

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

# Request for Quotation

ANC5614

....page..... 1

ADDRESS CORRESPONDENCE TO ATTENTION OF

JOHN ABBOTT 804-558-2544

RFQ COPY
TYPE NAME/ADDRESS HERE
O.D. TARAGIN + BROS., LLC
1400 ALICE AUNA ST
BALTIMORE, MD 21231

ANTHONY CORRECTIONAL CENTER BOX N-1, HC 70

ROUTE 92 (NEOLA)
WHITE SULPHUR SPRINGS, WV
24986 304-536-4151

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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, the State may deem this contract null and void, and terminate such contract 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



RFQ COPY

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

### Request for Quotation

ANC5614

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	558-254				

TYPE NAME/ADDRESS HERE

ANTHONY CORRECTIONAL CENTER BOX N-1, HC 70

ROUTE 92 (NEOLA) WHITE SULPHUR SPRINGS, WV 304-536-4151 24986

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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

# Request for

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JOHN ABBOTT

<u> 804-558-2544</u>

RFQ COPY TYPE NAME/ADDRESS HERE ANTHONY CORRECTIONAL CENTER. 4-T0 BOX N-1, HC 70 ROUTE 92 (NEOLA) WHITE SULPHUR SPRINGS, WV 24986 304-536-4151

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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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Quo		

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ANC5614	

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JOHN ABBOTT 804-558-2544

24986

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ANTHONY CORRECTIONAL CENTER
BOX N-1, HC 70

ROUTE 92 (NEOLA)
WHITE SULPHUR SPRINGS, WV

ADDRESS CORRESPONDENCE TO ATTENTION OF

304-536-4151

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 07/21/2009 BID OPENING DATE: 08/05/2009 BID OPENING TIME AMOUNT QUANTITY UOP ITEM NUMBER UNITPRICE LINE NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: JOHN ABBOTT (32) ---RFQ. NO.: ANC5614-----08/05/2009-----BID OPENING DATE: BID OPENING TIME: 1:30 PM-----PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY to contact you regarding your bid: 410-276-1414 CONTACT PERSON (PLEASE PRINT CLEARLY): SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TITLE ADDRESS CHANGES TO BE NOTED ABOVE



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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

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304-558-2544

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ANTHONY CORRECTIONAL CENTER BOX N-1, HC 70

ROUTE 92 (NEOLA) WHITE SULPHUR SPRINGS, WV 24986 304-536-4151

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Meets Spec

Enclosed are the minimum acceptable requirements that shall be bid:	<u>Yes</u>	<u>No</u>
Jumpsuits must be permanent press	<u> </u>	
Jumpsuits must have one chest pocket		
Jumpsuits must have short sleeves	1	
Jumpsuits must have elastic waistband		
Jumpsuits must have front snaps	<del>-/</del> -	
Jumpsuits must have hemmed sleeves and bottoms	<u></u>	<u> </u>
Jumpsuits must be available in sizes small to 8XL		<u> </u>
Jumpsuits must be available in Red, Yellow, Blue, and Gray		
		***************************************
Vendor must be able to provide screen-printing on the back of the jumpsuits in 2 inch white and black lettering. *		
CHIPT ANTHON MIN MONDE IN AND COLUMN	**************************************	***************************************

Red Jump suits with 2 inch white lettering - ACC QUEST PROGRAM PRICE PAYER

Yellow Jump Suits with 2 inch black lettering - ACC QUEST PROGRAM GAME PLAYER

Postman blue jump suits with 2 inch white lettering-ACC QUEST PROGRAM EVERY DAYER

Gray jump suits with 2 inch white lettering - ACC QUEST PROGRAM DRAGON SLAYER

<sup>\*</sup> The jump suits will be screen printed as follows:

	Description	Estimated Initial Order	Unit Price	* Extended Price	** Future Unit Price for One (1) Ea.
m# 1	Red-Medium	10	\$ 11.73	\$ 117.30	\$ 17.00
	Red-Large	20	\$ 16.73	\$ 234.60	\$ 17.00
	Red-XL	40	\$ 16.73	\$ 469.20	\$ 17.80
	Red-2x	75	\$ 11.73	\$ 879.75	\$ 17,00
	Red-3x .	75	\$ 11.73	\$ 879.75	\$ 17,80
	Red-4x	75	\$ 12.80	\$ 960.00	\$ 19.00
	Red-5x	60	\$ 12.80	\$ 768.00	\$ 19.00
	Red-6x	60	\$ 12.80	\$ 768.00	\$ 19.00
1.8	Red-7x	50	\$ 13.96	\$ 698,00	\$ 21.30
1.9	Red-8x	50	\$ 13.96	\$ 698.00	\$ 21.00
		10	\$ 11.73	\$ 117.30	\$ 17.80
2	Yellow-Med	10	\$ 11,73	\$ 117.30	\$ 17.00
2,1	Yellow-large	10	\$ 11.73	\$ 117.30	\$ 17.50
2.2	Yellow-XL	30	\$ 11.73	\$ 351.90	\$ 17.80
2.3	Yellow-2x	30	\$ 14.23	\$ 351.40	\$ 17.00
2.4	Yellow-3x	75	\$ 12.80	\$ 960.00	\$ 14.30
2.5	Yellow-4x	65	\$ 12.80	\$ \$32.00	\$ 19.30
2.6	Yellow-5x	30	\$ 12.80	\$ 384.50	\$ 19.00
2.7	Yellow-6x	20	\$ 13.96	\$ 279.20	\$ 21,00
2.8	Yellow-7x	20	\$ 13.96	\$ 279.20	\$ 21.00
2.9	Yellow-8x	15	\$ 11.73	\$ 175.95	\$ 17.00
3	Blue-med	15	\$ 11.73	\$ 175.95	\$ 17.00
3.1	Blue-large	70	\$ 1673	\$ 821.10	\$ 17.80
3.2	Blue-XL	250	\$ 11.73	\$ 2.932,50	\$ 17.00
3.3	Blue-2x	150	\$ 1673	\$ 1. 759.50	\$ 12.00
3.4	Blue-3x	100	\$ 12.80	\$ 1,280.00	\$ 19.00
3.5	Blue-4×	75	\$ 12.80	\$ 960.00	\$ 19.00
3.6	Blue-5x			\$ 960.00	\$ 19.00
3.7	Blue-6x	75			\$ 21.00
3.8	Blue-7x	55	\$ 13.96	\$ 767.80	\$ 21.00
3.9	Blue-8x	55	\$ 13.96	8 /6/.00	
4	Gray-med	10	\$ 11.73	\$ 1(7.30	\$ 17.00
4.1	Gray-Large	55	\$ 11.73	\$ 645.15	\$ 17.80
4.2	Gray-XL	100	\$ 11,73	\$ 1,173,00	s 17.80
<del></del>	Gray-2x	120	\$ 11.73	\$ 1,407.60	\$ 17.80
4.3	1,1	120	\$ 11.73	\$ 1,407.60	\$ 17.90
4.4	Grey-3x		\$ 12.80	\$ 1,280.90	\$ 19.00
4.5	Gray-4x	100	<u></u>	\$ (40.00	\$ 14.00
4.6	Gray-5x	50	\$ 12.80		
4.7	Gray-6x	50	\$ 12.80	\$ 640.00	\$ 19.60
4.8	Gray-7x	45	\$ 3.96	\$ 628.20	\$ 21.00
4.9	Gray-8x	45	\$ 13.96	\$ 628.20	\$ 21.00
<b>~₹.</b> ©7 VXOHYHYNN	Unity-ox			s 24 430 35	\$ 736.00

Bidder / Vendor Info	rmation:	GRAND TOTAL ***\$ 29,430.33	
Name:	OD Taragin + B	ros LLC	
Address:	1400 Aliceanna	<u>S4.</u>	
	Baltimore, M	D 21231	
Phone#:	410-276-757		
Email Address:	odtar perols, co	m)	
* Multiply your bid price	e by the estimated initial order quantity		
<del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>	price assuming one (1) of that item is del	livered to a location	

## 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.

	Application is made for 2.5% resident vendor p Bidder is an individual resident vendor and has resident	preference for the reason checked: ded continuously in West Virginia for four (4) years immediately preced-
	business continuously in West Virginia for four (4) y ownership interest of Bidder is held by another indiv maintained its headquarters or principal place of I	esident vendor and has maintained its headquarters or principal place of years immediately preceding the date of this certification; or 80% of the yidual, partnership, association or corporation resident vendor who has business continuously in West Virginia for four (4) years immediately
<del></del>	in the second of	or subsidiary which employs a minimum of one hundred state residents cipal place of business within West Virginia continuously for the four (4) ication; or,
2.	Application is made for 2.5% resident vendor production is a resident vendor who certifies that, during working on the project being bid are residents of Weimmediately preceding submission of this bid; or,	preference for the reason checked: ing the life of the contract, on average at least 75% of the employees est Virginia who have resided in the state continuously for the two years
3.	affiliate or subsidiary which maintains its headque	num of one hundred state residents of its a nomesticent vertical with an arters or principal place of business within West Virginia employing a liftes that, during the life of the contract, on average at least 75% of the mployees are residents of West Virginia who have resided in the state
4.	Application is made for 5% resident vendor problems and better the requirement of both subdivi	visions (1) and (2) of 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 Gua and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid submitted; or,	
6.	Bidder is a resident vendor who is a veteran of the purposes of producing or distributing the commoditions are the project.	preference who is a veteran for the reason checked:  United States armed forces, the reserves or the National Guard, if, for ties or completing the project which is the subject of the vendor's bid and n average at least seventy-five percent of the vendor's employees are state continuously for the two immediately preceding years.
require against or dedu	understands if the Secretary of Revenue determine ments for such preference, the Secretary may orde such Bidder in an amount not to exceed 5% of the locted from any unpaid balance on the contract or pu	es that a Bidder receiving preference has failed to continue to meet the r the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty bid amount and that such penalty will be paid to the contracting agency rchase order.
authorize the requirement	tes the Department of Revenue to disclose to the Din uired business taxes, provided that such informatio d by the Tax Commissioner to be confidential.	e any reasonably requested information to the Purchasing Division and ector of Purchasing appropriate information verifying that Bidder has paid in does not contain the amounts of taxes paid nor any other information
	the all promotes and that it a contract is	Code, §61-5-3), Bidder hereby certifies that this certificate is true issued to Bidder and if anything contained within this certificate notify the Purchasing Division in writing immediately.
Bidder:		Signed:
		Title:
*Check a	any combination of preference consideration(s) indicated ab	ove, 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:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor **must** make said affirmation with its bid submission. Further, 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: O.D. Taragin + Bros. LLC	
Authorized Signature: Jonatha Shaper	Date: 7/28/09
Purchasing Affidavit (Revised 91/01/09)	