

MOGZMA

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

### Request for Quotation

AFONUMBEA 669C0016 PAGE 1

ADDRESS CORRESPONDENCE TO ATTENTION OF

MICHAEL AUSTIN 304-558-2402

\*A09164659 304-864-3307 RADABAUGH TRUCKING INC PO BOX 720

ARTHURDALE WV 26520

	DIVISION	OF HIG	HWAYS	
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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



VENDOR

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
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MICHAEL AUSTIN B04-558-2402

\*A09164659 304-864-3307 RADABAUGH TRUCKING INC PO BOX 720 ARTHURDALE WV 26520

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\*A09164659 304-864-3307 RADABAUGH TRUCKING INC PO BOX 720

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#### 5. VENDOR'S INVOICES

Vendors are encouraged to utilize a paperless invoice process submitting the following information via e-mail to the DOH ordering location:

- a) All Weigh Ticket numbers for material delivered during the invoicing period.
- b) Division of Highways Contract Number.
- c) Total quantity of tons and miles and unit price with total cost.

#### 6. STOCKPILE LOCATIONS

Stockpile #1

Southbound I-79 at Milepost 158.95 near Morgantown, West Virginia.

Stockpile #2

Located at the bottom of the westbound exit ramp of I-68 at Exit 10.

Material will be weighed and loaded Monday thru Friday between 7:30 am and 4:00 pm excluding holidays. Other times for loading could be made available upon mutual agreement between DOH and Vendor.

#### 7. CONTRACT AWARD

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

In the event a Vendor fails to conform to the requirements set out in this contract document, the State Contract Purchase Order or the governing specifications, the Purchase Order Contract may be canceled and re-awarded to the next low bidder.

#### 8. **DELIVERY**

State Contract Purchase Orders (SCO) for delivery to individual Division of Highways Storage Sites will be issued to the Vendor awarded a contract for the county locations (see Bid Schedule).

Delivery shall be made within seven (7) calendar days after vendor is notified by the Division of Highways.

Original delivery tickets for each delivered load to the Division's storage sites must be signed and retained by a DOH employee at the delivery location.

In the event the Vendor to which the SCO is issued is unable to comply with the specified delivery schedule the Division may, at its option, cancel all or part of the SCO and obtain the required transportation from the most economical available source.

#### 1. SPECIFICATIONS

The following sections of the West Virginia Department of Transportation, Division of Highways, Standard Specifications, Roads and Bridges, adopted 2000, as modified by the current Supplemental Specifications shall apply to the administration of this contract: Sections 101, 102.4, 102.5, 105.13, 106.6, 106.8, 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, as modified by the current Supplemental Specifications may be obtained from:

West Virginia Division of Highways State Capitol Complex Engineering Division, Technical Section Room A-650, Building 5 Charleston, West Virginia 25305

#### 2. BIDDING INSTRUCTIONS

The purpose of this contract is to provide for the trucking of Division of Highways (DOH) Sodium Chloride (rock salt) from two (2) central stock piles near Morgantown, West Virginia to various county storage facilities on as needed basis. Actual quantities to be delivered to each location will be specified in State Contract Purchase Orders (SCO), which will be issued by the Department of Highways at the time delivery is required.

Bidders submitting bids for a specific county shall bid all of that county's locations – one unit price – for the county sites listed on the attached Bid Schedules. This shall apply to the listed Interstate and Corridor sites as well.

Any qualification of bids or any modification of the specifications or conditions governing the bids may be cause for their rejection.

#### 3. WEIGHING MATERIALS DELIVERED BY TRUCK

Material will be loaded and weighed by the DOH into the vendors trucks and a weigh ticket will be issued to the vendor.

#### 4. BASIS OF PAYMENT

The basis of payment will be the weight of material loaded onto the vendors truck that is documented by the DOH and load scale, Ascord Model MC 402.

#### DISTRICT 3

COUNTY	STORAGE SITE	COUNTY BID PRICE (PER TON MILE)			
Calhoun	Millstone	*140 miles x 165/ton mile = \$23.10/T			
Jackson	Ripley	*150 miles x .155/ton mile = \$23.25/T			
Jackson	I-77 @ Medina	" "			
Pleasants	Belmont	*103 miles x .162/ton mile = \$16.68/T			
Ritchie	Ellenboro	$\frac{*85 \text{ miles X .174/ton mile}}{= \$14.80/T}$			
Ritchie	Corridor D @ Nutter Farm				
Ritchie	Corridor D @ Greenwood	11 11			
Ritchie	Corridor D @ Ellenboro	11 11			
Roane	Lefthand @ WV 36	*155 miles x .171/ton mile = \$26.50/T			
Roane	Amber Hill @ US 119	<i></i>			
Roane	Spencer	<u>" " " " " " " " " " " " " " " " " " " </u>			
Wirt	Elizabeth	*133 miles x .168/ton mile =\$22.34/T			
Wood	Parkersburg @ Rt. 95S	*120 miles x .163/ton mile $\frac{\text{*120 miles x .163/ton miles}}{\text{$=$19.56/T}}$			
Wood	I-77 @ Parkersburg	11 11			
Wood	Riverhill US 50	11 11			

\*Given miles for each county is the average miles from both stock pile locations to dump sites in each county.

Payment shall be based upon one-way trip from stock pile to storage site.

#### BID SCHEDULE (CON'T)

#### **DISTRICT 4**

COUNTY	STORAGE SITE	COUNTY BID PRICE (PER TON MILE)		
Doddridge	Smithburg	*68 miles x .21/ton mile = \$14.28/T		
Harrison	Gore	*48 mile x .236/ton mile _=\$11.32T		
Harrison	Saltwell	. 11		
Harrison	I-79 @ Lost Creek	11 11		
APD 50	Tunnel Hill	11 11		
Marion  Marion	Fairmont Mannington	*34 mile x .296/ton mile  =\$\frac{10.06}{T}		
Monongalia Monongalia	Sabraton Pentress	*19 mile x .405/ton mile =\$7.69/T		
Monongalia	I-79 @ Goshen Road			
Preston	Albright	$\frac{*38 \text{ mile x .315/ton mile}}{= \$11.97/T}$		
Preston	Bruceton	11 11		
Preston	Terra Alta	<u> </u>		
Preston	Fellowsville	11 11		
Preston	Aurora			
I-68	Cooper's Rock	<u> </u>		
Taylor	Fetterman/Prunytown	*42 mile x .288/ton mile $\underline{= $12.09/T}$		

\*Given miles for each county is the average miles from both stock pile locations to dump sites

Payment shall be based upon one-way trip from stock pile to storage site. in each county.

#### DISTRICT 6

COUNTY	STORAGE SITE	COUNTY BID PRICE (PER TON MILE)
Brooke	Wellsburg	/*84 miles x .202/ton mile / = \$16.96/T
Brooke	Weirton	" "
Hancock	New Manchester	*93 miles x .185/ton mile $\frac{\text{*93 miles x .185/ton mile}}{\text{$=$17.20/T}}$
Marshall	Glen Dale	*80 miles x .181/ton mile $/ = $14.48/T$
Marshall	Cameron	<u> </u>
Ohio	Tridelphia	*85 miles x .16/ton mile
Ohio	I-70 @ Tridelphia	" "
Tyler	Sistersville	$\frac{*102 \text{ miles x .187/ton mile}}{= $19.07/T}$
Tyler	Centerville	<u> </u>
Wetzel	New Martinsville	$\frac{*83 \text{ miles x .217/ton mile}}{= \$18.01/T}$
Wetzel	Pine Grove	<u> </u>
Wetzel	Hundred	11 11

\*Given miles for each county is the average miles from both stock pile locations to dump sites in each county.

Payment shall be based upon one-way trip from stock pile to storage site.

### **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 Bidder is an individual resident vendor and has res	preference ided continu	for the reason checked: ously in West Virginia for four (4) years immediately preced-		
XX	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 Bidder is a resident vendor who certifies that, du working on the project being bid are residents of Wimmediately preceding submission of this bid; or,	preference ring the life o lest Virginia	who have resided in the state continuously for the two years		
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.	purposes of producing or distributing the commod	e United Sta ities or comp on average a	e who is a veteran for the reason checked: tes armed forces, the reserves or the National Guard, if, for pleting the project which is the subject of the vendor's bid and at least seventy-five percent of the vendor's employees are nuously for the two immediately preceding years.		
require against or dedu	understands if the Secretary of Revenue determin ments for such preference, the Secretary may orde such Bidder in an amount not to exceed 5% of the acted from any unpaid balance on the contract or pu	es that a Bio er the Directo bid amount urchase orde	dder receiving preference has failed to continue to meet the or of Purchasing to: (a) reject the bid; or (b) assess a penalty and that such penalty will be paid to the contracting agency er.		
authorize the req	res the Department of Revenue to disclose to the Di uired business taxes, provided that such information of by the Tax Commissioner to be confidential.	rector of Pure on does not (	nably requested information to the Purchasing Division and chasing appropriate information verifying that Bidder has paid contain the amounts of taxes paid nor any other information		
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	Radabaugh Trucking, Inc	Signed:_	D. Dennes Radaban		
Date:_	12/26/08		co-owner		

<sup>\*</sup>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;	Radabaugh Trucking,	Inc.			
Authorized Signature	: W. Dennis Ra	Chang!	Date:	12/26/08	

Purchasing Affidavit (Revised 07/01/08)