant will do the same with their two versions. Can you talk with your end users and narrow down the wet cleaning path they need ?

Answer: The original intent of this statement was to provide a cleaning path of at least 40 inches and not to exceed 60 inches wet or dry. We are comfortable and would accept any dimension between 40 and 60 inches for this portion of the specification.



# Model M20 Specifications

## INDUSTRIAL RIDING SCRUBBER-SWEEPER

Feature		
<b>Integrated Cleaning System</b>		
Cleaning path	40 in	1,020 mm
With scrubbing side brush	54 in	1,370 mm
With sweeping side brush	56 in	1,420 mm
Cylindrical main brushes		
Brush speed	480 rpm	480 rpm
Brush diameter (2)	12 in	300 mm
Brush down pressure (up to)	390 lb	177 kg
Disk side brush		
Brush speed	150 rpm	150 rpm
Brush diameter – scrubbing	16 in	410 mm
Brush diameter – sweeping	21 in	530 mm
Tanks		
Solution tank	56 gal	212 L
Solution capacity with ES®	74 gal	280 L
Recovery tank	73 gal	276 L
Demisting chamber	16 gal	61 L
Debris hopper		
Volume capacity	3.9 ft³	110 liter
Weight capacity	390 lb	177 kg
Dump height (variable to)	60 in	1,520 mm
<b>Dust Control System</b>		
Filter system	Synthetic fiber panel	Synthetic fiber panel
Filter area	78 ft²	7.3 m²
Dust filtration (to)	3 microns	3 microns
Monitoring	Yes	Yes
Shaker mechanism	Timed, beater bar	Timed, beater bar
<b>Propelling System</b>		
Propel speed forward (variable to)	8.0 mph	12.9 km/h
Propel speed reverse (variable to)	3.0 mph	4.8 km/h
Engine-gasoline/LPG (1.6 L)	55 hp	41 kW
Gradeability		
Transport at gross weight	10.0 deg / 18.0%	10.0 deg%
Working (cleaning)	8.0 deg / 14.0%	8.0 deg / 14.0%
<b>Machine Dimensions</b>		
Length	95 in	2,410 mm
Width		
Frame	50 in	1,270 mm
Rear squeegee	51 in	1,300 mm
With side brush	58 in	1,470 mm
Height	58 in	1,470 mm
With overhead guard	83.5 in	2,120 mm
Weight		
Empty	3,300 lb	1,497 kg
GVW	5,200 lb	2,359 kg
Minimum aisle turn	110 in	2,790 mm
<b>Warranty</b>	Please refer to your local Tennant representative for information.	



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304-558-2596

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VENDOR

*Hagemeyer North America*  
*517 Camden Street*  
*Parkersburg, WV. 26101*

SHIP TO

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DATE PRINTED 02/13/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 03/08/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		765-77		53,954.94
TENNANT M20 INTEGRATED SCRUBBER-SWEEPER, OR EQUAL  REQUEST FOR QUOTATION  THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF ADMINISTRATION'S GENERAL SERVICE DIVISION, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH (1) TENNANT MODEL #M20 INTEGRATED SCRUBBER-SWEEPER (OR EQUIVALENT) PER THE ATTACHED SPECIFICATIONS.  TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115, VIA EMAIL AT KFERRELL@WVADMIN.GOV OR VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ. DEADLINE FOR TECHNICAL QUESTIONS IS FEBRUARY 27, 2007 AT 5PM. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE. QUESTIONS CONCERNING THE ACTUAL SUBMISSION OF A VENDOR'S BID MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING DATE AND IN ANY FORMAT.  BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.  THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Greg M Stanley</i>	TELEPHONE 304.428.0500	DATE 2-22-07
TITLE Operations Manager	FAX 562281578	ADDRESS CHANGES TO BE NOTED ABOVE

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

## 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 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. **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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 2

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VENDOR

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 25301 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/13/2007				

BID OPENING DATE: 03/08/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</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><input checked="" type="checkbox"/> 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><input type="checkbox"/> 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

SIGNATURE <i>Greg M. Stanley</i>	TELEPHONE	DATE
TITLE	ADDRESS CHANGES TO BE NOTED ABOVE	

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PKG076200

3

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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

NATURE	TELEPHONE	DATE 2-22-07
E	FIN	ADDRESS CHANGES TO BE NOTED ABOVE

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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.

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.

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.

BIDDER: Hagemeyer North America

DATE: 2-22-07

SIGNED: Greg M Stanley

TITLE: Operations Manager

\* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S)

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<u>Greg M Stanley</u>		<u>2-22-07</u>
TITLE	ADDRESS CHANGES TO BE NOTED ABOVE	

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QUOTATION

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ID OPENING DATE: 03/08/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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: KF-21</p> <p>RFQ. NO.: PKG076200</p> <p>BID OPENING DATE: 03/08/2007</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p>						

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FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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<p><i>Greg M Stanley</i></p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):            304-428-0593</p> <p>***** THIS IS THE END OF RFQ PKG076200 ***** TOTAL: _____</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Greg M Stanley* TELEPHONE DATE *2-22-07*

TITLE FEIN ADDRESS CHANGES TO BE NOTED ABOVE

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**REQUEST FOR QUOTATIONS**  
**#PKG076200**

The West Virginia Purchasing Division for the West Virginia Department of Administration, General Services Division, is soliciting bids for one (1) Tennant Model #M20 Integrated Scrubber-Sweeper, or equivalent. The Division intends to use the equipment to clean its parking garage facility located at Piedmont Road and Greenbrier Street on a daily basis. This facility has a maximum height of 7 feet 0 inches. Vendor must provide a base cost of the equipment and required accessories, plus a detailed listing of any available options. Available options will not be used to in the evaluation of this equipment.

The desired parking lot sweeper shall meet the following specifications.

1. Scrubber-sweeper will use LPG (liquefied petroleum gas) fuel only. No other fuel sources will be accepted;
2. Scrubber-sweeper must have a dust-control system on vehicle at all times, to inhibit damage to vehicles parked within or pedestrians walking within parking garage;
3. Scrubber-sweeper (and all accessories) must be new; neither used or refurbished nor demonstration models will be accepted;
4. Scrubber-sweeper must have the following equipment on base unit: two dry-type two-stage air filters, low/high temperature shutdown system (to prevent equipment damage), electronic instruments (hour meter, oil pressure indicator, amp gauge, water temperature gauge); flashing lights, steering wheel horn, power steering, tilt steering wheel, adjustable seat, armrest, seatbelt, headlights, taillights, and back-up or reverse motion warning system.
5. Scrubber-sweeper must be able to produce a cleaning path of 40-60 inches wet or dry with a forward speed of at least 6 miles per hour.
6. Scrubber-sweeper must be able to operate up to a minimum of one hour on each tank of fuel.
7. Scrubber-sweeper must have brushes and squeegee blades which can be changed out with ease, and with the use of no tools, for cleaning, repair and replacement.

The awarded vendor must provide the following additional services:

1. At no additional cost, the successful vendor will train General Services' employees in operation and maintenance of the provided equipment and its accessories. Training will be held at the Capitol Complex, Charleston West

Virginia and will be performed at the time of delivery of equipment or within five working days of the delivery date.

2. The successful vendor will provide a 36-month warranty on the provided equipment (excluding batteries), and at least 24-months in an on-site labor warranty.
3. The successful vendor must have a service center local enough to provide a less than 24-hour response for service calls for the equipment.

Technical questions and/or clarifications should be addressed in writing to:

Krista Ferrell, Senior Buyer  
WV Purchasing Division  
2019 Washington, St., East  
P.O. Box 50130  
Charleston, WV 25305-0130  
Telephone: (304) 558-2596  
Fax: (304) 558-4115  
Email: [kferrell@wv.admin.gov](mailto:kferrell@wv.admin.gov)

### Required Features for #PKG076200

Base Price \$ \_\_\_\_\_

REQUIREMENTS	YES	NO	COST
Hopper Sensors for Fire			
Corner Protection Guards			
On Board Diagnostics			
Quick Release of Brushes and Squeegee			
Front Wheel Steering			
Touch Pad Controls			
Wet/Dry Operations			
Safety Cage for Operator			
Dump Height to 60 inches			
Forward speed of at least 6 miles per hour			
Reverse Speed up to 3 miles per hour			
Dust Filtration System 3 Microns			
Hand Changing of all Brushes and Squeegees			
Cleaning Path of 40 - 60 inches			
Minimum Brushes 2			
Shipping/handling Charges			

TOTAL \$ \_\_\_\_\_

**A F F I D A V I T****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: Hogemeyer North AmericaAuthorized Signature: Gary M. StanleyDate: 2-22-07