



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

Request for Quotation

FORM NUMBER
 7011C010

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 BUYER 33
 304-558-2402

RFQ COPY
 TYPE NAME/ADDRESS HERE

Precision Machine Hydraulics

DIVISION OF HIGHWAYS
 EQUIPMENT DIVISION
 ROUTE 33
 BRUSHY FORK ROAD
 BUCKHANNON, WV
 26201 472-1750

| DATE PRINTED | TERMS OF SALE | SHIP VIA | FORM | FREIGHT TERMS | | |
|--|---------------|--------------------------|--------|---------------|------------|--------|
| 02/24/2011 | | | | | | |
| BID OPENING DATE: 03/31/2011 | | BID OPENING TIME 01:30PM | | | | |
| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
| 0001 | 1 | EA | | 760-13 | | |
| REPAIR OF HYDRAULIC COMPONENTS REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF HIGHWAYS, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE REPAIR OF HYDRAULIC COMPONENTS PER THE ATTACHED SPECIFICATIONS. TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO SHERI SLONE IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT SHERI.D.SLONE@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 03/16/2011 AT THE CLOSE OF BUSINESS. ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED. EXHIBIT 10 ADDENDUM ACKNOWLEDGEMENT REQUISITION NO.: | | | | | | |

RECEIVED
 2011 MAR 30 PM 1:41
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 304-287-2117 DATE: MARCH 29, 2011

TITLE: *[Signature]* FEIN: 55-0524090 ADDRESS CHANGES TO BE NOTED ABOVE

MAR. 29. 2011. 9:28AM WV DIV OF PURCHASING. INSERT NAME AND ADDRESS TO RFQ. 1284 NP. 3A



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|---|----------|-----|--------|-------------|------------|--------|
| <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .. X</p> <p>NO. 2 .. X</p> <p>NO. 3 .. X</p> <p>NO. 4 .. X</p> <p>NO. 5 .. X</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... PRECISION MACHINE & HYDRAULICS COMPANY</p> <p>..... MARCH 29, 2011</p> <p>..... DATE</p> | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|--------------------|--------------|------------------------------------|
| SIGNATURE | TELEPHONE | DATE |
| <i>[Signature]</i> | 304-287-2117 | MARCH 29, 2011 |
| TITLE | RFQ NO. | ADDRESS CHANGES TO BE NOTED ABOVE |
| <i>[Signature]</i> | 55-0524090 | MAR 29 2011 9:28AM WV DIV OF PURCH |



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Request for Quotation

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| 7011C010 | 4 |
| BUYER 33 304-558-2402 | |

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| LINE | QUANTITY | UNIT | DESCRIPTION | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|------|-------------|-------------|------------|--------|
| <p>WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>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 TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIES BY TH STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>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.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FUTHER ORDER.</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL</p> | | | | | | |

| | | |
|---|--------------|-----------------------------------|
| SIGNATURE | TELEPHONE | DATE |
| <i>[Signature]</i> | 304-287-2117 | MARCH 29, 2011 |
| SEE REVERSE SIDE FOR TERMS AND CONDITIONS | | |
| TITLE | FEIN | ADDRESS CHANGES TO BE NOTED ABOVE |
| <i>[Signature]</i> | 55-0524090 | |

MAR. 29. 2011 5:28AM WV DIV OF PURCHASING

RFQ#: 7011C010
Request for Quotation
Specifications

Purpose: To establish an open end contract for repair of hydraulic components as required by the West Virginia Division of Highways.

1.0 DEFINITIONS

- A. The "Agency" shall be defined as the West Virginia Division of Highways Equipment Division located on Brushy Fork Road in Buckhannon, West Virginia.
- B. The "Vendor" shall be defined as the successful bidder.
- C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Vendor to provide the services as herein specified.
- D. "Release Order" shall be defined as order placed against the Contract by the Agency.
- E. "Qualified Hydraulic Repair Technician" shall be defined as an employee in the hydraulic repair field for 2 or more years.
- F. Mandatory Requirements: The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

2.0 SCOPE OF WORK

The successful Vendor shall provide all parts, materials, and labor to repair hydraulic components as needed by the WVDOH Equipment Division. Repairs shall cover, but not be limited to, hydraulic swivels, hydraulic breaking ram hammers, hydraulic cylinders, hydraulic motors, hydraulic pumps, hydraulic valves, and re-chroming.

The resulting Contract shall not cover the purchase of new hydraulic equipment.

2.1 Required Services:



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02/24/2011

03/31/2011

BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | UNIT PRICE | AMOUNT |
|------|----------|-----|------------|--------|
|------|----------|-----|------------|--------|

BID OPENING TIME: 1:30 PM

PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY
 TO CONTACT YOU REGARDING YOUR BID:

304-287-2133

CONTACT PERSON (PLEASE PRINT CLEARLY):

BILL DEAN

***** THIS IS THE END OF RFQ 7011C010 ***** TOTAL: 96,800.00

| | | | |
|------------------------------|-----------------|-----------------------------------|---------------------|
| SIGNATURE <i>[Signature]</i> | | TELEPHONE 304-287-2117 | DATE MARCH 29, 2011 |
| TITLE PRES. 6 | FEIN 55-0524090 | ADDRESS CHANGES TO BE NOTED ABOVE | |

MAR. 29. 2011 9:29AM WV DIV OF PURCH

The Vendor shall provide a minimum of 1 year warranty on all repaired components.

2.5 Costs

2.5.1 Labor Rate

The Vendor shall provide a single flat rate for labor provided under this contract. No different hourly rate shall be provided for any hour(s) of any day(s) regardless of whether work is performed day or night, weekday, weekend, or holiday.

2.5.2 The Vendor shall be responsible for all mileage and travel costs, including travel time, associated with the performance of this contract.

3.0 MINIMUM QUALIFICATIONS

The vendor shall employ a minimum of four (4) qualified hydraulic repair technicians.

4.0 ORDERING AND INVOICING

3.1 Release Orders

For all orders, the Agency will issue to the Vendor a WV-35 Release Order. Issuance of the Release Order shall contain the type of hydraulic component to be serviced and shall serve as the authorization to begin work. No work other than that specified in the Release Order shall be undertaken by the Vendor.

NO INDIVIDUAL JOB IN EXCESS OF \$25,000 (PARTS AND SERVICE) SHALL BE PERMITTED UNDER THIS CONTRACT. ISSUANCE OF MULTIPLE RELEASE ORDERS TO CIRCUMVENT THIS REQUIREMENT IS STRICTLY PROHIBITED.

3.2 Invoicing

Order, the Vendor holding Contract 0711C010C shall be contacted, etc.

No Release Order may be issued to Vendors B, C, and D without contacting all previous Vendors.

5.2 Cost Sheet

Vendors should complete the attached cost sheet.

Following is a sample bid tabulation for reference only. The award shall be based on the lowest combination of labor, chroming, and parts per the attached bid scenario.

| | Cost per | Estimated | Extended |
|---|--------------------|-----------------|---------------------|
| Labor (A) | Hour | Quantity | Cost |
| Labor Rate | \$100.00 | 860 | \$86,000.00 |
| <i>**Note: No different hourly rate shall be provided for any hour(s) of any day(s) regardless of whether work is performed day or night, weekday, weekend, or holiday.</i> | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Cost per | Estimated | Extended |
| Additional Services (B) | Square Inch | Quantity | Cost |
| Chroming | \$1.00 | 50,000 | \$50,000.00 |
| | | | |
| | Mark Up | Estimated | Extended |
| Parts (C) | Multiplier | Quantity | Cost |
| Parts, Components, and Materials | 1.25 | \$60,000 | \$75,000.00 |
| | | | |
| | | | |
| Total Cost (D) | | | \$211,000.00 |

NOTE: The multiplier listed above is derived by taking the parts percentage markup and converting it to a multiplier factor. For example, a 25% markup would equal a multiplier of 1.25.

RFQ#: 7011C010 Compliance Checklist

| | | | |
|---|--------------------------------------|--------------------------|-------|
| Can Vendor Repair: | | | |
| Hydraulic Swivel | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Hydraulic Breaking Ram Hammer | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Hydraulic Cylinder | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Hydraulic Motor | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Hydraulic Pump | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Hydraulic Valve | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Will Vendor supply all parts, components, materials, and labor to repair hydraulic components | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Will Vendor pick-up, repair, and deliver hydraulic components within 7 days? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Does Vendor have in their shop: | | | |
| Lapping Machine | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Honing Machine | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Lathe | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Does Vendor have or have access to, chroming facilities? HAVE CHROME SHOP | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Will Vendor test all hydraulic repairs prior to delivery? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Will Vendor provide a minimum of 1 year Warranty? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |
| Does the Vendor employ a minimum of 4 qualified repair technicians? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | _____ |

RFQ#: 7011C010
Cost Sheet

| | Cost per | Estimated | Extended |
|----------------------------------|-------------|-----------|------------------|
| | Hour | Quantity | Cost |
| Regular Rate | \$ 55.00 | 860 | \$47,300.00 |
| | | | |
| | | | |
| | Cost per | Estimated | Extended |
| | Square Inch | Quantity | Cost |
| Chroming | \$ 0.45 | 50,000 | \$22,500.00 |
| | | | |
| | % Mark Up | Estimated | Extended |
| | | Quantity | Cost |
| Parts, Components, and Materials | 0.45 % | 60,000.00 | \$ 27,000.00 |
| | | | |
| Total Cost | | | 96,800.00 |



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| LINE | QUANTITY | UNIT | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|------|----------|-------------|------------|-----------|
| ADDENDUM NO. 1 | | | | | | |
| THIS ADDENDUM IS ISSUED TO: | | | | | | |
| 1.) ADDRESS TECHNICAL QUESTIONS PER THE ATTACHED. | | | | | | |
| 2.) REVISE SPECIFICATIONS PER THE ATTACHED. | | | | | | |
| 3.) BID OPENING REMAINS 03/31/2011 AT 1:30 PM. | | | | | | |
| *****END ADDENDUM NO. 1***** | | | | | | |
| 0001 | 1 | EA | | 760-13 | | |
| REPAIR OF HYDRAULIC COMPONENTS | | | | | | |
| ***** THIS IS THE END OF RFQ 7011C010 ***** TOTAL: | | | | | | 96,800.00 |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 304-287-2117 DATE: MARCH 29, 2011

TITLE: *[Signature]* FEN: 55-0524090 ADDRESS CHANGES TO BE NOTED ABOVE

MAR. 29. 2011, 9:27AM EAVOHW DIV OF PURCHASING, INSERT NAME AND ADDRESS TO RFQ, INNO. 12849 NP.

ADDENDUM #1
HYDRAULIC CONTRACT
7011C010

1. It would be unreasonable for us to give up our trade secrets of who our vendors are.
2. Trade secrets would become public knowledge and knowledge to competitors.
3. We would not have received our invoices from most of our supplier's for 2 to 4 weeks after shipment date of the parts, which would make it impossible to have a copy with the invoice.
4. We have purchased a large amounts of components for stock for which invoices are in storage.
5. Since there are no parts listings or suppliers for certain types of equipment it has to be either "matched up" or manufactured. To satisfy your request, how would one account for this type of invoice.

Response to vendor comments and questions specification language will be changed as follows:

- 4.0 Change # 1 Remove: Copy of manufacturer's parts list or invoice for each part, component, or material provided.
- Add: The State of WV reserves the right to request Manufacturer's parts list for audit purposes.
- 4.0 Change # 2 Remove: Copies of manufacturer's price list or invoice must match in the order by which parts appear on the Vendors invoice.

Additional Specification Changes:

- 4.0 Should read WV-39 instead of WV-35
- 4.0 Remove Bold Underlined Section: NO INDIVIDUAL JOB IN EXCESS OF \$25,000 (PARTS AND SERVICE) SHALL BE PERMITTED UNDER THIS CONTRACT. ISSUANCE OF MULTIPLE RELEASE ORDERS TO CIRCUMVENT THIS REQUIREMENT IS STRICTLY PROHIBITED.

RFQ No. 7011C010

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: 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 owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form of business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form of business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: PRECISION MACHINE & HYDRAULICS

Authorized Signature: [Signature] Date: 3-29-2011

State of WEST VIRGINIA

County of MARION to-wit:

Taken, subscribed, and sworn to before me this 29 day of MARCH, 2011

My Commission expires OCTOBER 23, 2019

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature: Darlene Beverly]



Purchasing Affidavit (Revised 12/15/09)