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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25205 0130 Charleston, WV 25305-0130

SH-p

RFQ NUMBER 109C0073

ADDRESS CORRESPONDENCE TO ATTENTION OF

MICHAEL AUSTIN 304-558-2402

***709043703** 304-425-8769 ACME WOOD PRESERVING INC PO BOX 1717

PRINCETON WV 24740 DIVISION OF HIGHWAYS DISTRICT TEN

270 HARDWOOD LANE PRINCETON, WV 24740

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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 fee.
- 5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 15. WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT: If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130

Request for **E**

RFQNUMBER 109C0073

ADDRESS CORRESPONDENCE TO ATTENTION OF:

MICHAEL AUSTIN

Charleston, WV 25305-0130 304-558-2402 ***709043703** 304-425-8769 ACME WOOD PRESERVING INC DIVISION OF HIGHWAYS PO BOX 1717 DISTRICT TEN þ PRINCETON WV 24740 270 HARDWOOD LANE T O PRINCETON, WV 24740 304-487-5243

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2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

Request for Quotation

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RFQ NUMBER

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*709043703 304-425-8769 ACME WOOD PRESERVING INC PO BOX 1717

PRINCETON WV 24740 DIVISION OF HIGHWAYS DISTRICT TEN

270 HARDWOOD LANE PRINCETON, WV 24740

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

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Request for Quotation

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*709043703 304-425-8769 ACME WOOD PRESERVING INC PO BOX 1717

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DIVISION OF HIGHWAYS DISTRICT TEN

270 HARDWOOD LANE PRINCETON, WV 24740 3

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

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ADDRESS CORRESPONDENCE TO ATTENTION OF

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MICHAEL AUSTIN 304-558-2402

*709043703 304-425-8769 ACME WOOD PRESERVING INC PO BOX 1717

PRINCETON WV 24740

DIVISION OF HIGHWAYS DISTRICT TEN

270 HARDWOOD LANE PRINCETON, WV 24740

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SPECIFICATIONS

The following sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications Roads and Bridges, adopted 2000 and supplemented January 1, 2003 shall apply to the administration of this contract: Sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9,107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 109.1, 109.2 and 109.20

The terms "Contractor" and "Vendor" used in the above specifications of this contract are interchangeable. Contractor shall mean Vendor and Vendor shall mean Contractor.

West Virginia Department of Transportation, Division of Highways Standard Specifications Roads and Bridges, adopted 2000 and supplemented January 1, may be obtained from:

WV Department of Transportation Division of Highways, Building 5, Room A729 1900 Kanawha Blvd., East Charleston, West Virginia 25305

Material supplied under this contract shall meet the applicable requirements of Section 710 of the West Virginia Department of Transportation, Division of Highways Standard Specifications Roads and Bridges, adopted 2000 and supplemented January 1, 2003.

Material supplied under this contract shall be pressure treated using Chromated Copper Arsenate (CCA) – Type B or Type C, 100% pure oxide formulation only as the preserving salt. Kiln drying after treatment will not be necessary.

All treated material must be supplied from an approved preserving plant or acceptance testing and approval shall be obtained by the vendor prior to delivery. A list of approved treatment plants is available from:

West Virginia Division of Highways Materials Control, Soils and Testing 190 Dry Branch Road Charleston, WV 25306

Pine Bridge Lumber (S4S)

Pine bridge lumber shall be No. 1 Dense or better, surfaced four sides and treated in accordance with AWPA Standard C-14 to .60 pounds per cubic foot salt retention.

OAK BRIDGE LUMBER (ROUGH SAWED)

Oak bridge lumber shall meet the standards of the National Hardwood Lumber Association for Sound Square Edge. Oak lumber shall be un-surfaced, but shall be sized by being processed through a hit or miss surfacer, white oak only.

BIDDING INSTRUCTIONS

Vendors past performance will be considered in the award of this contract.

Vendors shall not qualify bids. Any qualifications of the bids or any modification of the specifications or conditions governing the bids may be cause to reject the bid.

DELIVERY

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A delivery document showing items delivered and the actual calculated gross vehicular weight of the delivery vehicle shall accompany each load. The total number of delivery vehicle axles shall be recorded on the delivery document.

A twenty-four (24) hour notification shall be required prior to each delivery. Failure to provide a proper notification may result in a delay in acceptance of the lumber. The telephone number for notification will be recorded on the State Contract Order (SCO) issued to the vendor.

LATE DELIVERY

The West Virginia Division of Highways may assess a late delivery charge against the vendor for each calendar day that the delivery is delayed beyond the above state schedule. The late delivery charge will be calculated at a rate of one-tenth of one percent (0.1%) of the State Contract Order amount per day.

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| Item | No. | Quantity | Description | | Unit Price | Amount |
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| | | PINE BI | RIDGE LUMBER (S4S) TRI | EATED | | |
| 1. | 200 |) | EA., 2" X 6" X 12' | ł | \$ 8.44 | \$1,688.00 |
| 2. | 500 |) | EA., 2" X 6" X 14' | | 9.70 | 4,850.00 |
| 3 | 500 |) | EA., 2" X 6" X 16' | | 13.73 | 6,865.00 |
| 4 | 200 |) | EA., 2" X 6" X 18' | | 14.33 | 2,866.00 |
| 5 | 200 | | EA., 2" X 6" X 20' | | 18.81 | 3,762.00 |
| | | OAK BR | IDGE LUMBER (ROUGH S | AWED) | | |
| 6 | 300 | | EA., 3" X 8" X 12' | | 17,84 | 5,352,00 |
| 7. | 300 | | EA., 3" X 8" X 14' | | 22.29 | 5,352,00 6,687,00 |
| 8 | 500 | | EA., 3" X 8" X 16' | | 27.15 | 13,575,00 |
| 9 | 100 | | EA., 3" X 8" X 18' | | 36.02 | 3,602.00 |
| | | | | TOTAL | | \$ 49,247.00 |

RFQ NO. 10900073

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

| 1. | Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the data of this continuously are |
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| | ing the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and 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 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, Bidder is a 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; or, |
| 2. | Application is made for 2.5% resident vendor 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; or, |
| 3. | Application is made for 2.5% resident vendor preference for the reason checked: 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 Bidder's 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; or, |
| 4. | Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or, |
| 5. | Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or, |
| 6. | Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years. |
| requirer against | understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the nents for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency cted from any unpaid balance on the contract or purchase order. |
| authoriz | nission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and es the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid lired business taxes, provided that such information does not contain the amounts of taxes paid nor any other information by the Tax Commissioner to be confidential. |
| and acc | penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true curate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate as during the term of the contract, Bidder will notify the Purchasing Division in writing immediately. |
| | ACME WOOD PRESERVING, FIRE Signed: Chtyt D. Thys |

Title: SALES REPRESENTATIVE

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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 owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

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 is in compliance with the requirements as stated.

| Vendor's Name: ACME WGOD | PRESERVING, INC. | |
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| Authorized Signature: | | |
| Purchasing Affidavit (Revised 07/01/08) | , , | |