

NODNEA

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

877~832-6337

## Request for Quotation

7011C020

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ADDRESS CORRESPONDENCE TO ATTENTION OF BUYER 33

304-558-2402

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HUTTON COMMUNICATIONS INC 4046 MOUND RD

**\*222113321 02** 

JOLIET IL 60436 DIVISION OF HIGHWAYS **EQUIPMENT DIVISION** ROUTE 33 **BRUSHY FORK ROAD** BUCKHANNON, WV 26201 304-472-1750

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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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division

and have paid the required \$125 fee.

- 4. 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.
- 5. Payment may only be made after the delivery and acceptance of goods or services.
- 6. Interest may be paid for late payment in accordance with the West Virginia Code.
- 7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 10. The laws of the State of West Virginia and the Legislative Rules of the Purchasing Division shall govern the purchasing process.
- 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- In the event the vendor/contractor files for bankruptcy protection, the State may deem 12. BANKRUPTCY: this contract null and void, and terminate such contract without further order.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
- 14. 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.
- 15. 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, and the West Virginia Insurance Commission. The vendor must all necessary releases to obtain information to enable the director or spending verify that the vendor is licensed and in good standing with the above entities.
- 16. 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 material, 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.

#### **INSTRUCTIONS TO BIDDERS**

- 1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
- 2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.

- 4. 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
- 5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



**ADDOM** 

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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

7011C020

ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33 304-558-2402

\*222113321 **0**2 877-832-6337 HUTTON COMMUNICATIONS INC 4046 MOUND RD

60436

DIVISION OF HIGHWAYS \_\_\_\_ **EQUIPMENT DIVISION** ROUTE 33 BRUSHY FORK ROAD

BUCKHANNON, WV

26201 304-472-1750

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



\*222113321 02

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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

HUTTON COMMUNICATIONS INC

60436

877-832-6337

# Request for

RFQ NUMBER 7011C020

AUDRESS	CHRESPONDENCE	COALICIVIDA
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BUYER 33

304-558-2402

DIVISION OF HIGHWAYS

**EQUIPMENT DIVISION** ROUTE 33 **BRUSHY FORK ROAD** 

**BUCKHANNON, WV** 26201

304-472-1750

FREIGHT TERMS F.O.B. SHIP VIA TERMS OF SALE DATE PRINTED 03/17/2011 01:30PM BID OPENING DATE: BID OPENING TIME 04/19/2011 CAT AMOUNT UNIT PRICE UOP ITEM NUMBER **OUANTITY** LINE YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL DURING THIS "REASONABLE NOT EXCEED TWELVE (12) MONTHS. TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT. RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS. CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN. 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 TRANS-PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME of WORK.) SEE REVERSE SIDE FOR TERMS AND CONDITIONS

> 75132123 RESPONDING TO REQ. INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

397-*335*7

ADDRESS CHANGES TO BE NOTED ABOVE



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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DATE PRINTED TERMS OF SALE SHIP VIA FOB. FREIGHT TERMS 03/17/2011 BID OPENING DATE: 04/19/2011 **BID OPENING TIME** 01:30PM LINE QUANTITY UOP ITEM NUMBER UNITPRICE AMOUNT QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN. 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. BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTICY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER. PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD. EXHIBIT 4 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 AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEN SEE REVERSE SIDE FOR TERMS AND CONDITIONS 397-3357 757321231 ADDRESS CHANGES TO BE NOTED ABOVE



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4046 MOUND RD

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## **EXHIBIT A: BID EVALUATION PRICE CHART**

Normal Service Discount from Manufacturer's Price List: 53 %

7011C020 **Total Discounted** Discounted Manufacturer's Est. Qty. LARSON ltem Cost to Agency **Unit Cost** per Year **Unit Cost** No. No. 1000 NMO50CK 1000 NMO27CK 2 NHOSOC NMOKHFEXPL NYOKHECKAL

# State of West Virginia

# VENDOR PREFERENCE CERTIFICATE

NA

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.

Div	vision will make the determination of the Newtonian
1.	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preced-
	ing the date of this certification; <b>or</b> ,  Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of Bidder is a partnership, association or corporation; or 80% of the business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the business continuously in West Virginia resident vendor who has ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has ownership interest of Bidder is held by another individual partnership.
	preceding the date of this certification; <b>or</b> ,  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents  Bidder is a n
2.	Application is made for 2.5% resident vendor 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 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; or,
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 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 centinguisty for the two years immediately preceding submission of this bid; or,
4	Application is made for 5% resident vendor preference for the reason checked.  Application is made for 5% resident vendor preference for the reason checked.  Application is made for 5% resident vendor preference for the reason checked.
- !	Application is made for 3.5% resident vendor preference who is a veteral for the reserves or the National Guard 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
	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked.  Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's employees are continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are
	Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to the bid; or (b) assess a penalty requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty requirement for such penalty will be paid to the contracting agency 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 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 against such Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount not to exceed 5% of the Bidder in an amount
	By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the disclose to the Director of Purchasing appropriate information verifying that Bidder has paid authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid authorizes the Department of 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.
	Under penalty of law for false swearing (West Virginia Code, §61-5-3) Bidder hereby certified that within this certificate and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate 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 constant, Eve Signed: Juan Www. Mull

Title: 4

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. 70110020

## 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 owed 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 or 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 or 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 exceed 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: Hutton (SHMS) Tol.  Authorized Signature: Alarm (L) Mull Date: 4-15-11
Authorized Signature: Where While Date: 7
State of Illinois
County of, to-wit:
Taken, subscribed, and sworn to before me this 15h day of April , 2011.
My Commission expires 7 -5
AFFIX SEAL HERE WAS AFFIX DOT
AFFIX.SEAL-HERE
ELIZABETH DOTSON