



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
 GSD126405

PAGE
 1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

Graybar Electric
 1010 Young Street
 Charleston, WV 25301

SHIP TO

DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 07/21/2011	TERMS OF SALE NET 30	SHIP VIA BEST WAY	F.O.B. DESTINATION	FREIGHT TERMS Allowed
BID OPENING DATE: 08/04/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		285-54	45,823.99	45,823.99
EMERGENCY LIGHT FIXTURES BLDGS 23, 22 AND 36						
REQUEST FOR QUOTATION (RFQ)						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING BIDS FOR EMERGENCY LIGHT FIXTURES PER THE ATTACHED SPECIFICATIONS.						
THIS BID IS FOR MATERIALS ONLY.						
TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.						
DEADLINE FOR ALL TECHNICAL QUESTIONS IS 07/28/2011 AT THE CLOSE OF BUSINESS.						
ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED AFTER THE DEADLINE HAS LAPSED.						
VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND NAY STATE PERSONNEL IS NOT BINDING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RFQ BY FORMAL WRITTEN ADDENDUM IS BINDING.						
NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS						



SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Scott M. [Signature]* TELEPHONE: 304-344-2371 DATE: 8/4/11

TITLE: QUOTATIONS Coordinator FEIN: 13079438001 ADDRESS CHANGES TO BE NOTED ABOVE

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



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VENDOR

DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/21/2011				

BID OPENING DATE: 08/04/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: GSD126405</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 ✓ - GEM</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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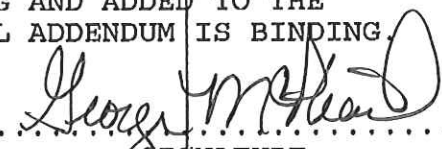

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS		
07/21/2011						
BID OPENING DATE: 08/04/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">  SIGNATURE  COMPANY 8/4/11 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;">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>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE			TELEPHONE		DATE	
TITLE		FEIN		ADDRESS CHANGES TO BE NOTED ABOVE		

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State of West Virginia
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DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/21/2011				

BID OPENING DATE: 08/04/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				KRISTA FERRELL-FILE 21		
RFQ. NO.:				GSD126405		
BID OPENING DATE:				08/04/2011		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
304-344-4396						

CONTACT PERSON (PLEASE PRINT CLEARLY):						
GEORGE MCPHAIL						

***** THIS IS THE END OF RFQ GSD126405 ***** TOTAL:						<i>\$</i> 45,823.99

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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State of West Virginia
General Services Division

West Virginia State Capitol
GSD126405 Lighting Purchase

REQUEST FOR QUOTATIONS #GSD126405
PURCHASE OF EMERGENCY LIGHTING FOR VARIOUS DOA OWNED
FACILITIES

Location: West Virginia Department of Administration
General Services Division
1900 Kanawha Boulevard East
Building One, Room MB60
Charleston, West Virginia 25305

For: State of West Virginia
General Services Division
1900 Kanawha Boulevard, East
Building One, Room MB60
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
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 for the purchase of various emergency lighting fixtures.

Successful bidder will be given fourteen (14) calendar days from the issuance of the Purchase Order to provide and deliver the listed light fixtures to the facilities listed herein.

Any services contracted for prior to receipt of the signed purchase order and notice-to-proceed letter shall be at the Bidder's risk.

General Conditions

- A. Vendor must supply 12-month (or greater) manufacturer's warranty for product.
- B. Freight will be FOB-Destination; all charges for delivery of equipment to each location in Charleston and Beckley must be incorporated into the bid.

State of West Virginia
General Services Division

West Virginia State Capitol
GSD126405 Lighting Purchase

C. Award will be made to the lowest Total Bid.

Technical Specifications

Brand and model specifications are given to establish the acceptable level of performance and quality only, and not to limit competition. Bidders wishing to bid based upon substitute brands and models should submit a request to substitute the brand and model they wish to bid as a technical question, per the instructions for submitting technical questions in the Request for Quotation (RFQ). Approvals and refusals of these requests will be given by addenda to the RFQ.

Building 23, Beckley, WV
407 Neville Street
Beckley, WV

<u>Manufacturer Model</u>	<u>QTY</u>
<u>Lithonia ELM2 LED (or equal)</u>	<u>190</u>
<u>Lithonia LHQM LED SW3R (or equal)</u>	<u>35</u>
<u>WP 1 54T5HO</u>	
<u>Lithonia MVOLT GEB10PS (or equal)</u>	<u>38</u>
<u>Lithonia IBZT5 4 (or equal)</u>	<u>20</u>
<u>2SP5 G 3 28T5</u>	
<u>A12125 MVOLT</u>	
<u>Lithonia GEB10PS (or equal)</u>	<u>36</u>

Building 36, One Davis Square
321 Capitol Street
Charleston, WV 25301

<u>Manufacturer Model</u>	<u>QTY</u>
<u>WP 1 54T5HO</u>	
<u>Lithonia MVOLT GEB10PS (or equal)</u>	<u>30</u>

State of West Virginia
General Services Division

West Virginia State Capitol
GSD126405 Lighting Purchase

Building 22, Tax and Revenue
1001 Lee Street
Charleston, WV 25301

<u>Manufacturer Model</u>	<u>QTY</u>
Lithonia ELM2 LED (or equal)	145
Lithonia LHQM LED SW3R (or equal)	55
<u>WP 1 54T5HO</u>	
Lithonia MVOLT GEB10PS (or equal)	48
<u>2SP5 G 3 28T5</u>	
<u>A12125 MVOLT</u>	
Lithonia GEB10PS (or equal)	18

Documents:

This Request for Quotations also incorporates the attached documents:

1. The WV Purchasing Division "Request for Quotation" and "General Terms and Conditions".
2. GSD116459 Bid Form

Invoices

Invoices shall be submitted to the Agency for payment (in arrears) and must include the following information:

1. Copies of all BOL's signed and dated by the Agency Representative (prior to their submittal with invoices for payment).
2. FEIN number, complete address of vendor, Agency release order number, and master contract number.

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

State of West Virginia
General Services Division

West Virginia State Capitol
GSD126405 Lighting Purchase

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.

Additional Terms and Conditions

- A. 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.
- B. 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.
- C. 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

State of West Virginia
General Services Division

West Virginia State Capitol
GSD126405 Lighting Purchase

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.

GSD126405-Attachment A-Bid Form

LOCATION	Unit Cost	Qty	Extended Cost
<u>Building 23 Beckley</u>			
Lithonia ELM2 LED (or equal) <i>Cooper #APEL</i>	\$ 33.33	190	\$ 6,332.70
Lithonia LHQM LED SW3R (or equal)	\$ 109.57	35	\$ 3,834.90
Lithonia WP 1 54T5HO MVOLT GEB10PS <i>Cooper #B1U-154T5-UNV-EBT1-U</i>	\$ 155.56	38	\$ 5,911.28
Lithonia IBZT5 4 (or equal) <i>Cooper HBL-454T5-N-UNV-EBT1-U</i>	\$ 92.61	20	\$ 1,852.20
Lithonia 2SP5 G 3 28T5 A12125 MVOLT GEB10PS (or equal) <i>Cooper 2GC-328T5A125-UNV-EBT1-U</i>	\$ 90.67	36	\$ 3,264.12
TOTAL Building 23			<u>\$ 21,195.20 (A)</u>
<u>Building 36, One Davis Square</u>			
Lithonia WP 1 54T5HO MVOLT GEB10PS (or equal) <i>Cooper # B1U-154T5-UNV-EBT1-U</i>	\$ 155.56	30	\$ 4,666.80
TOTAL Building 36			<u>\$ 4,666.80 (B)</u>
<u>Building 22, Tax and Revenue</u>			
Lithonia ELM2 LED (or equal) <i>Cooper #APEL</i>	\$ 33.33	145	\$ 4,832.85
Lithonia LHQM LED SW3R (or equal)	\$ 109.64	55	\$ 6,030.20
Lithonia WP 1 54T5HO MVOLT GEB10PS <i>Cooper #B1U-154T5-UNV-EBT1-U</i>	\$ 155.56	48	\$ 7,466.88
Lithonia 2SP5 G 3 28T5 A12125 MVOLT GEB10PS (or equal) <i>Cooper # 2GC-328T5A125-UNV-EBT2-U</i>	\$ 90.67	18	\$ 1,632.06
TOTAL Building 22			<u>\$ 19,961.99 (C)</u>
TOTAL BID (A + B + C) = D			<u>\$ 45,823.99 (D)</u>

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: Graybar Electric
Date: 8/4/11

Signed: George McPherson
Title: QUOTATIONS COORDINATOR

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