

# Request for Quotation

RFO NUMBER DEFK11010

BUYER 32

ADDRESS CORRESPONDENCE TO ATTENTION OF 304-558-2544

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\*709041534 740-633-7320 N F MANSUETTO & SONS INC 116 WOOD STREET

MARTINS FERRY OH 43935 DIV ENGINEERING & FACILITIES NATIONAL GUARD ARMORY

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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.
- 12. 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.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at <a href="https://www.state.wv.us/admin/purchase/vrc/hipaa.htm">www.state.wv.us/admin/purchase/vrc/hipaa.htm</a> 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 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.
- 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).



# Request for BEGINUMBER Quotation

DEFK11010

ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 32 304-558-2544

**\*709041534** 740-633-7320 N F MANSUETTO & SONS INC 116 WOOD STREET

MARTINS FERRY OH 43935

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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 Quotation

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MARTINS FERRY OH 43935 DIV ENGINEERING & FACILITIES NATIONAL GUARD ARMORY

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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 Quotation

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DATE PRINTED TERMS OF SALE

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130

# **Request for** Quotation

DEFK11010

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FREIGHT TEAMS

ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 32

Charleston, WV 25305-0130 804-558-2544 RFQ COPY DIV ENGINEERING & FACILITIES TYPE NAME/ADDRESS HERE NATIONAL GUARD ARMORY ROUTE 1, BOX 74 SALEM, WV 26426

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RFQ No. DEFK 11010

# 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:**

WITNESS THE FOLLOWING SIGNATURE

"Debt" means any assessment, promium, 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.

# Vendor's Name: N.F. Mansuetto & Sons, Inc. Authorized Signature: Date: September 7, 2010 State of Ohio County of Belmont to wit: Taken, subscribed, and sworn to before me this 7 day of September , 2010. APPLY SEAL PIETE Jenel A Duncan Notary Public, State of Ohio My Commission Expires NOTARY PUBLIC AMULTANIA

Purchasing Affidavit (Revised 12/15/09)

Rev March 2009



# State of West Virginia DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT West Virginia Code §21-1D-5

STATE OF Ohio
COUNTY OF Belmont , TO-WIT:
I, Matthew Mansuetto , after being first duly sworn, depose and state as follows:
1. I am an employee of N.F. Mansuetto & Sons, Inc. ; and, (Company Name)
2. I do hereby attest that N.F. Mansuetto & Sons, Inc. (Company Name)
maintains a valid written drug free workplace policy and that such policy is in compliance with <b>West Virginia Code</b> §21-1D-5.
The above statements are sworn to under the penalty of perjury.
N.F. Mansuetto & Sons, Inc.
By:
Title: Matthew Mansuetto, President
Date: September 7, 2010
Taken, subscribed and sworn to before me this
SVACoramission expires September 24, 2012
Jenel A Duncan Notary Public, State of Ohio  July Q Suncar
My Commission Expires / (Notary Public)
THIS APPIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO
COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF

THE BID.

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Agency		Facilities
REQ.P.O#	DI	EFKLIUIU

### BID BOND

	KNOV	N ALL MEN BY THES	E PRESENTS, 1	That we, the undersigned,	N.F. Mansuetto & Sons, Inc.	
	_ of _	Martins Ferr		Ohio	, as Principal, and Fidelity and Deposit Company	of
		Schaumburg	Illinois		organized and existing under the laws of the State of	
	dand	with its principal c			as Surety, are held and firmly bound unto the State	
of West	Virgini	a, as Obligee, in the p	enal sum of $\frac{\mathbf{r}_{\perp}}{200}$	ve Percent of the	$\frac{3}{5\%}$ ) for the payment of which,	
well and	truly to	o be made, we jointly	and severally bin	nd ourselves, our heirs, ad	ministrators, executors, successors and assigns.	
			,	,		
			•	-	al has submitted to the Purchasing Section of the	
Departm					de a part hereof, to enter into a contract in writing for	
	Sal	em National G	uard Armory	New EPDM Roof		•
	<u>.</u>					
	NOW	THEREFORE,				
	•	sald bid shall be rejec	ted or			
	(b) If	said bid shall be acce	pted and the Pri	incipal shall enter into a co	ntract in accordance with the bld or proposal attached roposal, and shall in all other respects perform the	
agreeme	nt crea	ated by the acceptant	e of said bid, the	en this obligation shall be r	rull and void, otherwise this obligation shall remain in full	
force and	i effect	<ol> <li>It is expressly under all amount of this oblig</li> </ol>	rstood and agree	ed that the liability of the S	urety for any and all claims hereunder shall, in no event,	
CALCOLUM II	110 poi:	". THE DESIGNATION OF THE DESIGNATION OF THE PROPERTY OF THE P	gadon do norem	Sialou,	•	
	The S	urety, for the value re	celved, hereby s	tipulates and agrees that t	he obligations of said Surety and its bond shall be in no	
way impa waive no	nrea of	r anected by any extension.	nsion of the time	within which the Obligee	may accept such bid, and sald Surety does hereby	
		•				
					r hands and seals, and such of them as are corporations	
^		~	be affixed hereu	into and these presents to	be signed by their proper officers, this	
	day of	Берсенье	c , 20 10	<u>_</u> ,		
Principal	Согро	rate Seal			N.F. Mansuetto & Sons, Inc.	
					(Name of Principal)	_
					By I'MI MUNIST	
					(Must be President or Vice President)	-
					Matthew Mansietto, President	·
Surety Corporate Seal					Fidelity and Deposit Company of Ma	
					(Name of Surety)	-
					500	
,					1 and C. Son	
•					Attorney-in-Fact/	-

MPORTAMT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.

# Power of Attorney FIDELITY AND DEPOSIT COMPANY OF MARYLAND

KNOW ALL MEN BY THESE PRESENTS: That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by DAVID S. HEWETT, Vice President, and ERIC D. BARNES, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, does hereby nominate, constitute and appoint Nicholas A. SPARACHANE and C. Richard STUMP, both of Wheeling, West Virginia, EACH its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver for, and on its behalf as unery, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected of fide is of the Company at its office in Baltimore, Md., in their own proper persons.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2, of the By-Laws of said Company, and is now in force.

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 21st day of February, A.D. 1994.

Jui D. Bairl

ATTEST:

### FIDELITY AND DEPOSIT COMPANY OF MARYLAND



Eric D. Barnes

Assistant Secretary

David S. Hewett

Vice President

State of Maryland City of Baltimore ss:

On this 21st day of February, A.D. 1994, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, came DAVID S. HEWETT, Vice President, and ERIC D. BARNES, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself deposeth and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

ought of the state 
Constance A. Dunn

Notary Public

My Commission Expires: July 14, 2011

Constance a. Dunn

### EXTRACT FROM BY-LAWS OF FIDELITY AND DEPOSIT COMPANY OF MARYLAND

"Article VI, Section 2. The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents, Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertaking, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages,...and to affix the seal of the Company thereto."

### CERTIFICATE

I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2, of the By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed."

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said Company,

. 2010

this	9th	day of	September	, <u>2010</u>	
V - +					Guyt. Munz
					Assistant Secretary

September

9th