



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

Solicitation

NUMBER
AGR1305

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 STEPP + SONS
 3151 CHARLESTON RD.
 RIPLEY, WV 25271

SHIP TO

DEPARTMENT OF AGRICULTURE
 FOOD DISTRIBUTION PROGRAM
 1 CEDAR LAKES DRIVE
 RIPLEY, WV
 25271 304-558-2221



DATE PRINTED
10/17/2012

BID OPENING DATE: 11/15/2012

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		968-42		
GENERAL CONSTRUCTION						
THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE, IS SOLICITING BIDS FROM RESPONSIBLE VENDORS, TO PROVIDE AND INSTALL SIXTEEN (16) DOCK-STYLE GARAGE DOORS PER THE ATTACHED DOCUMENTATION.						
***** THIS IS THE END OF RFQ AGR1305 ***** TOTAL:						
12/06/12 12:22:51 PM West Virginia Purchasing Division						

SIGNATURE	TELEPHONE 304 372-2254	DATE 12-6-12
TITLE SALES MGR	FEIN 261101327	ADDRESS CHANGES TO BE NOTED ABOVE

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

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

| A pre-bid meeting will not be held prior to bid opening.

| A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

| A MANDATORY PRE-BID meeting will be held at the following place and time:

10/29/2012 at 10:00 AM
 Department of Agriculture
 Food Distribution Program Warehouse
 4496 Cedar Lakes Road
 Ripley, WV 25271

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

Stepp & Sons Garage Doors

Estimate

40 YEARS IN BUSINESS

Parkersburg, Ripley, Charleston, Beckley
Remit: 3151 Charleston Rd, Ripley, WV 25271

800-447-8377

Date	Estimate #
12/4/2012	SE-5981

Valued Customer

Directions / Ship To

WV Department of Agriculture
PO Box 1069
Ripley, WV 25271

SIGNED
By *[Signature]* SALES MGR
12-6-12

550-3117 558-0573 Darrell Carter

AGR 1305

Qty	Description	Rate	Rep
			Sam
			Total
11	Fairplain facility, James Thomas, Jason Parsons 993-8847 558-0573 3216 COMMERCIAL DOOR: R-Value 17.54 8'2x8 white, insulated, row windows, vertical lift, manual operated (3216 Wh Lites 23 24"x12" CAS IL VL2T H&J) ~ FULL TWO-INCH THICK DOOR SECTIONS ~ Two-sided steel design with a layer of rigid polyurethane insulation ~ Micro-Grooved Steel exterior and interior skins. INSTALLED! weatherseal Included!	1,295.00	14,245.00
1	3216 COMMERCIAL DOOR: R-Value 17.54 8'2x10 white, insulated, row windows, vertical lift, manual operated (3216 Wh Lites 23 24"x12" CAS IL VL2T H&J) ~ FULL TWO-INCH THICK DOOR SECTIONS ~ Two-sided steel design with a layer of rigid polyurethane insulation ~ Micro-Grooved Steel exterior and interior skins. INSTALLED! weatherseal Included!	1,395.00	1,395.00
4	3216 COMMERCIAL DOOR: R-Value 17.54 14'2x14 white, insulated, row windows, With Electric operator & cable (3216 Wh Lites 43 24"x12" CAS IL LC2T 18'5" HR H&J no eyes) ~ FULL TWO-INCH THICK DOOR SECTIONS ~ Two-sided steel design with a layer of rigid polyurethane insulation ~ Micro-Grooved Steel exterior and interior skins. MT5011 OPERATOR: Commercial Trolley type electric operator DOOR & OPERATOR INSTALLED! weatherseal Included!	3,875.00	15,500.00
1	Special Discount - Deduct - (2)14'2x14 doors all material delivered only	-2,240.00	-2,240.00

We appreciate your REPEAT business!!

Sales Tax (0.00) \$28,900.00

Subtotal \$0.00

Total \$28,900.00

E-mail	Web Site
samuel@steppandsons.com	www.steppandsons.com

Signature _____

COST SHEET

Quantity	Description	COST
1	To provide and perform complete installation of 14 Garage style Dock doors (labor & materials)	\$ 23,390 ⁰⁰
1	To provide one 14'2X14 door delivered (not installed) must include all hardware(rails, latches, cables, springs, handles, motors, weather seals & 140 foot of wiring)	\$ 2,755 ⁰⁰
1	To provide one 14'2X14 door delivered (not installed) must include all hardware(rails, latches, cables, springs, handles, motors, weather seals & 300 foot of wiring)	\$ 2,755 ⁰⁰
TOTAL COST		\$ 28,900 ⁰⁰

Any and all measurements, sizes, etc are the responsibility of the vendor.

ALL BIDS MUST INCLUDE ALL FEES FOR DELIVERY TO:

West Virginia Department of Agriculture
 Food Distribution Program
 4496 Cedar Lakes Drive
 Ripley, WV 25271

SJL
 12-6-12



Agency _____ 27
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Sandi, Inc. dba Stepp & Sons
of 3151 Charleston Rd., Ripley WV 25271 as Principal, and Erie Insurance Property
Casualty Coof 100 Erie Insurance Pl., a corporation organized and existing under the laws of the State of Pa.
Erie, Pa. 16530 with its principal office in the City of Erie, Pa., as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of One Thousand Five Hundred (\$ 1,500) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

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 made a part hereof, to enter into a contract in writing for
Replacement of 16 garage doors, Dept. of Agriculture,
1 Cedar Lakes Drive, Ripley, WV

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this
5th day of December, 20 12.

Principal Corporate Seal

Sandi, Inc. dba
Stepp and Sons
(Name of Principal)
By Benjamin M. Stepp
(Must be President or
Vice President)
President
(Title)

Surety Corporate Seal

Erie Insurance Property & Casualty Co.
(Name of Surety)
Charles Stephen Tygrett
Charles Stephen Tygrett
Attorney-In-Fact

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



ERIE INSURANCE
PROPERTY & CASUALTY COMPANY
ERIE, PA 16530
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ERIE INSURANCE PROPERTY & CASUALTY COMPANY, a corporation duly organized under the laws of the Commonwealth of Pennsylvania, does hereby make, constitute and appoint--

Charles Stephen Tygrett

individually, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed: any and all bonds and undertakings of suretyship, in a penalty not to exceed the sum of five hundred thousand dollars (\$500,000.00).

And to bind the ERIE INSURANCE PROPERTY & CASUALTY COMPANY thereby as fully and to the same extent as if such bonds and undertakings and other writings obligatory in the nature thereof were signed by the appropriate officer of the ERIE INSURANCE PROPERTY & CASUALTY COMPANY and sealed and attested by one other of such officers, and hereby ratifies and confirms all that its said Attorney(s)-in-Fact may do in pursuance hereof.

The Power of Attorney is granted under and by authority of the following Resolution adopted by unanimous consent of the Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY on the 8th day of May 2002 and said Resolution has not been amended or repealed:

'Resolved, that the President, or any Senior Vice President or Vice President shall have power and authority to: (a) Appoint Attorney(s)-in-Fact and to authorize them to execute on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and, (b) To remove any such Attorney-in-Fact at any time and revoke the power and authority given to him; and

Resolved, that Attorney(s)-in-Fact shall have power and authority, subject to the terms and limitations of the Power of Attorney issued to them, to execute and deliver on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof. The corporate seal is not necessary for the validity of any bonds and undertakings, recognizances, contract of indemnity and other writings obligatory in the nature thereof.'

This Power of Attorney is signed and sealed by facsimiles under and by virtue of the following Resolution adopted by the unanimous consent of the Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY and said Resolution has not been amended or repealed:

'Resolved, that the signature of Jeffrey A. Ludrof, as President and Chief Executive Officer of the Company, and the Seal of the Company may be affixed by the following facsimiles on any Limited Power of Attorney for the execution of bonds, undertakings, recognizances, contracts and other writings in the nature thereof, and the signature of J. R. Van Gorder, as Secretary of the Company, and the Seal of the Company may also be affixed by the following facsimiles to any certificate of any such Limited Power of Attorney and only under such circumstances, shall said facsimiles be valid and binding on the Company.'

IN WITNESS WHEREOF, the ERIE INSURANCE PROPERTY & CASUALTY COMPANY has caused these presents to be signed by its President and Chief Executive Officer, and its corporate seal to be hereto affixed this 8th day of May, 2002.



Handwritten signature of Jeffrey A. Ludrof, President and Chief Executive Officer.

STATE OF PENNSYLVANIA } ss.
COUNTY OF ERIE

On this 8th day of May, A.D. 2002, before me personally came Jeffrey A. Ludrof, to me known, who being by me duly sworn, did depose and say: that he is President and Chief Executive Officer of ERIE INSURANCE PROPERTY & CASUALTY COMPANY, the corporation 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 by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



Handwritten signature of Sheila M. Hirsch, Notary Public, My commission expires June 27, 2008.

CERTIFICATE

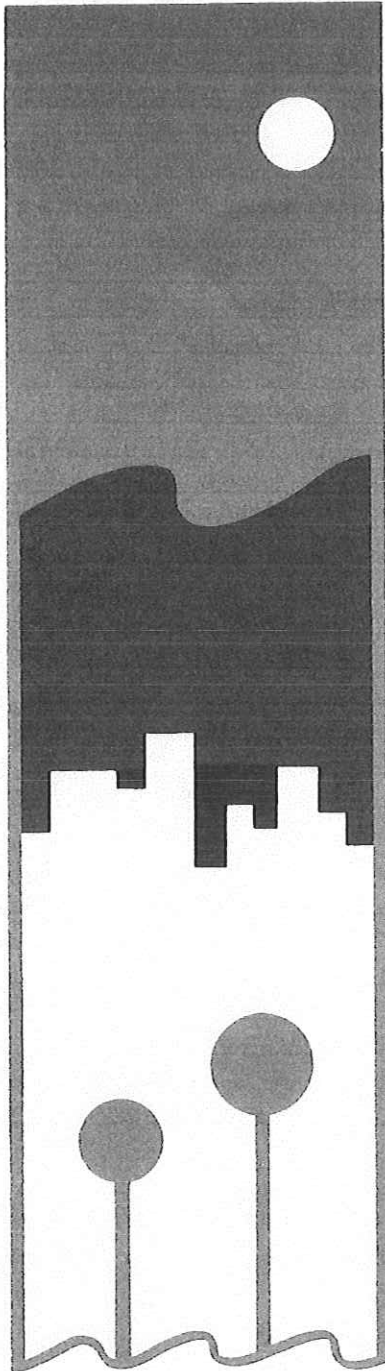
I, J. R. Van Gorder, as Secretary of the ERIE INSURANCE PROPERTY & CASUALTY COMPANY, do hereby certify that the original POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is still in full force and effect as of the date below.



Handwritten signature of J. R. Van Gorder, Secretary.

In witness whereof, I have hereunto subscribed my name and affixed corporate Seal of the Company by facsimiles pursuant to the action of the Board of Directors of the Company,

this 5TH day of DECEMBER 20 12.



**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

CONTRACTOR LICENSE

Authorized by the
West Virginia Contractor Licensing Board

Number: WV043485

Classification:

SPECIALTY

SANDI INC
DBA STEPP & SONS INC
2442 ROUTE 21 S
RIPLEY, WV 25271

Date Issued

JANUARY 14, 2012

Expiration Date

JANUARY 14, 2013

Benjamin M. Stepp
Authorized Company Signature

Michael A. Carl
Chair, West Virginia Contractor
Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



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

AGR1305 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER
304-558-2316

RFQ COPY
TYPE NAME/ADDRESS HERE

DEPARTMENT OF AGRICULTURE
FOOD DISTRIBUTION PROGRAM
1 CEDAR LAKES DRIVE
RIPLEY, WV
25271 304-558-2221

DATE PRINTED:
11/28/2012

BID OPENING DATE: 12/06/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED DOCUMENTATION AND EXTEND THE BID OPENING DATE & TIME.						
0001	1	LS		968-42		
GENERAL CONSTRUCTION						
***** THIS IS THE END OF RFQ AGR1305 ***** TOTAL:						

SIGNATURE 	TELEPHONE 304 372 7254	DATE 12-6-12
TITLE SALES MGR	FEIN 261101327	ADDRESS CHANGES TO BE NOTED ABOVE

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

FAXED
11-29-12

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: AGR1305

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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 information issued in writing and added to the specifications by an official addendum is binding.

STEPP + SONS
Company

[Signature]
Authorized Signature

11-29-12
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: AGR1305

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

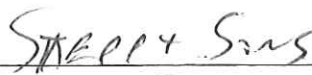
Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:


(Check the box next to each addendum received)

- | | |
|--|--|
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| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

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 Company



 Authorized Signature

12-6-12

 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

STEPP + SONS
(Company)

[Signature]
(Authorized Signature)

SALES MNGR
(Representative Name, Title)

304 372 2254 304 372 5618
(Phone Number) (Fax Number)

12-6-12
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: AGR1305

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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 information issued in writing and added to the specifications by an official addendum is binding.

STEPP + SON

 Company

[Signature]

 Authorized Signature

12-6-12

 Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012

RFQ No. AG 1305

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: STEPP + SONS
Authorized Signature: [Signature] Date: 12-6-12

State of West Virginia

County of JACKSON, to-wit:

Taken, subscribed, and sworn to before me this 6th day of December, 2012.

My Commission expires October 10, 2021

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature: Angela M Lane]

Purchasing Affidavit (Revised 07/01/2012)



WV-75
Created 07/18/12



State of West Virginia

PURCHASING DIVISION

Construction Bid Submission Review Form

This list has been provided for informational purposes only and is not to be construed as a complete list of request for quotation or bidding requirements for any individual construction project. This list does not and cannot include every item, mistake or oversight that could cause a contractor's bid to be disqualified. Rather, this list is intended to draw attention to some of the most common problems that the Purchasing Division encounters in the bidding process for construction projects. All potential bidders must read the request for quotation, all additional documents, and all instructions relating thereto ("Bid Documents") in their entirety to identify the actual request for quotation and bidding requirements. Failure to read the Bid Documents in their entirety and comply with the stated requirements contained therein may result in bid disqualification.

Errors That Shall Be Reason for Immediate Bid Disqualification

1. Failure to attend a mandatory pre-bid meeting
2. Failure to sign the bid
3. Failure to supply West Virginia contractor's license # on bid
4. Failure to supply a signed drug free workplace affidavit with the bid
5. Failure to supply a valid bid bond or other surety approved by the State of West Virginia
6. Failure to meet any mandatory requirement of the RFQ
7. Failure to acknowledge receipt of Addenda (only if stipulated as mandatory)
8. Failure to submit bid prior to the bid opening date and time
9. Federal debarment
10. State of West Virginia debarment or suspension

Errors that May Be Reason for Bid Disqualification Before Contract Award

1. Uncontested debt to the State exceeding \$1,000.00 (must be cured prior to award)
2. Workers' Compensation or Unemployment Compensation delinquency (must be cured prior to award)
3. Not registered as a vendor with the State (must be cured prior to award)
4. Failure to obtain required bonds and/or insurance
5. Failure to provide the sub-contractor listing within 1 business day of bid opening.
6. Failure to use the provided RFQ form (only if stipulated as mandatory).

✓



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

STATE OF WV
COUNTY OF JACKSON, TO-WIT:

I, SAM STEPP, after being first duly sworn, depose and state as follows:

- 1. I am an employee of STEPP + SONS; and,
(Company Name)
- 2. I do hereby attest that STEPP + SONS
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D-5**.

The above statements are sworn to under the penalty of perjury.

STEPP + SONS
(Company Name)

By: [Signature]

Title: SALES MANAGER

Date: 12-6-12

Taken, subscribed and sworn to before me this 10th day of December.

By Commission expires October 10, 2021



[Signature]
(Notary Public)

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.

V

COST SHEET

EQUIPMENT		COST
Installation of 16 Garage-style Dock Doors. Bid to be in accordance with specifications. Cost to include complete installation of all (labor & materials)		
Any and all measurements, sizes, etc are the responsibility of the vendor.		
TOTAL COST		

ALL BIDS MUST INCLUDE ALL FEES FOR DELIVERY TO:

West Virginia Department of Agriculture
 Food Distribution Program
 4496 Cedar Lakes Drive
 Ripley, WV 25271