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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

# Request for Quotation

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669C0003

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ADDRESS CORRESPONDENCE TO ATTENTION OF

MICHAEL AUSTIN 304-558-2402

\*709022805 800-321-5325 LESCO INC 1301 EAST 9TH STREET #1300 CLEVELAND OH 44114-1849

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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



SIGNATURE

TITLE Director

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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RFQ NUMBER 669C0003

ADDRESS CORRESPONDENCE TO ATTENTION OF:

MICHAEL AUSTIN 304-558-2402

BY ORDER

DIVISION OF HIGHWAYS VARIOUS LOCALES AS INDICATED

**\*709022805** 800-321-5325 LESCO INC 1301 EAST 9TH STREET #1300 CLEVELAND OH 44114-1849

DATE PRINTED SHIP VIA TERMS OF SALE F.O.B. FREIGHT TERMS 09/03/2008 Best way Net 30 Days Destination BID OPENING DATE: 09/17/2008 BID OPENING TIME 01:30PM LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT: BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE DRIGINAL 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 THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED 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 VENDOR 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 BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TELEPHONE 1-800-321-5325

DATE

12/08

ADDRESS CHANGES TO BE NOTED ABOVE



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

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34-0904517

TELEPHONE 1-800-321-5325

ADDRESS CHANGES TO BE NOTED ABOVE



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#### **SPECIFICATIONS**

Seed must be United States origin

Successful vendor must provide proof of origin.

Quantities are for pure live seed.

No substitutions of species will be accepted.

Minimum 80% germination

Minimum 98% purity

Proof of germination and purity must be attached to each bag of seed.

All seed shipped must meet West Virginia Chapter 19, Article 16, Section 2, labeling requirements. All seed shall be tested by a certified seed laboratory with certified results submitted to the purchaser in writing at the time of delivery.

The state of West Virginia will randomly test seed for purity and germination

Shipping must be FOB Destination.

#### **CONTRACT AWARD**

Qualified Vendors who submit a valid low bid may be awarded a contract for those items for which their bid is low.

Low bid will be determined for each individual item.

The State of West Virginia reserves the right to make awards on this contract that are in the best interest of the State.

### ACCEPTANCE PLAN

With each delivery of wildflowers to the Division, the vendor will certify that the products so delivered do conform to the materials specifications.

Material failing to comply with the quality requirement will not be accepted.

### **BID QUANTITIES**

Vendor should base quotation on estimated pure live seed (PLS) quantities as follows:

Item-1	300 pounds (PLS)
Item-2	400 pounds (PLS)
Item-3	400 pounds (PLS)
Item-4	200 pounds (PLS)
Item-5	700 pounds (PLS)
Item-6	100 pounds (PLS)
Item-7	2700 pounds (PLS)
Item-8	300 pounds (PLS)
Item-9	4000 pounds (PLS)
Item-10	200 pounds (PLS)
Item-11	200 pounds (PLS)
Item-12	100 pounds (PLS)
Item-13	300 pounds (PLS)
Item-14	100 pounds (PLS)

Vendors are cautioned that the above quantities are estimates only. Actual orders will be for the required needs of the Division of Highways.

## NOTE: Vendor should type price

### WILDFLOWER CONTRACT INDIVIDUAL SPECIES

Item-1	Red Straight Poppy/Flanders Poppy Papaver rhoeas (Papaveraceae)				
	Purity 98 % Germination 98.15 %				
	Bid Price \$ 13.50 per pound (PLS)				
Item-2	Dwarf Cornflower/Straight Blue Bachelor's Button Centaurea cyanus (Asteraceae)  4 00 βL 5  Purity 93 % Germination 99.37 %  Bid Price \$ 5.10 per pound (PLS)				
Item-3	Plains Coreopsis/Calliopsis Coreopsis tinctoria (Asteraceae)  Purity % Germination %  Bid Price \$ No bid per pound (PLS)				
Item-4	Crest Red Cosmos Cosmos Sulphureus  Purity % Germination %  Bid Price \$ No Bid per pound (PLS)				
Item-5	Wild Cosmos Cosmos bipinnatus (Asteraceae)  Purity % Germination %				
	Bid Price \$ No Bid per pound (PLS)				

### WILDFLOWER CONTRACT INDIVIDUAL SPECIES (CONT'D)

Item-6	Yellow Cosmos Cosmos sulphureaus (Asteraceae)
	Purity % Germination %
	Bid Price \$ No Bid per pound (PLS)
Item-7	Scarlet Flax Linum rubrum (Linaceae)
	Purity % Germination %
2	Bid Price \$ No Bid per pound (PLS)
Item-8	Blanket Flower Gaillardia Aristata (Asteraceae)
	Purity % Germination %
	Bid Price \$ No Bid per pound (PLS)
	WILDFLOWER CONTRACT
	CUSTOM MIX
Item-1	5 lbs PLS Calendula officinalis Calendula
	Purity No Bid % Germination%
	5 lbs PLS Centaurea cyanus Dwarf Cornflower
	Purity No Bid % Germination%

### WILDFLOWER CONTRACT CUSTOM MIX (CONT'D)

	5 lbs PLS Cosmos bipinnatus Cosmos 'Domino N	⁄lix'	
]	Purity No Bid % Germination _	<u></u> %	
(	5 lbs PLS Coreopsis tinctoria Coreopsis, Plains Purity No Bid % Germination	<u></u> %	
?	?? Ibs PLS Mix	Total lbs PLS  per bag	_
F	Bid Price \$ No Bid		
WILDFLOWER CONTRACT NATIVE SPECIES			

Item-10	Tickseed/Lance-leaved Coreopsis Coreopsis Lanceolata (Asteraceae)					
	Purity / % Germination / %					
	Bid Price No Bid 16 PLS					
Item-11	Ox-Eyed Daisy 200 PLS Chrysanthemum Leucanthemum (Asteraceae)					
	Purity 89 % Germination 99.86 %					
	Bid Price 16.50 16 PLS					

# WILDFLOWER CONTRACT NATIVE SPECIES (CONT'D)

Item-12	Butterfly Weed Asclepias Iuberosa (Asclepiadaceae)				
	Purity % Germination	%			
	Bid Price No Bid Ib PLS				
Item-13	Black-Eyed Susan 300 PLS Rudbeckia hirta (Asteraceae)				
	Purity 84 % Germination 98.63	%			
	Bid Price 15.05 lb PLS				
Item-14	Beard – Tongue Penstemon digitalis				
	Purity % Germination	%			
	Bid Price No Bid Ib PLS				

# 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:	SCO, I	nc				
Authorized Signature:	Les 1	7 MM/	Date	ə:	9/12/08	
Purchasing Affidavit (Revised 07)	/				, ,	