

### Request for Quotation

DNR90185

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ADDRESS CORRESPONDENCE TO ATTENTION OF

FRANK WHITTAKER 304-558-2316

\*709035431 STOUT CO INC PO BOX 1548 304-623-3356

CLARKSBURG WV 26301-1548

DIVISION OF NATURAL RESOURCES
PIPESTEM STATE PARK
ATTN: PARK SUPERINTENDENT
STATE ROUTE 20
PIPESTEM, WV
25979 304-466-2804

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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 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.
- 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 Alcohol 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 cases of discrepancy
- 5. All quotations are considered FOB 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
Charleston, WV 25305-0130

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DIVISION OF NATURAL RESOURCES PIPESTEM STATE PARK ATTN: PARK SUPERINTENDENT STATE ROUTE 20 PIPESTEM, WV

25979 304-466-2804

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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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STOUT CO INC PO BOX 1548

CLARKSBURG WV 26301-1548 DIVISION OF NATURAL RESOURCES PIPESTEM STATE PARK PARK SUPERINTENDENT ATTN: STATE ROUTE 20 PIPESTEM, WV 25979 304-466-2804

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS Net 20 Days 07/16/2008 Best Wav Delivered PPD BID OPENING DATE: 07/30/2008 BID OPENING TIME 01:30PM CAT. LINE QUANTITY LICP ITEM NUMBER UNIT PRICE AMOUNT NO. OR 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. BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & 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 (A) RESCIND THE CONTRACT OR PURCHASE PURCHASING TO: ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH 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 SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE DATE 304-623-<u>3356</u> <u>7-31-08</u> ADDRESS CHANGES TO BE NOTED ABOVE Manager 55-0332005



VENDOR

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# Request for

DNR90185

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ADDRESS CORRESPONDENCE TO ATTENTION OF

FRANK WHITTAKER 304-558-2316

**\*709035431** STOUT CO INC PO BOX 1548

304-623-3356

CLARKSBURG WV 26301-1548

DIVISION OF NATURAL RESOURCES PIPESTEM STATE PARK ATTN: PARK SUPERINTENDENT STATE ROUTE 20 PIPESTEM, WV 25979 304-466-2804

DATE PRINTED. TERMS OF SALE SHIP VIA FREIGHT TERMS F.O.B. Net 30 Days 07/16/2008 Prepaid Our Truck Delivered BID OPENING TIME BID OPENING DATE: 07/30/2008 01:30PM CAT. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT 304 - 623 - 3356 CONTACT PERSON (PLEASE PRINT CLEARLY): Tamie K Lynch THIS IS THE END OF RFQ DNR90 185 \*\*\*\*\* TOTAL: 53,375.00 Price guote includes direct shipment from factory to Pipestem State Park For delivery, uncrating, assembly, and setting in place price quote is - \$57,075.00 SEE REVERSE SIDE FOR TERMS AND CONDITIONS NATURE 304-623-3356 7-31-08 Manager 55-0332005 ADDRESS CHANGES TO BE NOTED ABOVE



# Request for Quotation

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DNR90185

PAGE 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER

\*709035431 STOUT CO INC PO BOX 1548 304-623-3356

304-623-3336

CLARKSBURG WV 26301-1548

DIVISION OF NATURAL RESOURCES PIPESTEM STATE PARK ATTN: PARK SUPERINTENDENT

STATE ROUTE 20 PIPESTEM, WV

25979 304-466-2804

DATE PRINT	rED	,, TEF	MS OF SAL	.E	SHIP VIA		F.O.8.	FREIGHT TERMS
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DIVISION OF NATURAL RESOURCES PIPESTEM STATE PARK ATTN: PARK SUPERINTENDENT STATE ROUTE 20 PIPESTEM, WV

304-466-2804

ADDRESS CHANGES TO BE NOTED ABOVE

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS Net 20 Days 07/16/2008 Best Way Delivered PPD BID OPENING DATE: 07/30/2008 BID OPENING TIME 01:30PM CAT. LINE QUANTITY UOP UNIT PRICE ITEM NUMBER AMOUNT REASON CHECKED: ) 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 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: SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE 304-623-3356 DATE 7-31-08

Λ( FEIN

55-0332005

Manager



### Request for Quotation

DNR90185

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER 304-558-2316

SOO SEE

\*709035431 STOUT CO INC PO BOX 1548 304-623-3356

CLARKSBURG WV 26301-1548

DIVISION OF NATURAL RESOURCES PIPESTEM STATE PARK ATTN: PARK SUPERINTENDENT STATE ROUTE 20

PIPESTEM, WV

25979 304-466-2804

DATE PRIN	TED TE	RMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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	Manager 🔰	55-033200		ADDRESS CHANGES	TO BE NOTED ABOVE



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RFQ NUMBER DNR90185

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CLARKSBURG WV 26301-1548

DIVISION OF NATURAL RESOURCES PIPESTEM STATE PARK PARK SUPERINTENDENT

STATE ROUTE 20

PIPESTEM, WV

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Manager Manager	( FEIN 55-033200	5	ADDRESS CHANGE	S TO BE NOTED ABOVE



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Manager

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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