



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
GSD126404

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

VENDOR

*709050830 304-343-0441
 GREENS FEED & SEED INC
 314 PIEDMONT ROAD
 CHARLESTON WV 25301

SHIP TO

DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/22/2011				

BID OPENING DATE: 09/22/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		988-36		
				OPEN END GROUNDS COMMODITIES CONTRACT		
				REQUEST FOR QUOTATION (RFQ)		
				OPEN END CONTRACT		
<p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE THE AGENCY WITH LAWN/GARDEN COMMODITIES FOR THE GROUNDS SECTION OF THE WEST VIRGINIA DIVISION OF GENERAL SERVICES PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. VENDORS ARE ASKED TO INCLUDE THE RFQ NUMBER ON ALL INQUIRIES. IF EMAIL, PLEASE INCLUDE RFQ NUMBER ON THE SUBJECT LINE.</p> <p>DEADLINE FOR ALL TECHNICAL QUESTIONS IS 09/12/2011 AT THE CLOSE OF BUSINESS (5:00 PM EST).</p> <p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p>NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS</p>						

RECEIVED
 2011 SEP 20 PM 2:05
 MM PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>[Signature]</i>	3043430441	9-20-11	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
VP	550608399		

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



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PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.						
EXHIBIT 10						
REQUISITION NO.:						
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						
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 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						

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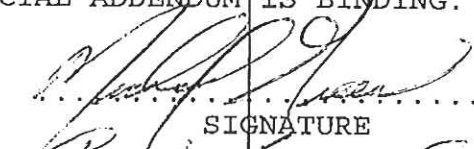
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<p>INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">  SIGNATURE GREENS FEED & SEED COMPANY DATE 9-20-11 </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4 (F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</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</p>						

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<p>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 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</p>						

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<p>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 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</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL 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</p>						

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<p>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 CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</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: KRISTA FERRELL-FILE 21</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				RFQ. NO. : GSD116445		
				BID OPENING DATE: 09/22/2011		
				BID OPENING TIME: 1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 3043432248 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- MIKE CORREN ----- ***** THIS IS THE END OF RFQ GSD126404 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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Rev. 09/08

GSD126404

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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, 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: 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: 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: CORREN'S FEED & SEED
Date: 9-20-11

Signed: [Signature]
Title: VP

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

RFQ#: GSD126404
Request for Quotation
Specifications

For: State of West Virginia
General Services Division
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

All inquiries for specification clarification shall be addressed to:

Krista Ferrell, Buyer Supervisor
Purchasing Division
P. O. Box 50130
Charleston, West Virginia 25305-0130
Telephone: (304) 558-2596
Fax: (304) 558-4115
Krista.S.Ferrell@wv.gov

The Acquisition and Contract Administration Section of the Purchasing Division "State" for the West Virginia General Services Division is soliciting quotations to establish an open end contract (or contracts) to routinely provide commodities used by the General Services Division's Grounds Section, mainly on the State Capitol Complex in Charleston, West Virginia. This document is intended to supplement information provided in the standard "Request for Quotations" and "General Terms and Conditions" issued by the Purchasing Division for this project. Vendors should carefully review all documents. A pre-bid meeting will be held on Thursday, September 01, 2011 at 10 a.m. Contractors and Vendors attending the meeting shall meet in Room MB-60 in the basement of the Capitol Building.

1.0 DEFINITIONS

- A. The "Agency" shall be defined as the Department of Administration, General Services Division.
- B. The "Vendor" shall be defined as the successful bidder.
- C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Vendor to provide the services as herein specified.
- D. "Release Order" shall be defined as order placed against the Contract by the Agency.
- E. "Agency Representative" shall be defined as that person so designated by the Director of the Division of General Services.

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

2.0 SCOPE OF WORK

2.1 The Vendor shall provide all commodities to all Agency owned and operated buildings. General Services Division buildings are located predominantly in Charleston, WV; however, the Vendor or Vendors shall provide commodities for Agency owned buildings throughout the State of West Virginia. The Agency currently has facilities in the West Virginia cities of Charleston, Beckley, Parkersburg, Williamson, Weirton and Huntington, and may add facilities in other areas of West Virginia during the life of the contract.

2.2 Required Products/Services:

Hardwood Shredded Mulch: Materials must be made of 100% hardwood, uniform in size, harvested and debarked, free of chemical treatments and additives.

Top Soil: Shall be free of any trash, debris, and rock fragments in excess of 1" in diameter; rock fragments below 1" in diameter shall not comprise more than 5% of soil volume; shall contain at least 2% but not more than 10% organic matter.

Potting Soil: Premium potting soil for planting indoor and outdoor potted plants.

Growing Medium: Peat-based (65-75% volume) growing medium with horticultural coarse grade perlite, dolomitic and calcitic limestone, micronutrients, macronutrients and a wetting agent; pH range of 5.5 - 6.5; 20 - 25% air porosity (by volume); 600-800% water-holding capacity by weight; 30 - 50 % moisture content by weight.

Geotextile Fabric: 100' Rolls; must provide water permeable separation between earth and mulch covering; permeability must be at a rate of 150 gallons per square foot per minute.

Grass Seed, Tall Fescue Mixture Turf Grass: Wetzell Class Act 2, or equal: Must be a blend of 4-5 turf fescues, dark green in color (year round), dense, disease resistant, drought tolerant, moderate shade tolerant.

Espoma Garden-Tone, or equal: 3-4-4 Plant Food

Espoma Bulb-Tone, or equal: 3-5-3 Plant Food

Espoma Rose-Tone, or equal: 4-3-2 Plant Food

Espoma Flower-Tone, or equal: 3-4-5 Plant Food

Espoma Holly-Tone, or equal: 4-3-4 Plant Food

Espoma Plant-Tone, or equal: 5-3-3 Plant Food

Espoma Organic Lawn Food, or equal: 18-8-6 Plant Food

Osmocote, or equal: 13-13-13 Plant Food

Herbicides: Two way Premium; must contain one part 2, 4-D as foliage killer, and separate specific root killer; remains active in soil; liquid form.

Weed and Grass Killer: Round-Up Super Concentrate, or equal; kills all vegetation but is not active in soil; liquid form

Multi-Insect Killer Granules: Bayer Advanced Power Force, or equal; Single 10lb bag has minimum 5000 sq ft coverage area; granular form; outdoor use only

Ice Melt: Turf friendly; must melt ice and snow with minimal damage to surrounding plants and turf-shall melt to -10 degrees.

2.3 Freight

- 2.3.1 All orders from this Contract totaling \$500 or more shall be delivered FOB: destination. The Agency may be charged a delivery fee, as agreed upon herein, for orders from the Contract totaling less than \$500 unless the product is picked up by an Agency Representative.

2.4 Delivery

- 2.4.1 Vendor shall deliver commodity to the assigned location within three (3) days of the Agency issued release order. The Agency must be notified in writing if orders are delayed for any reason. Vendor shall carry an adequate stock to insure such delivery service for the duration of the Contract.
- 2.4.2 Arrangements for delivery of commodity items must be coordinated with the Agency prior to shipping. Contact Bill Shanklin at 304-957-7151 or 304-205-2723 to arrange delivery.
- 2.4.3 The Vendor shall provide commodities to all Agency locations and shall deliver the commodities on site.

2.5 Quality Assurance

- 2.5.1 Vendor shall remove any product on this Contract that has been delivered by the Vendor, received by the Agency and determined unsatisfactory, at no cost to the Agency.
- 2.5.2 Verification of product quality is the responsibility of the vendor. Vendors bidding products other than those specified should include manufacturer's information verifying products meet quality standards set by the Request for Quotations.
- 2.5.3 **The Vendor shall not substitute nor sell any other product from that awarded herein without a change order approved by the Purchasing Division.**

3.0 DELIVERABLES

- 3.1 The Vendor shall provide the Agency the MSDS (Material Safety Data Sheet) for each product after award of the Contract.

4.0 ORDERING AND INVOICING

4.1 Release Orders

- 4.1.1 For all orders, the Agency will issue to the Vendor a WV-39 Release Order for purchases of commodities under this Contract.
- 4.1.2 Agency will generate release orders to initiate commodity order. These release orders will be generated from the Agency's computerized maintenance management system. This release order shall have a unique number and reference the master contract number. The release order shall indicate the quantity of product for which the release is issued. Issuance of the release order to the Vendor shall be considered authorization to deliver product(s). No product(s), other than that specified on the individual release order shall be delivered by the Vendor. Vendor must be willing to accept release orders via fax or email and provide the Agency with the valid e-mail addresses and fax numbers to which release orders may be communicated.

4.2 Invoicing

- 4.2.1 Invoices shall be submitted to the Agency for payment (in arrears) and must include the following information:
 - 4.2.1.1 Copies of all BOL's signed and dated by the Agency Representative (prior to their submittal with invoices for payment).

4.2.1.2 FEIN number, complete address of Vendor, release order number, and master contract number.

4.2.2 Invoices shall be mailed to the following address:

Department of Administration
General Services Division
State Capitol Complex
Building 1, Room MB-68
1900 Kanawha Blvd. E.
Charleston, West Virginia 25305

4.2.3 Should the Vendor be requested by the Agency or volunteer to submit invoices electronically, invoices must meet the digital requirements of the WV State Auditor's Office.

5.0 AWARD

- 5.1 The State may make multiple awards, under this contract to ensure coverage that is deemed to be in the best interest of the State. Vendors may bid on any one or combination of commodities. The quantities provided on Attachment A: Bid Form are for bid evaluation purposes only.
- 5.2 The Agency may order more or less of any commodity listed during the life of this contract. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of this Contract, whether more or less than the quantities shown.
- 5.3 The Vendor shall provide commodity items listed at the cost on the Attachment A: Bid Form during the life of the contract. There will be no additional, allowable charges for service fees, travel or related costs. Vendors are required to include any and all extraneous fees, such as fuel surcharges, etc., as part of the bid cost. All orders from this Contract totaling \$500 or more shall be delivered FOB: destination. The Agency may be charged a delivery fee, as agreed upon herein, for orders from the Contract totaling less than \$500 unless the product is picked up by an Agency Representative.
- 5.4 Cost
- 5.4.1 Vendors should complete Attachment A: Bid Form in lieu of submission of Manufacturer's quotes for this material.
- 5.4.2 The Vendor shall be responsible for all mileage and travel costs, including travel time, associated with the performance of this contract.
- 5.4.3 The Vendor shall provide a unit cost and lot cost for each line item bid in response to this RFQ in Attachment A: Bid Form. It is strongly preferred that vendors provide commodities in the lot size listed for inventory management purposes. If the vendor cannot provide in the listed lot size, the vendor may provide an alternate lot size. Evaluation shall be based on the supplied unit cost and multiplied by the preferred lot size for comparison purposes. Award for each line item shall be based on the lowest extended price based on preferred lot size. An example is shown Attachment B: Example.
- 5.4.4 Vendors failing to provide unit cost and lot cost for any item chosen to bid, will be disqualified.

5.4.5 Vendors must provide the manufacturer and product number for each product bid and product literature demonstrating adherence to all mandatory requirements as defined under Section 2.2. A chart is provided in Attachment C: Product Sheet to provide this information.

6.0 ADDITIONAL TERMS AND CONDITIONS

- 6.1 The relationship of the Vendor to the Agency shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. The Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this contract. Neither the Vendor nor any employees or sub-contractors of the Contractor shall be deemed to be employees for the State for any purposes whatsoever. The wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred obligations, and licensing fees, etc., and the filing of all necessary documents, forms and returns pertinent to all of the foregoing are the Vendor's responsibility. The Vendor shall hold harmless the State, and must provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns. The Vendor shall not assign, convey, transfer, sub-contract, or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.
- 6.2 Indemnification: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; (3) Any failure of the Vendor, its officers, employees or sub-contractors to observe State and Federal laws, including but not limited to labor and wage laws.
- 6.3 This contract will be governed by the laws of the State of West Virginia. The Vendor further agrees to comply with the Civil Rights Act of 1964 and all other applicable Federal, State, and local Government regulations.

- 6.4 The Vendor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State, or municipal, along with all regulations, and ordinances of any regulating body.
- 6.5 The Vendor shall pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this Contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the Vendor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this Contract.
- 6.6 The Vendor shall, upon any service visit to any location, acquire the signature of the Agency representative designated to sign for such delivery. No charge for any delivery to any location at any time will be verified without that signature. No payment will be made for any delivery which is not verified. Upon award of contract, Agency will provide vendor with exact locations and addresses for all deliveries and the names of the Agency representatives for said locations. The Vendor shall be expected to coordinate delivery schedule with Agency to insure signature verification is available.

RFQ No. **GSD126404**

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

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

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

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

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

GSD126404 Attachment A

Bid Form

Grounds Commodities

COMMODITY (Lot Size)	Estimated Qty	Unit of Measure	Cost per Unit	Cost Per Lot	Extended Price	Alternate Lot Size (If applicable)
HARDWOOD SHREDDED MULCH						
2 Cu Ft Bag	1000	Cubic Foot	255		2550 ⁰⁰	
Cubic Yard	500	Cubic Yard	2650		13250 ⁰⁰	
ORGANIC MUSHROOM COMPOST						
40lb Bag	1000	Pound	310		3100 ⁰⁰	
Cubic Yard	500	Cubic Yard	3750		18750 ⁰⁰	
TOP SOIL						
Cubic Yard	500	Cubic Yard	37.50		18750 ⁰⁰	
POTTING SOIL						
2 Cu Ft Bag	500	Cubic Foot	300		1500 ⁰⁰	
PREMIERE PRO-MIX HP GROWING MEDIUM, or equal						
3.8 cubic ft bale	500	Cubic Foot	2650		13250 ⁰⁰	
GEOTEXTILE FABRIC						
4' Wide Rolls	12	300 Foot (length)	110 ⁰⁰		1320 ⁰⁰	
6' Wide Rolls	12	300 Foot (length)	180 ⁰⁰		2180 ⁰⁰	
DOW AGROSCIENCES SNAPSHOT 2.5 TG MULCH WEED KILLER, or equal						
50lb Bags	300	Pound	95 ⁰⁰		2850 ⁰⁰	
GRANULE ABSORBENT, SOIL MOIST, or equal						
3lb Granular Containers	300	Pound	28 ⁰⁰		8400 ⁰⁰	
LIME, PELLETIZED						
50lb. Bags	500	Pound	430		2150 ⁰⁰	
STRAW						
Per Bale	300	Bale	550		1650 ⁰⁰	
GRASS SEED, PERENNIAL RYE THREE WAY BLEND						
50lb Bag	200	Pound	85 ⁰⁰		17000 ⁰⁰	
GRASS SEED, TALL FESCUE MIXTURE TURF GRASS-Wetzel Class Act 2, or equal						
50lb Bag	200	Pound	55 ⁰⁰		11000 ⁰⁰	

GSD126404 Attachment A

Bid Form

Grounds Commodities

COMMODITY	Estimated Qty	Unit of Measure	Cost per Unit		Alternate Size (if applicable)
FERTILIZERS					
20-20-20 General Purpose					
25lb Bags	100	Pound	44.00		44.00 ⁰⁰
10-10-10 General Purpose					
25lbs Bags	100	Pound	15.00		15.00 ⁰⁰
<i>50# Bags</i>					
Espoma Garden-Tone, or equal					
20lb Bags	100	Pound	14.00		14.00 ⁰⁰
Espoma Bulb-Tone, or equal					
20lb Bags	100	Pound	14.00		14.00 ⁰⁰
Espoma Rose-Tone, or equal					
20lb Bags	100	Pound	14.00		14.00 ⁰⁰
Espoma Flower-Tone, or equal					
20lb Bags	100	Pound	14.00		14.00 ⁰⁰
Espoma Holly-Tone, or equal					
20lb Bags	100	Pound	15.00		15.00 ⁰⁰
Espoma Plant-Tone, or equal					
20lb Bags	100	Pound	15.00		15.00 ⁰⁰
Espoma Organic Lawn Food, or equal					
50lbs Bags	100	Pound	20.00		20.00 ⁰⁰
<i>40#</i>					
Osmocote, or equal					
50lb Bags	100	Pound	N/A		
HERBICIDES					
Two-way Premium Herbicide					
Gallon Jug	50	Gallon	43.00		21.50 ⁰⁰
Round-Up Weed & Grass Killer Super Concentrate, or equal					
Gallon Jug	50	Gallon	85.00		42.50 ⁰⁰
<i>2 1/2 gallon</i>					
Bayer Advanced Power Force Multi-Insect Killer Granules, or equal					
10lb Bag	20	Pound	6.00		12.00 ⁰⁰
ICEMELT					
Turf-Friendly Ice Melt					
50lb Bag	100	Pound	13.00		13.00 ⁰⁰
Delivery Fee: Orders under \$500.00	10	Per Order			
<i>20 Mile Radius @ 25301</i>	1		35.00		35.00
Total Bid					\$7676.00

All DELIVERIES out of 25301 zip, AT RATE \$1.25 MILE

GSD126404 Attachment A

Bid Form

Grounds Commodities

Vendor Information

Company Name: GREEN'S FEED & SEED INC

Company Address: 314 Piedmont Rd
Charleston WV 25301

Contractor Contact Name: MIKE GREEN

Contractor Phone Number: 304 3430441

Contractor Fax Number: 304 3432248

Contractor Email Address: GREENSFEED@Yahoo.com

Please provide the following numbers below:

24 Hour Phone Number for Callback Services: 304 610 9538

Fax/email for Release Order Receipt: 304 3432248, GREENSFEED@Yahoo.com

GSD126404 Attachment B

Bid Form

Grounds Commodities

COMMODITY (Lot Size)	Estimated Qty	Unit of Measure	Cost per Unit	Cost Per Lot	Extended Price	Alternate Lot Size (if applicable)
HARDWOOD SHREDDED MULCH						
2 Cu Ft Bag	1000	Cubic Foot	\$1.00	\$2.00	\$2.00	1 cu ft bag

INSTRUCTIONS FOR COMPLETING THE BID FORM:

Commodity (Lot Size): Commodity being requested by the Agency. (Lot Size) is listed to provide a standard for which vendors will be evaluated and to designate the preferred lot size of the commodity.

Estimated Quantity: Estimated quantity of commodity for bid evaluation purposes. Note: Quantities are provided for bid evaluation purposes only. Agency will order against this contract based on need. Vendor must provide pricing which is fixed regardless of the amount of the commodity ordered.

Unit of Measure: Increment of size used in the bid evaluation process to compare vendor prices on an equal basis.

Cost per Unit: Vendor price for (1) unit of measure specified to be used in the bid evaluation process to compare vendor prices on an equal basis. In the above example: Cost for (1) cu ft of hardwood shredded mulch (\$1.00)

Cost per Lot: Price based on Cost Per Unit provided by the vendor for (1) Unit of Measure. Cost per lot will be used for bid evaluation purposes to compare vendor prices on an equal basis. In the above example:

Cost per Unit x Lot Size Specified=Cost per Lot
 $\$1.00 \times 2 \text{ cu ft bag} = \$2.00 \text{ per } 2 \text{ cu ft bag}$

Extended Price: Cost for total estimated amount of commodity for bid evaluation purposes. Extended price is calculated by multiplying the Cost per Lot x the Estimated Quantity. In the example above:

Cost per Lot x Estimated Quantity=Extended Price
 $\$2.00 \text{ (for (1) } 2 \text{ cu ft bag of hardwood shredded mulch)} \times 1000 \text{ (estimated } 2 \text{ cu ft bags)} = \$2,000.00$

Alternate Lot Size (If Applicable): The State recognized that not all vendors provide commodities in the same lot sizes. If lot size differs from the listed size, then the vendor may designate a different lot size. Orders will be placed for commodities based on the lot size indicated by the vendor in this column; however, for evaluation purposes, comparisons in the cost shall be made based on the lot size requested by the state for equality. In the example above:

Alternate Lot Size (If Applicable)
 1 cu ft bag

Orders would be placed to the vendor for bags of hardwood shredded mulch in the vendor's designated 1 cu ft bag size. For each 2 cu ft of hardwood shredded mulch needed by the Agency, a order for (2) 1 cu ft bags would be placed.

GSD 126404

Attachment C

Product Sheet

COMMODITY	Manufacturer	Product Number	Literature Attached
HARDWOOD SHREDDED MULCH 2 Cu Ft Bag	<i>Grant City Mulch</i>		
Cubic Yard			
ORGANIC MUSHROOM COMPOST 40lb Bag	<i>Grant City Mulch</i>		
Cubic Yard			
TOP SOIL Cubic Yard	<i>Composite Sand</i>		
POTTING SOIL 2 Cu Ft Bag	<i>Grant City Mulch</i>		
PREMIERE PRO-MIX HP GROWING MEDIUM, or equal 3.8 cubic ft bale	<i>PREMIERE</i>		
GEOTEXTILE FABRIC 4' Wide Rolls	<i>TYPAR</i>		
6' Wide Rolls			
DOW AGROSCIENCES SNAPSHOT 2.5 TG MULCH WEED KILLER, or equal 50lb Bags			
GRANULE ABSORBENT, SOIL MOIST, or equal 3lb Granular Containers			
LIME, PELLETIZED 50# Bags	<i>Ky Fertilizer</i>		
STRAW Per Bale	<i>Esqleton Farms</i>		
GRASS SEED, PERENNIAL RYE THREE WAY BLEND 50lb Bag	<i>Caudill Seed</i>		
GRASS SEED, TALL FESCUE MIXTURE TURF GRASS-Wetzel Class Act 2, or equal 50lb Bag	<i>Caudill Seed</i>		
COMMODITY FERTILIZERS			

GSD 126404

Attachment C

Product Sheet

20-20-20 General Purpose 25lb Bags	<i>Peters (Scotts)</i>		
10-10-10 General Purpose 25lbs Bags	<i>KY FERTILIZER</i>		
Espoma Garden-Tone, or equal 20lb Bags	<i>ESPOMA</i>		
Espoma Bulb-Tone, or equal 20lb Bags	<i>''</i>		
Espoma Rose-Tone, or equal 20lb Bags	<i>''</i>		
Espoma Flower-Tone, or equal 20lb Bags	<i>''</i>		
Espoma Holly-Tone, or equal 20lb Bags	<i>''</i>		
Espoma Plant-Tone, or equal 20lb Bags	<i>''</i>		
Espoma Organic Lawn Food, or equal 50lbs Bags	<i>''</i>		
Osmocote, or equal 50lb Bags			
HERBICIDES			
Two-way Premium Herbicide Gallon Jug			
Round-Up Weed & Grass Killer Super Concentrate, or equal Gallon Jug	<i>ENEASEN</i>		
Bayer Advanced Power Force Multi- Insect Killer Granules, or equal 10lb Bag	<i>BAYER</i>		
ICEMELT			
Turf-Friendly Ice Melt 50lb Bag	<i>KY FERTILIZER</i>		

Electronic, self populating versions of Attachments A-C are available via the "WV State Purchasing Bulletin" to vendors registered with the State Purchasing Division.