



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

Request for Quotation

RFO NUMBER
DNR90185

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**FRANK WHITTAKER
 304-558-2316**

RFQ COPY
 TYPE NAME/ADDRESS HERE
Great Lakes Hotel Supply

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	F.O.B.	FREIGHT TERMS
07/23/2008				

BID OPENING DATE: **08/05/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO.1 *****						
THIS ADDENDUM IS ISSUED TO CLARIFY THE BID OPENING DATE AND TIME.						
BID OPENING 08/05/08 AT 1:30 PM						
0001	1	LS		370-99	16,290.00	16,290.00
EQUIPMENT: FOOD SERVICE						
***** THIS IS THE END OF RFQ DNR90185 *****						TOTAL: 16,290.00

RECEIVED
 2008 AUG -5 A 8:28
 PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *D. and J. ...* TELEPHONE **313-962-9176** DATE **7/29/08**
 TITLE **VICE PRESIDENT** FEIN **38-1945157** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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.
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 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 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



RETURN THIS QUOTATION TO:
OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375
 SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES
 WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

QUOTATION
 This is not an order - submit all
 quotations on this form.

DATE 7/16/2008	BUYER BEARD BRENDA	BUYER PHONE 312 6035383	ORDER NO 80287 07	RESPOND BY 8/5/2008	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 2
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Vendor Address

Great Lakes Hotel Supply Company _
 1961 Grand River Ave. _
 Detroit, Michigan 48226 _

Product Delivery Point

Sheriff - Boot Camp *WC
 2801 S Rockwell
 Chicago IL 60602-1304

TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers and agrees to furnish any or all of the items upon which prices are quoted at the price and delivery time stated subject to all terms and conditions endorsed herein

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item or class Bidders cannot limit the acceptance of bid to less than 30 days

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn or changed after it has been opened. In case of error in extension unit price will govern

Deliveries: Bid price must reflect any delivery charges to point designated Title is to pass at delivery point

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtue of exemption certificate #36-75-0038K from Illinois Retailers Occupation Tax Municipal Retailers Occupation Tax and all Service Taxes

In General: The prices quoted herein shall agree with all Federal Laws and Regulations

Brand Names: Where brand names, model or part numbers are employed in the description it is not intended that they are restrictive Where a bidder proposes an 'or equal' bidder shall fully describe the item proposed

INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid mark the envelope in which the bid will be enclosed with the following information: Order Number, Date and Time bid is to be opened. Mark envelope "BID" Vendor is responsible for having quotation in bid box before bid opening date and time

DELIVERY IN WORKING DAYS 21 - 30 DAYS
 PHONE NUMBER 313-962-9176
 SIGNED BY *David Israel*
 (PLEASE PRINT) DAVID ISRAEL

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
Oven Gas Fired Combi Oven Steamer Cleveland Convotherm OGS-6 20 (7pans-full size) or equivalent Gas Fired Combi Oven-Steamer-Boilerless(injection system for steam) Featuring the Advance Closed System +3 Cooking Modes: Hot Air Retherm Delta I slow cooking Steam "Cook and Hold" "Crispy & Tasty" Combi Combination Convention Oven/Steamer Electronic programmable controls for Hot Air Convention Steam and combination cooking modes "Cook and Hold" and "Delta I slow cooking capabilities Advanced Closed System "Crisp and Tasty" de-moisturizing feature Multipoint core temprature probe Press and Go' one -step recipe start buttons Smart Key /selecting option settings Auto-Reversing Fan Quiet high efficiency power burner heating system Boilerless "Disappearing Door" Capacity for seven (7) 18"x26 full size sheet pans or fourteen(14) 12 x20'x21/2' pans Three(3) 26'x20' wire shelves included One year warranty Gas type to bespecified 120v/601 Ph 15 amps	1 00	EA	16,290.00	16,290.00
OFFICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE		TOTAL	
			16,290.00	

INSTRUCTIONS FOR DELIVERY AND FOR INVOICING OF GOODS

1. Clearly mark every package with the name of the institution, department or agency to which goods are to be delivered. **MARK ALL PACKAGES WITH THE COOK COUNTY PURCHASE ORDER NUMBER.**
2. Stencil on or attach a tag to every package that bears your own names so the receiving clerk will know from whom the order was shipped.
3. Delivery time, unless otherwise stipulated, is Monday through Friday between 9:00 a.m. and 3:00 p.m.
4. Charge all goods to Cook County.
5. For the Bureau of Health Facilities, direct all inquiries and send the original and all appropriate copies of the invoice with the proper Cook County invoice with the proper Cook County invoice forms (i.e., 29A voucher form) to the appropriate address as follows:

For John H. Stroger Hospital
John H. Stroger Hospital
P.O. BOX 12950
Chicago, Il. 60612-5041
Attn: Accts. Payable
(312) 864-0101 x1

For Provident Hospital
Provident Hospital
P.O. BOX 12940
Chicago, Il. 60612-5031
Attn: Accts. Payable
(312) 864-0101 x2

For Cermak Health Services
John H. Stroger Hospital
P.O. BOX 12950
Chicago, Il. 60612-5041
Attn: Cermak Health
Services Accts Payable
(312) 890-0101 x4

For Oak Forest Hospital
Oak Forest Hospital
P.O. BOX 12920
Chicago, Il. 60612-5015
Attn: Accts. Payable
(312) 864-0101 x3

6. For all other County Offices, direct all inquiries and send the original and all appropriate copies of the invoice with the proper Cook County invoice forms (i.e., 29A voucher form) to the following address:
Cook County Department of Purchasing
118 North Clark Street - Room 1018
Chicago, Illinois 60602
7. Never include goods furnished on two or more purchase orders on a single invoice.
8. All prices must be in compliance with federal, state, and local regulations.
9. Partial shipments or partial pay warrants will not be considered unless authorized or requested by the Purchasing Agent.
10. The law provides that every person selling goods to Cook County must make invoice form with certification as to the correctness of the bill.
11. Execute certification on the bottom of the invoice before mailing.
12. All pay warrants will be mailed to you by the County Comptroller.
13. **INDEMNITY** -- The contractor shall indemnify, keep and save harmless the County, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgements, costs and expenses, which may in anywise accrue against the County in consequence of the granting of this contract of which may in anywise result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, of the subcontractor or his employees, if any, or of the County of Cook or its employees, and the Contractor shall, at his own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses, arising therefrom or incurred in connection therewith, and, if any judgement shall be rendered against the County in any such action, the Contractor shall, at his own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. If this purchase order covers services, a Certificate of Insurance must be submitted before performance of service.
14. Compliance with the above will help avoid errors and delays.

CHECKLIST FOR REQUEST FOR QUOTATION SUBMISSION

Here's a check list for you to make sure the bid document you submit is complete.

Incomplete bid documents will not be considered for award so please contact us at VendorServices@cookcountygov.com with your questions, but be sure to allow enough time for us receive your inquiry and reply.

For the bid documents you are submitting, did you:

- FILL OUT the Vendor Address section of the *Request for Quotation* with your name and address.
- Be sure to SIGN the *Request for Quotation*
- DOUBLE CHECK the unit, extended, and total price of the *Request for Quotation* you are submitting.
- READ the Terms and Conditions, Instructions on Marking Bid Envelope directions, located on the front of the *Request for Quotation* page and the Instructions for Delivery and for Invoicing of Goods page.

Finally, make sure you:

- Submit your bid documents on or before the Respond by Date and Time listed at the top of the page.
- Deposit your bid documents in the bid box located in Room 1018 of the County Building, 118 North Clark Street, Chicago, Illinois 60602 before 10:00 a.m. the date of the Bid Opening.
- Send in all pages of the *Request for Quotation*.

Bid documents submitted late or deposited in the wrong location will not be considered for award.

Good luck!

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