

Request for Quotation

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RFQ NUMBER 708C0025

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

MICHAEL AUSTIN 304-558-2402

VENDOR

***709051055** 304-744-3493 HOTSY EQUIPMENT COMPANY 2045 WILSON STREET

DUNBAR WV 25064 2004

DIVISION OF HIGHWAYS EQUIPMENT DIVISION ROUTE 33 **BRUSHY FORK ROAD** BUCKHANNON, WV 26201

DATE PRINTED TERMS OF SALE		SHIP VIA		F.O.B.	FREIGHT TERMS			
05/20/	2008	PURCHA	SING C	ARD	BEST WAY		DESTINATION	PREPAID
BID OPENING DATE		06/04/	2008		BID	OF	OPENING TIME 01:30PM	
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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 may be deemed null and void, and 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



***709051055**

DUNBAR WV

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

25064 2004

FEIN

TITLE

HOTSY EQUIPMENT COMPANY

2045 WILSON STREET

304-744-3493

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PAGE 2

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MICHAEL AUSTIN

BUCKHANNON, WV

DIVI S EQUI

DIVISION OF HIGHWAYS EQUIPMENT DIVISION ROUTE 33 BRUSHY FORK ROAD

26201

304-472-1750

ADDRESS CHANGES TO BE NOTED ABOVE

FREIGHT TERMS F.O.B TERMS OF SALE SHIP VIA DATE PRINTED 05/20/2008 01:30PM OPENING TIME BID OPENING DATE: BID 06/04/2008 CAT. AMOUNT ITEM NUMBER UNIT PRICE LINE QUANTITY UOP BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) 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 TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN. 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 TRANS-PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.) QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY IT IS UNDERSTOOD AND AGREED THE STATE SPENDING UNIT. THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN. ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE WENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT. IN THE EVENT THE VENDOR/CONTRACTOR FILES BANKRUPTCY: FOR BANKRUPTICY PRIOTECTION, THIS CONTRACT IS AUTOMATI-SEE REVERSE SIDE FOR TERMS AND CONDITIONS DATE TELEPHONE SIGNATURE



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DIVISION OF HIGHWAYS
EQUIPMENT DIVISION
ROUTE 33
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BUCKHANNON, WV
26201 304-

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26201 304-472-1750

FREIGHT TERMS SHIP VIA F.O.B. DATE PRINTED TERMS OF SALE 05/20/2008 BID OPENING TIME BID OPENING DATE: 06/04/2008 AMOUNT UNIT PRICE QUANTITY UOP ITEM NUMBER LINE BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORA-TION 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 OWNERSHI 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 BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEAQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: 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; 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 SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TELEPHONE

ADDRESS CHANGES TO BE NOTED ABOVE



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DIVISION OF HIGHWAYS

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FREIGHT TERMS F.O.B. SHIP VIA DATE PRINTED TERMS OF SALE 05/20/2008 01:30PM BID OPENING DATE: 06/04/2008 BID OPENING TIME CAT. UNIT PRICE AMOUNT QUANTITY UOP ITEM NUMBER LINE HOTSY EQUIPMENT COMPANY 6/3/2008 DATE: * 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) NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID 33 **BUYER:** SEE REVERSE SIDE FOR TERMS AND CONDITIONS DATE TELEPHONE SIGNATURE TITLE FEIN ADDRESS CHANGES TO BE NOTED ABOVE



VENDOR

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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SHIP TO DIVISION OF HIGHWAYS EQUIPMENT DIVISION ROUTE 33 BRUSHY FORK ROAD BUCKHANNON, WV

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		*,

SPECIFICATIONS FOR LIQUID HOT WATER CLEANING COMPOUND

1. This specification establishes the requirement for a hot water cleaning compound intended for use in high pressure hot water cleaning machines and which will not discolor in any way aluminum, chrome, and factory painted trucks, cars, and industrial equipment.

2. REQUIREMENTS:

- A. QUALIFICATION: The cleaning compounds furnished under this specification shall be a product which has been tested and has passed the qualification and tests specified.
- B. TEMPERATURE STABILITY: The cleaning compound must not break down in field tests at 210°F and pressure of 100 psi. During the field test it must maintain stability and clean surfaces without spotting or streaking when left in the sun to dry.
- C. STORAGE: The cleaning compound shall not separate, crystalize, no show other visable evidence of deterioration during a 6 month storage period.
- D. FIELD PERFORMANCE TESTS: The tests performed by the Equipment Division of the WV Division of Highways shall consist of field evaluation conducted in accordance with Standard Operation Procedures on the following:
 - (1) One enamel painted piece of industrial equipment. Must clean exterior satisfactorily.
 - (2) One car, factory painted with acrylic. Must clean exterior and not streak after being rinsed with cold water.
 - (3) One dump truck. Steam clean exterior, undercarriage, engine and engine compartment. Must remove dirt, mud, salt, calcium, grease, etc.
 - (4) One chemical spreader. Must remove salt, calcium, hydraulic oil and grease.
 - (5) One crawler tractor. Steam clean exterior, undercarriage, tracks, track frames, engine and engine compartment. Must remove mud, hydraulic oil, engine oil, grease, etc.

E. MATERIALS: The materials used in the manufacture of of the cleaning compound shall be of high quality, suitable for the purpose intended and when finally compounded shall form a sediment-free hot water cleaning compound meeting the requirements of this specification. All anionic and nonionic compounds shall be at least 80 percent biodegradable. The material shall contain at least 12% active solids.

F. LABORATORY TESTING:

- (1) The Ph of the material shall be at least 8.0 when tested in accordance with ASTM D1172.
- (2) The material shall retain its original uniformity after three freeze-thaw cycles. The material, as recieved, shall be placed in a freezer a 0 ± 5° F overnight, allowed to stand at room temperature during the day. This shall be performed on three consecutice days. The test material shall not separate into distinct layers.
- (3) The product when diluted as per manufacturer's instructions, shall be instantly soluble in water and shall no become cloudy or precipitate.
- G. The manufacturer shall provide certification for the 80% biodegradable and active solids contents.
- 3. ACCEPTANCE SAMPLING: For the purpose of acceptance, the State may take samples at random from each shipment of cleaning compound. These samples will be taken by Department personnel for testing purposes prior to delivery. A one gallon sample will be required.
- 4. Material to be stored for shippment in 55 gallon metal drums, or plastic drums.
 - A. Drums are to be <u>NEW</u> not reconditioned
 - B. Drums shall be 20-18 gauge steel

ITEM	Estimated		Unit	
No.	Quantity	Description	Price	Amount
1.	160	55 gal. metal drums or plastic drums	• •	
		hot water cleaning compound	\$261.80	\$41,888.00

ATTACHMENT

ORDERING INFORMATION: Parts orders against this contract may be placed by the WVDOH Equipment Division and the Ten (10) WVDOH District locations as listed (attached). These parts orders may be placed by telephone and/or facsimile.

METHOD OF PAYMENT: The Purchasing card (Visa) is the preferred method of payment. Vendor must supply a credit receipt, sales receipt, or cash register receipt. Vendor shall not charge until parts are shipped.

PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a VISA Purchasing card program which is issued through a local bank. The successful vendor must accept the State of West Virginia VISA purchasing card for payment of all orders placed by any state agency.

REV. 07/16/2007

Equipment Division

WV Division of Highways PO Box 610 Buckhannon, WV 26201 ATTENTION: Kevin Riley

WVDOT/Division of Highways D-1 1340 Smith St. Charleston, WV 25301 Attn: Melissa Mullens

WVDOT/Divison of Highways D-2 Po. Box 880 Huntington, WV 25712 Attn: Keith Chapman

WVDOT/Division of Highways D-3 626 Depot St. Parkersburg, WV 26101 Attn: Mark Kimes

WVDOT/Division of Highways D-4 P.O. BOX 2570 Clarksburg, WV 26301 Attn: John Bartlett

WVDOT/Division of Highways D-5 PO BOX 99 BURLINGTON, WV 26710 Attn: Pat Broadhurst

WVDOT/Division of Highways D-6 1 DOT Drive. Moundsville, WV 26041-2353 Attn: Carol Ryan WVDOT/Division Highways D-7 Drawer 1228 Weston, WV 26452 Attn: Melissa Jordan

WVDOT/Division of Highways D-8 PO Box 1516 Elkins, WV 26241 Attn: Debbie Barnett

WVDOT/Division of Highways D-9 103 ½ Church Street Lewisburg, WV 24901 Attn; Keith Brown

WVDOT/Division of Highways D-10 270 Hardwood Lane Princeton, WV 24740 Attn: Tommy Camden

RFQ No. 70	8(C0	0:	25	
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STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

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

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

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

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

CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit **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:	HOTSY	EQUIPMENT	COMPANY		
Authorized Signature:	5	w All		_ Date:	6/3/2008
Purchasing Affidavit (Revise	ed 04/15/07)				•

MATERIAL SAFETY DATA SHEET

PRODUCT NAME: BULKIE FW CONCENTRATE

SECTION I

Manufacturers Name: Hotsy Equipment Company

Address:

2045 Wilson Street

City, State, & Zip:

Dunbar, WV 25064

Phone:

(304) 744-3493

For Medical Emergency:

1-800-369-4687

For Chemical Emergency:

1-800-369-4687

Date Prepared:

April 27, 2006

D.O.T. Shipping Class:

Cleaning Compound, Class 55

Health Hazards:

Health

(2)

0 > 4

Flammability (0)

None-Extreme:

Reactivity

(0)

SECTION II-HAZARDOUS INGREDIENTS

Hazardous Components	CAS NO.	OSHA PEL	ACGH TLV	ORAL I Ret	L050 %
Sodium Metasilicate	6834-92-0	NE	NE	800 mg/kg	1-5%
Tetrapotassium Pyrophosphate	7320-34-5	NE	NE	2980 mg/kg	1-5%

SECTION III-PHYSICAL AND CHEMICAL CHARACTERISTICS

Boiling Point > 212 (Deg. F.)

Vapor Pressure 23

Solubility in Water: SOLUBLE

PH 5% solution = 11.8

Specific Gravity 1.03

Vapor Density (Air =1) 1.2

Reactivity in Water: NONE Melting Point 32 (Deg. F.)

Appearance & Odor: BLUE COLOR, NO APPRECIABLE ODOR

SECTION IV- FIRE & EXPLOSION DATE

Flash Point:

N.A.

Method Used:

N.A.

Flammable Limits in air % by volume

LEL Lower

UEL Upper

NA

NA

Auto-Ignition Temperature: NA

Extinguisher Media: W

WATER, DRY CHEMICAL, CARBON DIOXIDE, FOAM

Special Fire Fighting Procedures:

NONE

Unusual Fire & Explosion Hazards:

NONE

While the information and recommendations set forth herein are believed to be accurate as of the date hereof, HOTSY EQUIPMENT COMPANY MAKES NO WARRANTY WITH RESPECT THERETO AND DISCLAIMS ALL LIABILITY FROM RELIANCE THERON.