



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.



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

Request for Quotation

RFQ NUMBER
 EHS11031

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

PURCHASE

RFQ COPY

Action
 WV Rural Community Assistance Partnership
 ATTN: Lewis Pauley
 12 C Sunset View
 Bridgeport, WV 26330

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH ENVIRO HLTH SERVICES
 350 CAPITOL STREET, ROOM 313
 CHARLESTON, WV
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/23/2011				

BID OPENING DATE: 04/21/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		952-90		
<p>OPEN-END BLANKET CONTRACT</p> <p>*****</p> <p>MANDATORY PRE-BID MEETING 4/5/2011 AT 10:00 AM</p> <p>LOCATION: CAPITOL AND WASHINGTON STREETS, ONE DAVIS SQ</p> <p>LOWER LEVEL TRAINING ROOM, CHARLESTON, WV 25301</p> <p>*****</p> <p>WVWSET ASSISTANCE - WITH ASSESSING WATER SYSTEMS</p> <p>REQUEST FOR QUOTATION</p> <p>TO PROVIDE ON-SITE TECHNICAL, MANAGERAL, AND FINANCIAL CAPABILITY ASSISTANCE TO WV COMMUNITY WATER SYSTEMS LOCATED IN OFFICE OF ENVIRONMENTAL HEALTH SERVICES' KERNEYSVILLE, PHILIPPI, AND WHEELING DISTRICT OFFICE AREAS USING THE WV WATER SYSTEM EVALUATION TOOL (WVWSET) PER THE ATTACHED SPECIFICATIONS.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 4/5/2011 AT 10:00 AM IN LOWER LEVEL TRAINING ROOM @ DAVIS SQUARE. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE</p>						

RECEIVED

2011 APR 27 PM 1:39

WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Lewis Pauley* TELEPHONE: (304) 347-2277 DATE: 4-26-11

TITLE: EXEC-DIRECTOR FEIN: 65-0601592 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. 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 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 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).



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ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
WV Community Action Partnership
12C Sunset View
Bridgeport, WV 26330

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH ENVIRO HLTH SERVICES
 350 CAPITOL STREET, ROOM 313
 CHARLESTON, WV
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/23/2011				
BID OPENING DATE: 04/21/2011				

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD..... AND EXTENDS FOR A PERIOD OF ONE (1) 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 NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE</p>						

SIGNATURE				SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
TITLE		TELEPHONE		DATE			
EXEC DIRECTOR		(304) 347-2277		4-26-11			
FEIN		ADDRESS CHANGES TO BE NOTED ABOVE					
55-0601592							

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HEALTH AND HUMAN RESOURCES

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CONTRACT.</p> <p>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.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO 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 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.</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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Clayton A. Chapman</i>	TELEPHONE (304) 347-2277	DATE 4-26-11
TITLE EXEC. DIRECTOR	FEIN 55-0601592	ADDRESS CHANGES TO BE NOTED ABOVE

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ADDRESS CORRESPONDENCE TO ATTENTION OF
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PROPERTY

RFQ COPY
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WV Community Action Partnership
 12C Sunset View
 Bridgeport, WV 26330

SHIP TO

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<p>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 FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009 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 AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Clayton Adams</i>	TELEPHONE (304) 347-2277	DATE 4-26-11
TITLE EXEC DIRECTOR	FEIN 55-0601592	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE: HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----RW/FILE 22-----</p> <p>RFQ. NO.:-----EHS11031-----</p> <p>BID OPENING DATE:-----4/21/2011-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Lawrence A. Chase* TELEPHONE: (304) 347-2277 DATE: 4-26-11
 TITLE: EXEC DIRECTOR FEIN: 55-0601592 ADDRESS CHANGES TO BE NOTED ABOVE

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



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03/23/2011				

BID OPENING DATE: **04/21/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- (304) 842-5727 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- MARY CHIPPERS -----						
***** THIS IS THE END OF RFQ EHS11031 ***** TOTAL:						289,740.17

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Mary Chippers</i>	TELEPHONE (304) 347-2277	DATE 4-26-11
TITLE EXEC DIRECTOR	FEN 55-0601592	ADDRESS CHANGES TO BE NOTED ABOVE

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

EHS 11031 – WWSSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)

SPECIFICATIONS

The State of West Virginia, Department of Health and Human Resources (DHHR), Bureau for Public Health (BPH), Office of Environmental Health Services (OEHS), Environmental Engineering Division (EED) is seeking vendor quotations for arranging and conducting on-site visits to Community Water Systems (CWSs) in its Kearneysville, Philippi, and Wheeling District Office areas of West Virginia for the purpose of providing on-site assistance to those that agree to participate in the West Virginia Water System Evaluation Tool (WWSSET) program. WWSSET will assess a water system's technical, managerial, and financial capabilities to operate effectively and efficiently and meet the requirements of the Safe Drinking Water Act (SDWA). These on-site visits will require the vendor to gain an in-depth understanding of the WWSSET program and have vast knowledge in technical, managerial, and financial areas in order to facilitate interaction with CWSs and address concerns during on-site visits.

OEHS OBJECTIVE

The Safe Drinking Water Act Amendments of 1996 (the Amendments) adopted significant changes in the Safe Drinking Water Act (SDWA). Of particular importance here, the Amendments require States to adopt and implement programs to ensure water systems have the capability to comply with existing and anticipated drinking water regulations. These new provisions, known as Capacity Development, mark the first time the Federal government has explicitly required States to have a Capacity Development Program to assist water systems in obtaining and maintaining the financial, technical and managerial resources required to provide safe and reliable water service to the public. This capacity or capability will help assure better infrastructure stewardship and long-term viability. OEHS' objective is to maximize the benefits of WWSSET by contracting a vendor to provide direct on-site assistance to CWSs; provide instant feedback to the systems regarding technical, managerial, and financial areas; and provide reports back to OEHS detailing on-site visits and areas requiring additional assistance. OEHS will use report information to provide direct assistance to systems to improve their technical, managerial, and financial capabilities.

VENDOR REQUIREMENTS

Vendor will meet all of the mandatory requirements below:

1. A Mandatory Pre-bid Conference will be held on 4/5/2011 at 10:00.AM. Conference will be held at: Capitol and Washington Streets, One Davis Square, Charleston, WV, in the Lower Level Training Room in order for OEHS to supply interested vendors with CDs and/or flash drives containing the WWSSET Program to assist bidders in responding to this Request for Quotations. All interested bidders are required to be present at this meeting. Failure to attend the mandatory pre-bid conference shall automatically result in disqualification. No one person can represent more than one vendor.

EHS 11031 – WWWSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)

2. Vendor will provide the following for each of its key technical staff:
- History of working with public water systems by providing a minimum of ten (10) and maximum of twelve (12) examples of reports, letters, or e-mails that demonstrate direct assistance to a minimum of ten (10) and maximum of twelve (12) water systems in the last two (2) years which shows that vendor's key technical staff member provided the water system with assistance in technical, managerial, and/or financial areas.
 - History of using a minimum of ten (10) and maximum of twelve (12) specific resources with a minimum of ten (10) and maximum of twelve (12) specific public water systems in the last two (2) years to assist them in technical, managerial, or financial areas. Specific resources can include training manuals, equipment, software programs, articles, trade publications, WV Code/Code of State Rules references, as well as other reference materials.
 - Resumes for each key staff person that reflects a minimum of two (2) years experience in providing on-site visits to assist water systems in at least one of the following areas with two (2) years experience in each of the three areas being provided among the resumes submitted.
 - Technical
 - Managerial
 - Financial
3. Equipment and Vendor Availability:
- Vendor will supply its key staff with laptop computers with Microsoft Office 2000 or above capable of running all necessary software and peripherals as defined by the software manufacturer.
 - Vendor's laptops will have Adobe Reader (version 9 or greater), Internet Explorer, Firefox and Safari web browsers.
 - Information pertaining to software and peripherals defined by the software manufacturer will be provided to vendors at the Pre-Bid Conference.
 - Vendor will provide its key staff with a mobile printer to be used while conducting on-site visits.
 - Vendor will supply its key staff with cellular phones.
 - Vendor will supply its key staff with internet access that is capable of sending and receiving email.

EHS 11031 – WWSSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)

- Vendor will be available by telephone (cellular or otherwise) Monday through Friday, 8:00 AM to 5:00 PM (Eastern Time).

OEHS' CONTRIBUTION TO CONTRACT

1. OEHS will review and approve vendor's final project plan.
2. OEHS will provide vendor with a list of CWSs and contact information for each system and will provide updated CWS contact information as necessary.
3. OEHS will provide vendor with an introduction letter that includes OEHS key contact information to share with CWSs as a verification tool to CWSs for confirming that vendor is working under contract with OEHS.
4. OEHS will provide vendor with copies of the WWSSET program via CD and USB flash drives.
5. OEHS designated staff will be available to vendor to discuss project status and assist vendor in resolving problems encountered.

DELIVERABLES AND COMPLETION TIME FRAME

DELIVERABLE 1:

Year 1 - Months 1 – 2:

Vendor will meet with OEHS leadership for one day within the first month of the contract for assistance in developing an initial project plan including guidance on following the WWSSET program, prioritizing CWS on-site visits, establishing future meeting dates, and discussing other logistical issues. Vendor will be responsible for its employees' transportation, lodging, food, and incidental expenses incurred as a result of meeting with OEHS.

Vendor will submit a final project plan in writing to OEHS for approval no later than 45 days of contract start date. Vendor's final project plan will provide a detailed breakdown of how project will be approached, undertaken, and completed within the project period. Vendor's final project plan must be approved by OEHS prior to CWSs being contacted and before any on-site visits are initiated.

DELIVERABLE 2:

Year 1 - Months 2 - 11:

Vendor will contact 88 CWSs located in West Virginia counties covered by OEHS' Kearneysville District Office, 144 located in West Virginia counties covered by OEHS' Philippi District Office, and 58 located in West Virginia counties covered by OEHS' Wheeling District Office to request system participation in the WWSSET program (see Attachment 1 – District Office Coverage Map). If CWS chooses not to participate in program, vendor will notify OEHS within five working days giving OEHS the opportunity to contact CWS administration about the benefits and importance of system participation. If OEHS is unable to gain CWS

EHS 11031 – WWSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)

participation, OEHS will inform vendor. Vendor will not attempt to contact CWS again and will document the following on its monthly invoice for this deliverable.

1. Name of CWS that chooses not to participate in WWSET program
2. Public Water System identification (PWSID) number of CWS that chooses not to participate in WWSET program
3. Name(s) of CWS staff member contact by vendor
4. Name(s) of vendor staff member that contacted CWS
5. Date of contact
6. Comments/questions from CWS to vendor during contact

DELIVERABLE 3:

Year 1 – Months 2 – 11:

Year 2 – Months 1 – 11:

Year 3 – Months 1 – 11:

Vendor will schedule, conduct, and complete on-site reviews of CWSs located in OEHS' Kearneysville, Philippi, and Wheeling District Office coverage counties that agree to participate in the WWSET program per the following specifications:

1. Vendor will meet on-site with appropriate CWS representatives to work through the WWSET program.
2. Vendor will provide CWS representatives and personnel with on-site assistance with the WWSET program in order to properly assess their technical, managerial, and financial capabilities and to make recommendations for system improvements.
3. Vendor will provide instant feedback to system representatives based upon resource information provided with the WWSET program in technical, managerial, and financial capacity areas.
4. Vendor will capture detailed notes regarding on-site visits and use the information gathered when drafting a final report to OEHS for each respective CWS. Final reports for each CWS will be submitted to OEHS in Microsoft Word within 14 days of the on-site visit being concluded. The report will, at a minimum, include:
 - Name of CWS
 - CWS PWSID number
 - Name(s) of CWS representative or staff member that participated in on-site review
 - Name(s) of vendor staff member that conducted on-site visit
 - Date of on-site visit

EHS 11031 – WWSSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)

- WWSSET program scores in technical, managerial, and financial areas, as well as the total score
 - Questions and concerns from respective CWS participants along with answers provided by the vendor
 - Detailed summary of areas in which CWS needs improvement along with contact information for system representative(s) responsible for those respective areas
5. Vendor will provide OEHS quarterly updates in Microsoft Word that include:
- Summary of completed CWS reviews for the previous quarter
 - List of future on-site visits scheduled for the contract year period
 - Information regarding systems located in the same geographical area that may benefit from a regional meeting to receive additional assistance from OEHS in areas requiring improvement

DELIVERABLE 4:

Year 1 – Month 12:

Year 2 – Month 12:

Year 3 – Month 12:

Vendor will provide OEHS a detailed report of all on-site reviews completed during the contract year that includes:

1. suggestions for addressing problems
2. details regarding the top ten areas of need within each county involving technical, managerial, and financial areas

VENDOR BID

The number of CWSs located in the eight (8) West Virginia counties serviced by OEHS' Kearneysville District Office, fourteen (14) counties serviced by OEHS' Philippi District Office, and ten (10) counties serviced by OEHS' Wheeling District Office that will or will not participate in the WWSSET program is unknown (see Attachment 1 – District Office Coverage Map). The annual usage numbers listed on the Bid Price Sheet for participating and non-participating CWSs are estimates only. Vendor will bid by following the requirements of these specifications and completing the attached Bid Price Sheet. Vendor will bid on Deliverable 4 by OEHS District Office. Bidders unit bid price per district office will be the final unit cost charged to OEHS for each CWS review completed within that district office area for the entire term of the contract. This will be an open end contract due to an undetermined number of CWS's that will choose to participate in the WWSSET program.

EHS 11031 – WWSSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)

METHOD OF EVALUATION

OEHS will use the Total Bid Price from the Bid Price Sheet to determine the low bid vendor and will award an open end contract. The winning bidder will be the one that submits the lowest total bid price that meets these specifications.

LIFE OF CONTRACT

This Contract will become effective on the date of award and will extend for a period of one (1) year. Contract may be renewed for two (2) additional one (1) year periods upon the mutual written consent of OEHS and vendor in accordance with the terms and conditions of the original contract.

INSURANCE REQUIREMENTS

Vendor, as an independent contractor, will be solely liable for the acts and omissions of its employees and agents. Vendor will maintain and furnish OEHS proof of coverage of liability insurance for loss, damage, or injury (including death) of third parties arising from acts and omissions on the part of the vendor, its agents and employees prior to the awarding of this contract. Said coverage will provide minimum coverage in the following amounts:

1. For bodily injury (including death): \$500,000.00 per person, to a minimum of \$1,000,000.00 per occurrence
2. For property damage: to a minimum of \$1,000,000 per occurrence
3. For professional liability: to a minimum of \$1,000,000.00 per occurrence

WORKERS COMPENSATION REQUIREMENT

Vendor, as an independent contract, will have and maintain Workers Compensation coverage for the life of the contract and will furnish OEHS proof of coverage prior to the awarding of this contract.

INVOICES

Vendor will invoice OEHS monthly in arrears for deliverables completed during the previous month. On-site review visits are considered complete after the on-site visit is concluded, the final report for the respective CWS has been provided to OEHS, and OEHS has approved the report as being complete. Invoices may not be submitted more than once monthly. Invoices will include the date of the on-site visit, name and PWSID number for the CWS visited, name of vendor employee(s) who conducted the on-site visit, and names of CWS personnel who participated during the visit.

EHS11031 - BID PRICE SHEET

DELIVERABLES (includes all requirements as described in specifications)	Deliverable Due Date	Annual Usage #	Unit Bid Price Per Deliverable (Cost to provide one per deliverable)	Bid Price (Annual Usage # or Est. Annual Usage # x Unit Bid Price)
DELIVERABLE #1: One-day Initial Project Plan meeting with OEHS leadership at 350 Capitol Street, Charleston, WV during the first month of the contract followed by final project plan to OEHS for approval within 45 days of contract effective date. Vendor will be responsible for its employees' transportation, lodging, food, and incidental expenses incurred.	Year 1 - Months 1 - 2	1	7,488.25	7,488.25
DELIVERABLE #2: CWSs contacted that choose <u>not</u> to participate in the WWSET program.	Year 1 Months 2 - 11	Estimated Annual Usage # ¹ 30	229.53	6,885.90
DELIVERABLE #3: Schedule, conduct, and complete reviews of Community Water Systems (CWSs) that agree to participate in the WWSET program located in the following OEHS District Office areas.	Deliverable Due Date	Estimated Annual Usage # per OEHS District Office Coverage Area ²	SEE BELOW	262,100.02
KEARNEYSVILLE DISTRICT OFFICE AREA	Year 1 - Months 2 - 12	22	1053.86	23,184.83
	Year 2 - Months 1 - 12	31	1022.62	31,701.28
	Year 3 - Months 1 - 12	26	1043.30	27,125.75
PHILIPPI DISTRICT OFFICE AREA	Year 1 - Months 2 - 12	36	976.83	35,165.81
	Year 2 - Months 1 - 12	50	948.55	47,427.29
	Year 3 - Months 1 - 12	43	953.99	41,021.55

WHEELING DISTRICT OFFICE AREA		Year 1 - Months 2 - 12	15	1,118.61	16,779.09
DELIVERABLE #4: Written electronic Microsoft Word based report that includes details of all reviews completed during the contract year.		Year 2 - Months 1 - 12	20	1,081.76	21,635.12
		Year 3 - Months 1 - 12	17	1,062.31	18,059.30
		Year 1 - Month 12	1	4,422.00	4,422.00
		Year 2 - Month 12	1	4,422.00	4,422.00
		Year 3 - Month 12	1	4,422.00	4,422.00
TOTAL BID PRICE					289,740.17

¹ Estimated Annual # of CWSs contacted in the Kearneysville, Philippi, and Wheeling District Office areas that choose not to participate in the WWWSSET program is unknown. Bidders "Unit Bid Price" per this Deliverable #3 will be the final unit cost charged to OEHS whether CWS is located in Kearneysville, Philippi, or Wheeling District Office area for the entire term of the contract.

² Estimated Annual # of CWSs that choose to participate in the WWWSSET program per OEHS District Office area is unknown. Bidders "Unit Bid Price" per this Deliverable #4 will be the final unit cost charged to OEHS for each CWS review completed within the respective district office area for the entire term of the contract.

Bidders must complete the Unit Bid Price and Total Bid for each Deliverable (separate bids per district office area as indicated under Deliverable #4).

Bidders must complete, sign, and date the vendor section below:

Vendor Name: WV COMMUNITY ACTION PARTNERSHIP INC. Phone: (304) 842-9287 or 347-2277

Contact Person: Lewis Dan Pauley (Please Print) Fax: (304) 842-5727

Authorized Representative: MARY CHIPPS, EXECUTIVE DIRECTOR (Please Print) Email: dpauley@westvirginia.com

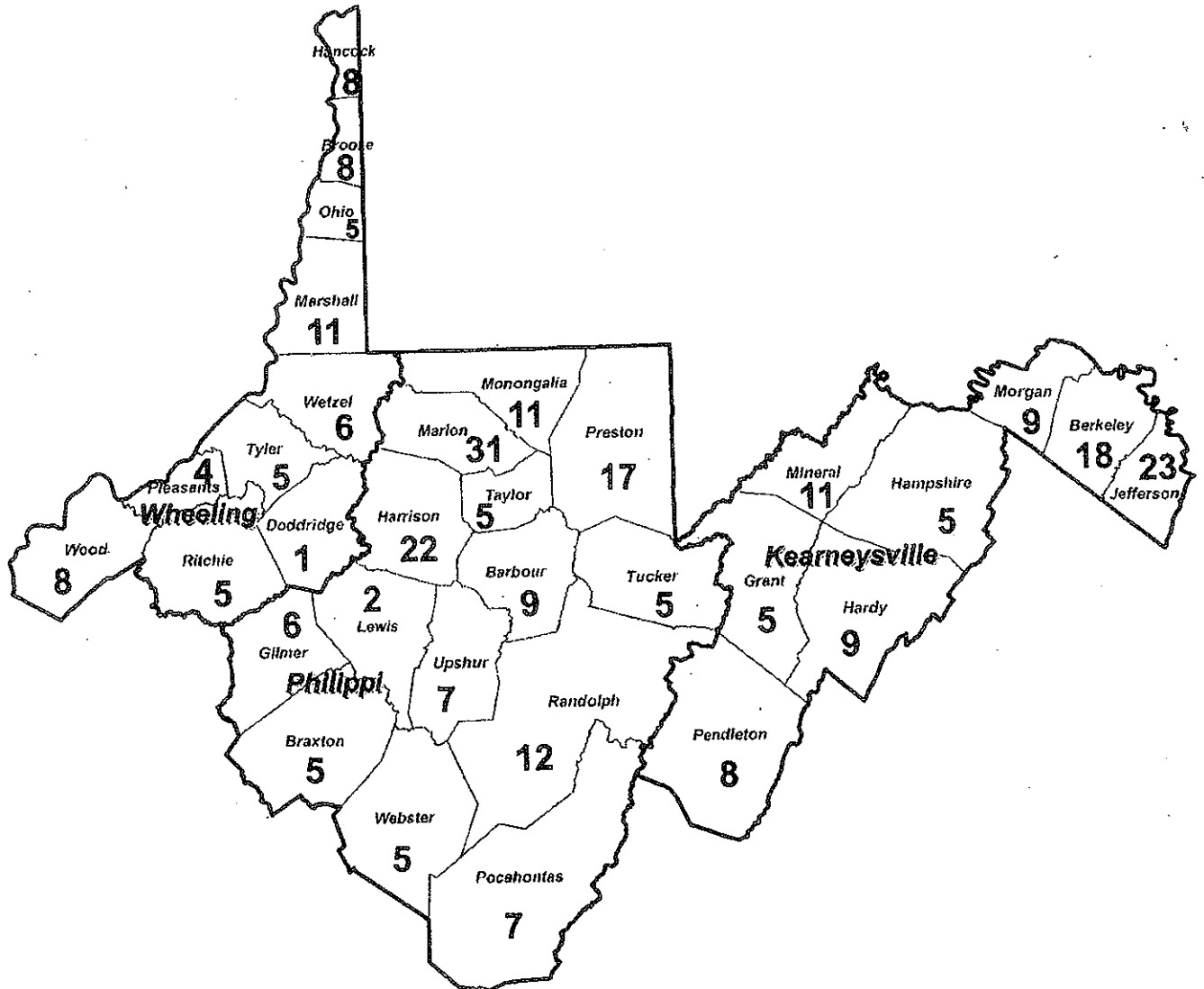
Authorized Representative Signature: [Signature] Date: 4-26-11



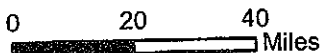
Request for Quote

West Virginia Water System Evaluation Tool

EHS11031



Numbers represent the total community water systems in each county.



Attachment 1

RFQ No. EHS 11031

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 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: WEST VIRGINIA COMMUNITY ACTION PARTNERSHIP INC

Authorized Signature: [Signature] Date: 4-26-11

State of West Virginia

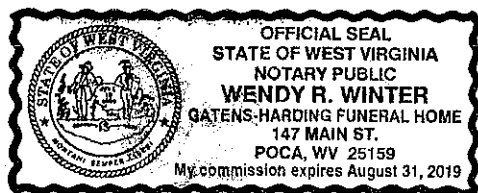
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 26 day of April, 2011.

My Commission expires August 31, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



State of West Virginia

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.

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 preceding the date of this certification; or,

X Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

— Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. Application is made for 2.5% resident vendor preference for the reason checked:

X 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 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 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 continuously for the two years immediately preceding submission of this bid; or,

4. Application is made for 5% resident vendor preference for the reason checked:

X Bidder meets either the requirement of both subdivisions (1) and (2) or 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 Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. 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 continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty 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 or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and 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 deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true 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 contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: WV COMMUNITY ACTION PARTNERSHIP Signed: [Signature]

Date: 4-26-11 Title: EXECUTIVE DIRECTOR

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



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

Request for Quotation

RFQ NUMBER
 EHS11031

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 804-558-0067

RFQ COPY

WV Community Action Partnership
 12 C Sunset View
 Bridgeport, WV 26330

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH ENVIRO HLTH SERVICES
 350 CAPITOL STREET, ROOM 313
 CHARLESTON, WV
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
04/14/2011				

BID OPENING DATE: 04/28/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. TO MOVE THE BID OPENING DATE FROM 4/21/2011 TO 4/28/2011. 3. ADDENDUM ACKNOWLEDGMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10 REQUISITION NO.: EHS11031 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NO. S: NO. 1 <i>Claus</i> NO. 2 NO. 3 NO. 4 NO. 5 I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Claus</i>	TELEPHONE (304) 347-2277	DATE 4-20-11
TITLE EXEC DIRECTOR	FAX 55-0601592	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

Request for Quotation

RFQ NUMBER
 EHS11031

PAGE
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

WV Community Action Partnership
 12C Sunset View
 Bridgeport, WV 26330

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH ENVIRO HLTH SERVICES
 350 CAPITOL STREET, ROOM 313
 CHARLESTON, WV
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
04/14/2011				

BID OPENING DATE: 04/28/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 style="text-align: center;"> <i>[Signature]</i> SIGNATURE WV. COMMUNITY ACTION PARTNERSHIP INC COMPANY 4-26-11 DATE </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE (304) 347-2277	DATE 4-26-11
TITLE EXEC DIRECTOR	FEIN 55-0601592	ADDRESS CHANGES TO BE NOTED ABOVE

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

**Addendum #1
EHS11031**

Vendor Question 1:

We want to be sure we correctly understand requirements outlined in Vendor Requirements, Item 2. We have read these items and we understand you are requesting the following: ---

Vendor Requirements, Item 2, Bullet 1: We understand this requirement means the vendor must provide 10-12 examples of reports, letters, email, etc. demonstrating the vendor has provided direct assistance to 10-12 water systems over the last two years and these must demonstrate each of the key staff have provided water system technical, managerial or technical assistance; a total of 10-12 examples.

OEHS Response to Vendor Question 1:

The specifications require vendor to provide 10 to 12 examples of vendor assistance in technical, managerial, and/or financial areas to different water systems within the last two years.

Vendor Question 2:

We want to be sure we correctly understand requirements outlined in Vendor Requirements, Item 2. We have read these items and we understand you are requesting the following:

Vendor Requirements, Item 2, Bullet 2: We understand this requirement means the vendor must provide 10-12 examples of specific resource (e.g., training manuals, equipment, software, articles, trade publications, etc.) the vendor has provided, through its key staff, to 10-12 water systems over the last two years; a total of 10-12 examples.

OEHS Response to Vendor Question 2:

The specifications require vendor to provide 10 to 12 examples of resources used by vendor to assist different water systems within the last two years.

Vendor Question 3:

We want to be sure we correctly understand requirements outlined in Vendor Requirements, Item 2. We have read these items and we understand you are requesting the following:

Vendor Requirements, Item 2, Bullet 3: We understand this requirement means the vendor must provide a resume for each key staff member. Each staff member resume must demonstrate 2 years experience providing on-site visits assisting water systems in either the technical, managerial, or financial area. Additionally, all the vendor's resumes collectively must show 2 years experience providing technical, managerial, and financial assistance (total 6 years). Do we correctly understand what you are requiring for these three bullets? If not, would you please clarify what is wanted.

OEHS Response to Vendor Question 3:

In order to confirm that vendor's key staff has the ability and knowledge to assist community water systems in technical, managerial and financial areas of their operations, vendor must provide resumes for all key staff members. Resumes must depict a minimum of two years experience for each key staff member in the technical, managerial, or financial areas while ensuring that the minimum two year experience requirement is satisfied in all three categories. For example, one key staff person could have a minimum of two years experience in technical capacity. Another key staff person could have a minimum of two years experience in managerial capacity and one other person could have a minimum of two years experience in the financial area. Under this example, vendor satisfies the requirement of a minimum of two years

experience in all three capacity areas. Another example that will satisfy the minimum experience requirement is one key staff person could have two years experience in the technical area and an additional two years experience in the managerial capacity (4 years), while another key staff person has two years experience in the financial area. One other example that will satisfy the minimum experience requirement is one key staff person that has a minimum of two years experience in all three capacity areas (6 or more years).

Vendor Question 4:

The description of Deliverable 3 includes a requirement for Quarterly written updates/reports. However, the cost/bid sheet does not include these 12 reports in the list of deliverables. Therefore, there is no place in the Bid Price Sheet to incorporate these costs. Where does OEHS want us to include this cost in the Bid Price Sheet? Does OEHS want to modify the Bid Price Sheet to include this required deliverable?

OEHS Response to Vendor Question 4:

As reflected under "Life of Contract" in the specifications, contract will extend for one year upon award. Contract may be renewed annually for two additional one year periods upon mutual written consent of OEHS and vendor, but renewals are not guaranteed. There are four quarterly reports required in Year 1 of the contract. If the contract is renewed for a second year, four quarterly reports will be required for Year 2. If the contract is renewed for a third year, four quarterly reports will be required for Year 3. OEHS does not want to modify the Bid Price Sheet to include the required quarterly written updates/reports outlined under Deliverable 3. Vendor should be aware of all requirements outlined under Deliverable 3 and incorporate costs for completing all of the requirements of the Deliverable in the unit and total cost on the Bid Price Sheet.

Vendor Question 5:

The description of Deliverable 3 includes a written report requirement for every CWS visited be submitted to OEHS within 14 days. However, the cost/bid sheet does not mention these reports. Therefore, there is no place specified in the Bid Price Sheet to incorporate these costs. Does OEHS want us to include this cost in the Bid Price Sheet Deliverable 3 scheduling, conducting, and completing reviews of Community Water Systems? Does OEHS want to modify the Bid Price Sheet to include this required deliverable?

OEHS Response to Vendor Question 5:

OEHS does not want to modify the Bid Price Sheet to include the required written report for every CWS visited. Vendor should be aware of all requirements outlined under Deliverable 3 and incorporate costs for completing all of the requirements of the Deliverable in the unit and total cost on the Bid Price Sheet.

Vendor Question 6:

We know from experience how difficult it can be contacting water systems and setting up evaluations, especially when they involve technical, managerial, and financial evaluation. Such evaluations commonly involve 3 or 4 separate individuals from the water system. Our experience has also shown many small water systems are difficult, and sometimes impossible, to contact. When working for OEHS, Mr. Watson's Capacity Development Program staff sometimes required numerous attempts over several weeks to schedule or receive refusal for water system assessment meetings. RFQ Deliverable 2 assumes 20 CWSs/year be used when developing the non-participating CWS bid price. However, the RFQ does not provide any guidance or assumptions regarding how much vendor effort should be expended attempting to contact a CWS before referring the CWS to OEHS. This effort could involve a few phone calls over a couple days to numerous phone calls, letters, emails, etc. extending several weeks (e.g.,

one or two hours effort up to approximately a day). It is important the bidding vendors understand the degree of effort OEHS desires when developing a unit price for this deliverable.

When unable to contact or schedule an on-site WWSET review, how much effort does OEHS expect from the vendor before the CWS is referred to OEHS?

We have assumed OEHS wants the vendor to attempt 5-6 times, by phone or email only, to contact a CWS and schedule an on-site WWSET visit. Is this a proper assumption or does OEHS expect more or less vendor effort before forwarding the CWS to OEHS as refusing to participate?

OEHS Response to Vendor Question 6:

OEHS expects vendor to attempt verbal contact with the chief operator a minimum of five times and the manager of the CWS a minimum of five times over a period of four weeks before referring the system to OEHS. If vendor is unable to make verbal contact with CWS, then the attempted contact names and dates of attempted contact must be sent to OEHS for follow up with the CWS. If verbal contact is made and both individuals decline the offer to complete a survey, then the contact names, dates of contact, and a brief summary of the discussions (including reasons for refusal) must be sent to the OEHS for follow-up with the CWS.

Vendor Question 7:

Are all proposed Key Staff required to be at the initial project planning meeting?

OEHS Response to Vendor Question 7:

No. All proposed Key Staff are not required to be at the initial project planning meeting.

Vendor Question 8:

Are proposed Key Staff required to do the on-site visits with each water system?

OEHS Response to Vendor Question 8:

At least one key staff person is required to do the on-site visit with a water system.

Vendor Question 9:

Some survey questions do not apply to all systems. In other cases, the appropriate personnel may be unavailable to answer questions during the site visit. What is the maximum number of survey questions for each system that can be left unanswered and still be approved by DHHR? (For example if a system is not able to answer 10 questions out of the 59, would that be acceptable to DHHR?)

OEHS Response to Vendor Question 9:

OEHS expects all appropriate questions to be answered for a CWS. A list of required documents must be reviewed with the CWS (and sent to them) during the contact to set up the date of the on-site visit for the survey. These lists will be reviewed during the development of the work plan. Vendor may elect to receive data or documents from the CWS after the site visit. However, vendor is responsible for obtaining answers to questions before a survey is considered complete. A question may be answered "Not Applicable".

Vendor Question 10:

What is the expectation for post meeting follow-up with each system to obtain additional information that was not available during the on-site meeting? For example, is additional follow

up required to obtain answers to the 10 unanswered questions before the report can be approved by DHHR?

OEHS Response to Vendor Question 10:

Vendor is responsible for obtaining answers to all appropriate questions related to CWSs before reports can be approved by DHHR/BPH/OEHS. If questions are not appropriate to a CWS, they may be answered "Not Applicable".

Vendor Question 11:

Must the survey results to be printed on-site for each water system be printed in color?

OEHS Response to Vendor Question 11:

Yes. The on-site printed copies for the CWS must be in color.

Vendor Question 12:

Are hard copy report deliverables required in addition to the electronic Microsoft Word deliverable to DHHR? If so, how many copies of each report does DHHR require?

OEHS Response to Vendor Question 12:

DHHR/BPH/OEHS will require only one hard copy of each report in addition to the electronic Microsoft Word version.

SIGN IN SHEET

Request for Proposal No. FH5 11031

PLEASE PRINT

Date: 4/5/11

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Mountain End Services Center</u>	<u>P.O. Box 6064</u>	PHONE (304) 293 1191 TOLL FREE
Rep: <u>Gerrald L. Lewis</u>	<u>1400 B. M. Johnson, WV 26506</u>	FAX (304) 293-3161
Email Address: <u>gerrald.l.lewis@mountainend.com</u>	<u>WEST VIRGINIA UNIV.</u>	
Company: <u>Reign 4 Planning & Development Corp.</u>	<u>885 Brent Street Site 100</u>	PHONE (304) 821-4910 ext 202 TOLL FREE
Rep: <u>W.D. Smith</u>	<u>Summersville WV 26581</u>	FAX (304) 821-1012
Email Address: <u>wsmiths@franklin.com</u>		
Company: <u>Reign 4 Planning and Dev. Corp.</u>	<u>1439 E. HANCOCK ST. SITE #5</u>	PHONE 304-4931-7225 TOLL FREE
Rep: <u>David M. Lewis</u>	<u>Summersville WV 26580</u>	FAX 304-4931-7225
Email Address: <u>davidm.lewis@reign4.com</u>		
Company: <u>Terra Tech Inc.</u>	<u>803 CARPENTER STREET</u>	PHONE 304-414-6854 TOLL FREE
Rep: <u>Don C. Lupton</u>	<u>CHARLESTON WV 25301</u>	FAX 304-470-2334
Email Address: <u>don.lupton@tetatech.com</u>		
Company: <u>WV Rural Water Association</u>	<u>100 young Street</u>	PHONE 304-201-1689 TOLL FREE
Rep: <u>Deborah L. Britt</u>	<u>Scott Depot, WV 25560</u>	PHONE 800-339-4513 TOLL FREE
Email Address: <u>debbiebritt@citynet.net</u>		FAX 304-201-1694

SIGN IN SHEET

Request for Proposal No. **EKS 11031**

PLEASE PRINT

Date: _____

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME		MAILING ADDRESS		TELEPHONE & FAX NUMBERS	
Company:	<i>WV Community Action Partnership</i>	<i>WV RCP</i>		PHONE	<i>(304) 842-9287</i>
Rep:	<i>Louis Dan Baker</i>	<i>12 C Sunset View</i>		TOLL FREE	
Email Address:	<i>dbaker@wvaction.org</i>	<i>Prospert WV 26309</i>		FAX	<i>(304) 842-5727</i>
Company:				PHONE	
Rep:				TOLL FREE	
Email Address:				FAX	
Company:				PHONE	
Rep:				TOLL FREE	
Email Address:				FAX	
Company:				PHONE	
Rep:				TOLL FREE	
Email Address:				FAX	



TETRA TECH

Jon C. Ludwig
Director, Water Resources Group

803 Quarrier Street, Suite 400, Charleston, WV 25301
Tel 304.414.0054 Fax 304.720.2334
jon.ludwig@tetrattech.com www.ttwater.com

WV RCAP
A program of WV CAP

Richard Watson
Technical Assistance Provider



PO Box 33
Dry Fork, West Virginia 26263

304-866-4260

rwatson121@frontiernet.net

WV RCAP
A program of WV CAP

Jeff Owens
Rural Development Advisor



12C Sunset View
Bridgeport, WV 26330

304-842-9287
304-842-5727

jowens@westvirginia.com

WV RCAP
A program of WV CAP

Nettie Harper
Technical Assistance Provider



12C Sunset View
Bridgeport, WV 26330

304-842-WATR (9287)
304-842-5727

nharper@citynet.net