

Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

01120656

.....ADDRESS CORRESPONDENCE TO ATTENTION OF:

ADDRESS CHANGES TO BE NOTED ABOVE

ALAN CUMMINGS 304-558-2402

\*709050828 304-344-5276 J H TOMBLIN FENCE COMPANY INC 2710 SISSONVILLE RD

CHARLESTON WV 25312

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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 www.state.wv.us/admin/purchase/vrc/hipaa.html 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, 2010 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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DIVISION OF HIGHWAYS JOBSITE SEE SPECIFICATIONS

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# Specifications One Time Purchase

Purpose: Install new fence with gate at new Rt. 35 Salt Shed

### 1.0 DEFINITIONS

- A. The "Agency" shall be defined as the West Virginia Division of Highways
- B. The "Vendor" shall be defined as the successful bidder.
- C. The "Purchase Order" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Vendor to provide the services as herein specified.
- D. "Mandatory Requirements: The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

#### 2.0 SCOPE OF WORK

The successful Vendor shall provide and install approximately 1,200 feet of Chain Link Fence at least 6'9" high around the Rt. 35 Salt Shed.

## 2.1 Technical Requirements:

Fencing will consist of Chain Link fence with three strands of barbed wire fencing above. A gate of at least 24 feet will be included in the enclosure. Bid is to include all posts, rails and tension wire and accessories. Fence posts are to be placed in concrete 24" deep for non-terminal posts and 30" for terminal posts and gate.

## 2.2 Freight

## 2.2.1 Freight is FOB Designation

# 2.3 Delivery

2.3.1 Delivery date will be 60 days from notice to proceed and includes the time necessary for installation.

## 3.0 INVOICING

## 3.1 Payment

3.1.1 The Vendor must send an invoice to:West Virginia Division of Highways1334 Smith StreetCharleston, WV 25301

## 4.0 AWARD

Bid will be awarded to the lowest responsible bidder.

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- D. "Mandatory Requirements: The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

#### 2.0 SCOPE OF WORK

The successful Vendor shall provide and install approximately 1,200 feet of Chain Link Fence at least 6'9" high around the Rt. 35 Salt Shed.

## 2.1 Technical Requirements:

Fencing will consist of Chain Link fence with three strands of barbed wire fencing above. A gate of at least 24 feet will be included in the enclosure. Bid is to include all posts, rails and tension wire and accessories. Fence posts are to be placed in concrete 24" deep for non-terminal posts and 30" for terminal posts and gate.

## 2.2 Freight

## 2.2.1 Freight is FOB Designation

## Cost Sheet

Item Number	Quantity	Unit of Measure	Description	Unit Price	Extended Amount
1	1200	Linear foot	6' 9" Aluminzed Chain Link Fence Fabic	11do,64	4000.00
2	1200	Linear foot	1-5/8" Schedule 40 Top Rail	49,00	4000. <u>00</u>
3	120	Each	2-1/2" Schedule 40 Line Post	33. <u>33</u>	4000,00
4	120	Each	24" Deep and 10" Wide Concrete for Line Post	13.33	1600.00
5	12	Each	3" x 10' 6" Terminal Posts	200.00	2400.00
6	12	Each	30" Deep and 10" Wide Concrete for Terminal Posts	50.00	600,00
7	1	Each	24 Foot x 2" O.D. Double Swing Gate with Hinges, Locking Device and Holdbacks	245D,00	2450.00
8	1	lump sum	Labor for Installation	Herour	14,000.00
9	1		All other accessories necessary for workmanship installation		
			e .		
				Total	31,850,00

Quantities are approximate and may vary from actual usage Items for Rt 35 Salt Shed Fence

Agency WV Div of Highways REQ P.0#\_01120656

### **BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,	J.H. Tomblin Fence Company, Inc.								
of Charleston West Virginia as Principal, and Western Surety Company									
of Sioux Falls South Dakota, a corporation or	ganized and existing under the laws of the State of								
South Dakotawith its principal office in the City of Sioux Falls , as Surety, are held and firmly bound unto the State									
of West Virginia, as Obligee, in the penal sum of five percent of amt bio	(\$) for the payment of which,								
well and truly to be made, we jointly and severally bind ourselves, our heirs, adm									
2									
The Condition of the above obligation is such that whereas the Principal	has submitted to the Purchasing Section of the								
Department of Administration a certain bid or proposal, attached hereto and mad	e a part hereof, to enter into a contract in writing for								
installation of new fence with gate at new Rt 35 salt shed	<u> </u>								
2									
	2								
NOW THEREFORE,									
(a) If said bid shall be rejected, or	treat in accordance with the hid or proposal attached								
(b) If said bid shall be accepted and the Principal shall enter into a conhereto and shall furnish any other bonds and insurance required by the bid or pre-	oposal, and shall in all other respects perform the								
agreement created by the acceptance of said bid, then this obligation shall be nu	all and void, otherwise this obligation shall remain in full								
force and effect. It is expressly understood and agreed that the liability of the Su exceed the penal amount of this obligation as herein stated.	lety for any and all dailins heredider shall, in no event,								
(Section 188-198-4) (18-18-19)									
The Surety, for the value received, hereby stipulates and agrees that the way impaired or affected by any extension of the time within which the Obligee n	e obligations of said Surety and its bond shall be in no								
waive notice of any such extension.	lay accept such bid, and said ourcey does hereby								
IN WITNESS WHEREOF, Principal and Surety have hereunto set their									
have caused their corporate seals to be affixed hereunto and these presents to be	be signed by their proper officers, this								
9th day of May , 20 12 .	TV								
	i II Tamblin Fance Company Inc								
Principal Corporate Seal	J. H. Tomblin Fence Company, Inc. (Name of Principal)								
	13-12/12/								
	(Must be President or								
	Vice President)								
i i	VP								
<i>y</i>	(Title)								
Surety Corporate Seal	Western Surety Company								
e I s	(Name of Surety)								
	Val M.								
•	1/oll una & Chancelly								
	Attorney-in-Fact .								

IMPORTANT – 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.

# Western Surety Company

#### POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Neely R Arthur Jr, Dawnna L Chandler, David M Jennings, Timothy J White, Mary Ann Cline, James Craig Lett, Craig J Krenzel, Individually

of Winfield, WV, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

### - In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Senior Vice President and its corporate seal to be hereto affixed on this 13th day of April, 2011.

SEAN SEAN STANDARD

WESTERN SURETY COMPANY

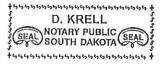
Paul . Bruflat, Senior Vice President

State of South Dakota County of Minnehaha > s

On this 13th day of April, 2011, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Senior Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

November 30, 2012



CERTIFICATE

Leb Frell, Notary Public

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of May , 2012.



WESTERN SURETY COMPANY.

J. Nelson, Assistant Secretary



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

STATE OF
COUNTY OF Kanawha, TO-WIT:
I, Greathithmaton, after being first duly sworn, depose and state as follows:
1. I am an employee of J.H. Tomblin fence Co.; and, (Company Name)
2. I do hereby attest that J. H. Tomblin Fence Co. (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.
5. H. Tomblin fence Co. (Company Name)
By: 18-2 Wh
Title: Sales Manager
Date: $4-25-12$
Taken, subscribed and sworn to before me this <u>25</u> day of <u>Cprid</u> .
By Commission expires Canuary 19,202/
(Seal) OFFICIAL SEAL NOTARY PUBLIC STATE OF WEST VIRGINIA LORA DILLINGHAM 2710 Suscentral Rd, Charleston, WY 25312 My Commission Expires January 19, 2021 (Notary Public)
THE PART OF THE PA

THIS AFFIDAVIT 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.

Rev March 2009

# 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 countles 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.



format	
Please refer to the section your question is in reference to.	
Technical questions for RFQ#	
Vendor Name:	
Questions:	. e