



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 6

 List View[General Information](#) | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1841869

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 1400

Vendor ID: VS0000045819 

SO Doc ID: AGR2600000024

Legal Name: SWIPE RESOURCES LLC

Published Date: 1/23/26

Alias/DBA: HAMZA MASUD

Close Date: 2/3/26

Total Bid: \$182,327.00

Close Time: 13:30

Response Date: 02/03/2026 

Status: Closed

Response Time: 13:25

Solicitation Description: READ - Laboratory Steam Sterilizers

Responded By User ID: swiperesources 

Total of Header Attachments: 6

First Name: Hamza

Total of All Attachments: 6

Last Name: Masud

Email: hamza.masud@swiperesou

Phone: 7038706182



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

**State of West Virginia
Solicitation Response**

Proc Folder: 1841869

Solicitation Description: READ - Laboratory Steam Sterilizers

Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2026-02-03 13:30	SR 1400 ESR02032600000004482	1

VENDOR

VS0000045819

SWIPE RESOURCES LLC

Solicitation Number: CRFQ 1400 AGR2600000024

Total Bid: 182327

Response Date: 2026-02-03

Response Time: 13:25:54

Comments:

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell

304-558-2063

larry.d.mcdonnell@wv.gov

**Vendor
Signature X**

FEIN#

DATE

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Discard Autoclave Laboratory Steam Sterilizer section 3.1.1	2.00000	EA	51929.000000	103858.00

Comm Code	Manufacturer	Specification	Model #
42281508			

Commodity Line Comments: Optional Items not included in this price:
 Drying Kit 320/400 Drying Kit (Stainless Steel Wire Mesh Shelves and Drip Cover) - 320 & 400L Front Loading Priorclaves
 2 PNC/PRN/000 Tactrol Printer Thermal "receipt" documents the temperature, pressure, time, and cycle data recorded by the logging system. Prints at the end of the cycle to reduce fading..
 2 PNC/LPT/000 Load Sensed Process
 Timing
 Consists of a temperature probe that can be positioned inside the chamber when the contents are especially dense or additional validation is required

Extended Description:

Discard Autoclave Laboratory Steam Sterilizer specification section 3.1.1
 See attached specification and associated documentation for further details.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Media Autoclave Laboratory Steam Sterilizer section 3.1.2	1.00000	EA	49929.000000	49929.00

Comm Code	Manufacturer	Specification	Model #
42281508			

Commodity Line Comments: Optional Items not included in this price:
 Load Sensed Process
 Timing
 Consists of a temperature probe that can be positioned inside the chamber when the contents are especially dense or additional validation is required.
 1 PNC/PRN/000 Tactrol Printer Thermal "receipt" documents the temperature, pressure, time, and cycle data recorded by the logging system. Prints at the end of the cycle to reduce fading..

Extended Description:

Media Autoclave Laboratory Steam Sterilizer specification section 3.1.2
 See attached specification and associated documentation for further details.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Warranty/Preventative Maintenance Service section 3.1.3	1.00000	EA	15500.000000	15500.00

Comm Code	Manufacturer	Specification	Model #
42281508			

Commodity Line Comments: Includes installation, training, five preventive maintenance visits over 3 years, and warranty parts.
 (to match warranty).
 This includes installation and training. Do not duplicate with line item 4 and 5.

Extended Description:

Warranty/Preventative Maintenance Service specification section 3.1.3
 See attached specification and associated documentation for further details.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Installation sections 3.1.1.13 and 3.1.2.13	1.00000	EA	6520.000000	6520.00

Comm Code	Manufacturer	Specification	Model #
42281508			

Commodity Line Comments: Do not duplicate. Included in line item 3 already

Extended Description:

Installation specification sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Onsite Training sections 3.1.1.13 and 3.1.2.13	1.00000	EA	6520.000000	6520.00

Comm Code	Manufacturer	Specification	Model #
42281508			

Commodity Line Comments: Do not duplicate. Included in line item 3 already

Extended Description:

Onsite Training specifications sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.



Overview

Hard water is the number one reason for costly maintenance, avoidable repairs, and even contamination in steam autoclaves.

Autoclaves that produce steam by heating water in the chamber, such as Priorclave's Electrically Heated (EH) models, require softened water and regular cleaning to function properly. The feed water must also be sufficiently conductive to support the built-in sensors.

Steam Heated (SH) models are connected to an external steam source, and the feed water requirements depend on the boiler--requirements are specified by the facility, not the autoclave manufacturer.

How Water is Used in Autoclaving

Priorclave autoclaves use water in two ways: to produce steam within the chamber for sterilizing, and to feed ancillary equipment such as vacuum pumps and drain condensers.

In-Chamber Steam Production

There are heating elements in the bottom of the autoclave chamber that sit in a reservoir of water. When a cycle begins, the heaters boil the water to create the necessary steam. At the end of the cycle, the steam cools and condenses at the bottom of the chamber until the next cycle begins.

The heating elements remain submerged until the chamber is manually drained for cleaning or automatically drained during a drying cycle.

Ancillary Equipment

In general, tap water provides sufficient volume and pressure (a minimum of 2Bar) for ancillary autoclave equipment. The feed water for the condenser, vacuum, or other ancillary equipment need not be treated or softened.

Water Quality Issues

There are two main considerations for autoclave water quality: hardness and purity. Hard water causes harmful mineral scale to build up in the autoclave. Pure water is corrosive and lacks the necessary conductivity for autoclave sensors.

Hard Water

When hard water is heated, Ca^{2+} ions react with bicarbonate (HCO_3^-) ions to form insoluble calcium carbonate (CaCO_3). Calcium carbonate and other minerals, such as lime, can build up quickly in an autoclave. See page 3 for acceptable levels of CaCO_3 .

Over a relatively short period of time, the mineral scale from hard water will coat the heating elements, initially reducing their effectiveness and ultimately causing them to fail. Mineral scale will also affect the operation of water level sensors and the efficient operation of valves.

Ultra Pure Water and Deionized (DI) Water

Ultra-pure and DI water are often available in research settings, but neither is suitable for use in a standard autoclave for two reasons:

- Extremely pure and DI are corrosive to the copper pipework and brass fittings inside an autoclave. If an application requires ultra pure or DI water, Priorclave can specially manufacture a unit for the purpose.
- Neither ultra-pure nor DI water are sufficiently conductive. There is a probe located at the bottom of the autoclave chamber that uses conduction to sense whether there is enough water in the reservoir to run a cycle.

Reverse Osmosis (RO) Water and Distilled Water

The conductivity of RO water varies between 0.05 $\mu\text{S}/\text{cm}$ (DI water) and 200 $\mu\text{S}/\text{cm}$ (drinking water). RO water can work well in an autoclave, as long as the purity of the water that comes through the membrane is within acceptable levels of conductivity (see page 3).

Likewise, the conductivity of distilled water varies by process. Distilled water can be used if it falls within acceptable levels of conductivity (see page 3).

Particulates

Water supplies that contain a high level of particulates can also affect the operation of valves. Particulates are sometimes found when new plumbing is commissioned, but they can be part of a longer term water quality issue. Particulates in water are measured as turbidity, measured in FTU or NTU. Drinking water supplies will usually have a turbidity significantly lower than 1 FTU (NTU) but river water can be around 25 FTU (NTU) or greater. If your feed water for the autoclave or its ancillary equipment routinely has a turbidity above 1 FTU(NTU), it is strongly recommended that it is filtered before use.

Recommendations

Priorclave recommends testing your water quality prior to installing your new autoclave.

Recommended Levels for Hardness and Conductivity

- Total hardness in terms of CaCO₃: < 50mg/L (50ppm)
- Conductivity: > 15 microSiemens

Water Softener

For facilities with hard water, Priorclave strongly recommends fitting a sodium ion exchange water softener to reduce the levels of calcium carbonate and other ionic contaminants to more acceptable levels. This type of softener will also maintain conductivity at a detectable level for the sensors and probes.

Electrical and magnetic softener alternatives are not recommended. They eventually produce a thick, white powder of denatured calcium carbonate in the bottom of the autoclave chamber.

Regular Maintenance

Autoclaves require care and cleaning as a matter of routine. Please consult the Priorclave Maintenance Manual provided for specific guidelines. At the same time, check the salt levels of the water softener (if fitted) in accordance with the owner's manual.

In autoclaves that generate their own steam in the chamber, the process of autoclaving naturally concentrates impurities from the water supply and successive loads in the reservoir at the bottom of the vessel.

Without regular maintenance, the concentrated charge water can lead to mineral scale and corrosive levels of salt and contaminants (even when a water softener is in use). It may become foamy and breach sealed containers during autoclaving--causing failure errors. Cycling concentrated charge water can damage the heating elements and valves over time, and it could even degrade the thick stainless steel of the Priorclave chamber.

For these reasons, the chamber should be drained, rinsed, and wiped down weekly--or sooner if a spill has occurred. Compliance with the water quality requirements and maintenance manual will ensure top performance of your Priorclave for years to come.



Why Priorclave North America?

The top choice of research laboratories worldwide, **Priorclave** is the only autoclave manufacturer to offer:

- **Biomaster® Protected Antimicrobial Surfaces**

All external panels are treated with this anti-microbial coating, providing a second line of defense against cross contamination. Extensive validation through independent laboratories demonstrates that Biomaster inhibits microbial colonization, mold, and mildew. The silver-based coating can't be washed off and remains effective for the life of the product.

- **Research-Grade Design—Proven Energy & Water Savings**

A recent University of California study showed that Priorclave's research-grade design reduced laboratory energy and water consumption by 81% and 93% respectively, as compared to their medical-grade counterparts. The cost analysis further indicated an initial cost increase of 26% difference for a rectangular model versus a Priorclave with the same capacity. The full study results are published in "Laboratory Design" magazine (Nov|Dec 2016).

- **Simplicity of Pipework and Separate Solenoid Valves for Easy Maintenance**

The Priorclave vessel and pipework design is simple and efficient, providing a lifetime of service, with a minimum of maintenance - the first recommended preventative maintenance visit is after cycle number 500 or 6 months which ever comes first. After the initial installation and commissioning by a Priorclave Authorized Service agent, maintenance can be performed by your staff or trusted technician.

- **Tactrol® 2 Control System**

The Tactrol 2 controller reduces operational costs and provides "One-button Start" simplicity. It enables the sterilizer to remain in EcoFriendly stand- by mode when not in use, and only activates heating systems when a program is initiated. Custom programs support multiple cycles for wet and dry loads. It comes with a manager key, override key, and options for separate lab tech and intern/student programs. Program modifications are keyswitch and/or password protected.

- **Three-Year Warranty**

Priorclave autoclaves offer a 36-month limited parts and labor warranty, a 20-year pressure vessel warranty, and unlimited technical support. Provided a semi annual manintence is performed.



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

State of West Virginia
Centralized Request for Quote
Laboratory

Proc Folder: 1841869	Reason for Modification:		
Doc Description: READ - Laboratory Steam Sterilizers	Addendum No. 02		
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-01-23	2026-02-03 13:30	CRFQ 1400 AGR2600000024	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000045819

Vendor Name : Swipe Resources LLC

Address : 7491 Flag Point Ct

Street :

City : Manassas

State : VA

Country : USA

Zip : 20109

Principal Contact : Hamza Masud

Vendor Contact Phone: (703) 870-6182

Extension:

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell

304-558-2063

larry.d.mcdonnell@wv.gov

Vendor
Signature X

FEIN# 85-1143501

DATE 2/3/2026

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 02

To post answers to vendor questions.

Bid opening date and time remains 02/03/2026 at 1:30PM EST/EDT

No other changes

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Discard Autoclave Laboratory Steam Sterilizer section 3.1.1	2.00000	EA	\$51929.00	\$103858.00

Comm Code	Manufacturer	Specification	Model #
42281508	320L SMART Front Loading Research Grade Laboratory Autoclave, Electrically Heated 230 Volts		PS-HSEE-320-400

Extended Description:

Discard Autoclave Laboratory Steam Sterilizer specification section 3.1.1

See attached specification and associated documentation for further details.

Includes spare parts for Service and Preventative Maintenance, including valves, gaskets, and probes. Includes PNC/AEC/020 Export Case (ISPM15) Suitable for export freight - with Tilt indicators and delivery to the ground floor premises near the door, dock, or delivery entrance

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Media Autoclave Laboratory Steam Sterilizer section 3.1.2	1.00000	EA	\$49929.00	\$49929.00

Comm Code	Manufacturer	Specification	Model #
42281508		320L BASE Front Loading Research Grade Laboratory Autoclave, Electrically Heated 230 Volts. 1 PNC/SPK/Q6HE Q63 Front Loader Spares Kit Includes spare parts for Service and Preventative Maintenance, including valves, gaskets, and probes.	

Extended Description:
Media Autoclave Laboratory Steam Sterilizer specification section 3.1.2

See attached specification and associated documentation for further details

PNC/AEC/020 Export Case (ISPM15) Suitable for export freight - with Tilt indicators
1 PNC/000/02 Sea Freight Includes delivery to the ground floor premises near
the door, dock, or delivery entrance

INVOICE TO	Optional Items:	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	Load Sensed Process Timing Consists of a temperature probe that can be positioned inside the chamber when the contents are especially dense or additional validation is required. 1 PNC/PRN/000 Tactrol® Printer Thermal "receipt" documents the temperature, pressure, time, and cycle data recorded by the logging system. Prints at the end of the cycle to reduce fading..	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Warranty/Preventative Maintenance Service section 3.1.3	1.00000	EA	\$15500	\$15500

Comm Code	Manufacturer	Specification	Model #
42281508		Includes installation, training, five preventive maintenance visits over 3 years, and warranty parts. (to match warranty)	

Extended Description:
Warranty/Preventative Maintenance Service specification section 3.1.3

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
4	Installation sections 3.1.1.13 and 3.1.2.13	1.00000	EA	\$6520.00
				\$6520.00

Comm Code	Manufacturer	Specification	Model #
42281508	Included in Line Item 5. Installation and training is combined.		

Extended Description:

Installation specification sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
5	Onsite Training sections 3.1.1.13 and 3.1.2.13	1.00000	EA	\$6520.00
				\$6520.00

Comm Code	Manufacturer	Specification	Model #
42281508	Authorized Service Agent to install & commission unit(s) and train selected users. Customer to supply & fit electrical connections & provide drain or floor sink as needed.		

Extended Description:

Onsite Training specifications sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Vendor questions due by 2:00PM EST/EDT	2026-01-16

	Document Phase	Document Description	Page
			5
AGR2600000024	Final	READ - Laboratory Steam Sterilizers	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

**State of West Virginia
Centralized Request for Quote
Laboratory**

Proc Folder: 1841869	Reason for Modification:		
Doc Description: READ - Laboratory Steam Sterilizers			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-01-09	2026-01-27 13:30	CRFQ 1400 AGR2600000024	1

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell
304-558-2063
larry.d.mcdonnell@wv.gov

**Vendor
Signature X**

FEIN#

DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The State of West Virginia Purchasing Division, is soliciting bids for the agency, West Virginia Department of Agriculture, to establish a one-time purchase for two (2) discard autoclave and one (1) media autoclave, per the attached documentation.

READ ALL TERMS AND CONDITIONS AND SPECIFICATIONS IN ITS ENTIREITY - SEE ATTACHED FILE NAMED: CRFQ AGR26*24 - SOLICITATION DOCUMENTATION

****Questions regarding the solicitation must be submitted in writing to Larry.D.McDonnell@wv.gov prior to the question period deadline****

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Discard Autoclave Laboratory Steam Sterilizer section 3.1.1	2.00000	EA		

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Discard Autoclave Laboratory Steam Sterilizer specification section 3.1.1

See attached specification and associated documentation for further details.

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Media Autoclave Laboratory Steam Sterilizer section 3.1.2	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Media Autoclave Laboratory Steam Sterilizer specification section 3.1.2

See attached specification and associated documentation for further details.

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Warranty/Preventative Maintenance Service section 3.1.3	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Warranty/Preventative Maintenance Service specification section 3.1.3

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
4	Installation sections 3.1.1.13 and 3.1.2.13	1.00000	EA	

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Installation specification sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
5	Onsite Training sections 3.1.1.13 and 3.1.2.13	1.00000	EA	

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Onsite Training specifications sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Vendor questions due by 2:00PM EST/EDT	2026-01-16

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. PRE-BID MEETING: The item identified below shall apply to this Solicitation.

- A pre-bid meeting will not be held prior to bid opening
- A **MANDATORY PRE-BID** meeting will be held at the following place and time:

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 individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying 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. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions **must be submitted on or before the date listed below and to the address listed below to be considered.** A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Submitted emails should have the solicitation number in the subject line. Question

Submission Deadline: January 16, 2026 by 2:00PM EST/EDT

Submit Questions to: **Larry D. McDonnell**
2019 Washington Street, East Charleston, WV 25305
Fax: (304) 558-3970
Email: LARRY.D.MCDONNELL@WV.GOV

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through *wvOASIS*, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through *wvOASIS* at its sole discretion. Such a prohibition will be contained and communicated in the *wvOASIS* system resulting in the Vendor's inability to submit bids through *wvOASIS*. The Purchasing Division will not accept bids or modification of bids via email.

Bids submitted in paper, facsimile, or via *wvOASIS* must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER:

SOLICITATION NO.:

BID OPENING DATE:

BID OPENING TIME:

FAX NUMBER:

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division 2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by *wvOASIS* (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery or via delivery by mail).

Bid Opening Date and Time: January 27, 2026 at 1:30PM EST/EDT

Bid Opening Location:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgement Form. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand **shall** clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items **may** be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6.2, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

12. REGISTRATION: Prior to Contract award, the apparent successful Vendor **must** be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

13. UNIT PRICE: Unit prices **shall** prevail in cases of a discrepancy in the Vendor's bid.

14. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:

For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority- owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors.

16. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.7.

17. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

18. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1- 5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

19. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.6. and § 148-1-6.3.”

20. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.7. This authority does not apply to instances where state law mandates receipt with the bid.

21. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

22. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that **shall** form the basis of a contractual agreement. **Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid.** Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: The Initial Contract Term will be for a period of _____. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

- the contract will continue for _____ years;
- the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

One-Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. 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.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One-Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

Construction: This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancellation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it 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 www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor 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, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall 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.

36. 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; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Hamza Masud, Executive Director

(Address) 7491 Flag Point Ct. Manassas, VA 20109

(Phone Number) / (Fax Number) (703) 870-6182

(email address) hamza.masud@swiperesources.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Swipe Resources LLC

(Company)



(Signature of Authorized Representative)

Hamza Masud, Executive Director

(Printed Name and Title of Authorized Representative) (Date)
(703) 870-6182

(Phone Number) (Fax Number)

hamza.masud@swiperesources.com
(Email Address)

REQUEST FOR QUOTATION
Laboratory Steam Sterilizers
CRFQ AGR26*24

SPECIFICATIONS

1. PURPOSE AND SCOPE: The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Agriculture to establish a contract for the one-time purchase of two (2) Discard Autoclave and one (1) Media Autoclave.

2. DEFINITIONS: The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 “Contract Item” means two (2) Discard Autoclave and one (1) Media Autoclave as more fully described by these specifications.

2.2 “Pricing Page” means the pages, contained in wvOASIS, upon which Vendor should list its proposed price for the Contract Items.

2.3 “Solicitation” means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

3. GENERAL REQUIREMENTS:

3.1 Mandatory Contract Item Requirements: Contract Item must meet or exceed the mandatory requirements listed below.

3.1.1 Discard Autoclave- Quantity of Two (2)

3.1.1.1 must be a microcomputer-controlled steam sterilizer that offers the option of either pre-vacuum or gravity displacement cycles for sterilization of laboratory infectious medical waste.

3.1.1.2 must be compatible with existing facility dimensions. The steam sterilizer must not exceed 73.5”x30”x46” in exterior dimensions. The Laboratory Steam Sterilizer must have a minimum chamber size of 21”x21”x38”

3.1.1.3 must have stainless steel 316L chambers corrosion-resistant construction, safety interlocks, and programmable control.

3.1.1.4 must have accuracy $\pm 1.0^{\circ}\text{C}$ or better

**REQUEST FOR QUOTATION
Laboratory Steam Sterilizers
CRFQ AGR26*24**

3.1.1.5 must have pre-programmable cycles ranging from 121–133 °C and cycle sterilization times of minimum15 minutes – maximum 2 hours.

3.1.1.6 must have separate programmable cycle for sterilization of liquid wastes.

3.1.1.7 must have audible and visual cycle deviations warnings included.

3.1.1.8 must have automatic steam boiler blowdown feature.

3.1.1.9 must be UL (Underwriters Laboratories) listed, and CSA (Canadian Standards Association) approved and must be ASME (American Society of Mechanical Engineers) stamped.

3.1.1.10 Vendor must demonstrate temperature uniformity mapping and cycle validation. This can be done by temperature mapping reports, cycle validation protocols and results, and performance qualification (PQ) documentation. Which must be demonstrated upon request prior to the award.

3.1.1.11 Two (2) Discard Autoclave Laboratory Steam Sterilizer must actively monitor and record cycle parameters in real time including run number, date, cycle temperature, and time, and provide a printed record of this data upon completion of each cycle.

3.1.1.12 Vendors must specify electrical (voltage, phase, amperage), water (DI/RO Deionization /Reverse Osmosis), and drain requirements. This documentation must be provided with the bid response.

3.1.1.13 Vendor must deliver, install (the vendor's responsibility is limited to delivering the autoclave, placing it in the designated location, making the necessary utility connections (e.g., electrical, water, steam, drain), and verifying that the unit is properly set up and operational in accordance with manufacturer specifications, IQ (Installation Qualification) /OQ (Operational Qualification) / PQ (Performance Qualification) documentation immediately following installation and commissioning.

**REQUEST FOR QUOTATION
Laboratory Steam Sterilizers
CRFQ AGR26*24**

3.1.1.14 The vendor must provide on-site training with will be a minimum of three (3) and maximum of four (4) people for a maximum of (8) eight hours in one day and would include training listed in subsection 3.1.2.13

3.1.1.15 The vendor must include all materials, accessories, and ancillary components necessary for complete and functional installation and operation of the autoclaves in the unit price. This includes, but is not limited to, loading carts, trolleys, racks, trays, shelves, condensate piping, fittings, and any other equipment required for normal use and compliance with these specifications.

3.1.2 Media Autoclave Laboratory Steam Sterilizer – Quantity of One (1)

3.1.2.1 Media Autoclave Laboratory Steam Sterilizer must be a microcomputer-controlled steam sterilizer that offers the option of either pre-vacuum or gravity displacement cycles for sterilization of liquid media and laboratory instruments and glassware.

3.1.2.2 Media Autoclave Laboratory Steam Sterilizer must be compatible with existing facility dimensions. The steam sterilizer must not exceed 70.9x35.4"x43.3" in exterior dimensions. The Laboratory Steam Sterilizer must have a minimum chamber size of 15.7"x15.7"x38".

3.1.2.3 Media Autoclave Laboratory Steam Sterilizer must have stainless steel 316L chambers corrosion-resistant construction, safety interlocks, and programmable control.

3.1.2.4 Media Autoclave Laboratory Steam Sterilizer must have accuracy $\pm 1.0^{\circ}\text{C}$ or better.

3.1.2.5 Media Autoclave Laboratory Steam Sterilizer must have pre-programmable cycles ranging from 110–121°C and cycle sterilization times of minimum 10 minutes- maximum 15 minutes.

3.1.2.6 Media Autoclave Laboratory Steam Sterilizer must have separate programmable cycles for sterilization of liquids and laboratory instruments/glassware.

**REQUEST FOR QUOTATION
Laboratory Steam Sterilizers
CRFQ AGR26*24**

- 3.1.2.7** Media Autoclave Laboratory Steam Sterilizer must have audible and visual cycle deviations warnings included.
- 3.1.2.8** Media Autoclave Laboratory Steam Sterilizer must have automatic steam boiler blowdown feature.
- 3.1.2.9** Media Autoclave Laboratory Steam Sterilizer must be UL listed and CSA approved and must be ASME stamped.
- 3.1.2.10** Vendor must demonstrate temperature uniformity mapping and cycle validation. This can be done by temperature mapping reports, cycle validation protocols and results, and performance qualification (PQ) documentation. Which must be demonstrated upon request prior to the award.
- 3.1.2.11** Media Autoclave Laboratory Steam Sterilizer must actively monitor and record cycle parameters in real time including run number, date, cycle temperature, and time, and provide a printed record of this data upon completion of each cycle.
- 3.1.2.12** Vendors must specify electrical (voltage, phase, amperage), water (DI/RO Deionization/Reverse Osmosis), and drain requirements. This must be provided with the bid response.
- 3.1.2.13** Vendor must deliver, install, (the vendor's responsibility is limited to delivering the autoclave, placing it in the designated location, making the necessary utility connections (e.g., electrical, water, steam, drain), and verifying that the unit is properly set up and operational in accordance with manufacturer specifications, and include on-site training for a minimum of three (3) people and maximum of four (4) people for a maximum of 8 hours and IQ/OQ/PQ documentation immediately following installation and commissioning.
- 3.1.2.14** The vendor must provide on-site training with will be a minimum of three (3) and maximum of four (4) people for a maximum of (8) eight hours in one day and would include training listed in subsection 3.1.2.13

**REQUEST FOR QUOTATION
Laboratory Steam Sterilizers
CRFQ AGR26*24**

3.1.2.15 The vendor must include all materials, accessories, and ancillary components necessary for complete and functional installation and operation of the autoclaves in the unit price. This includes, but is not limited to loading carts, trolleys, racks, trays, shelves, condensate piping, fittings, and any other equipment required for normal use and compliance with these specifications.

3.1.3 Mandatory Contract Services Requirements and Deliverables

3.1.3.1 The supplier shall provide a comprehensive warranty covering all autoclaves, parts, labor, travel, and associated service costs for a minimum period of **one (1) year** from the date of installation and acceptance.

3.1.3.2 The warranty shall cover all equipment failures, including mechanical, electrical, software, and control-system components, regardless of cause except for misuse or intentional damage.

3.1.3.3 The vendor shall provide a verbal response acknowledging the service request within forty-eight (48) hours of notification. A qualified service technician (this will need to be provided upon request) shall be dispatched and arrive onsite within seven (7) calendar days of the initial service request, unless mutually agreed otherwise.

3.1.3.4 All replacement parts used during warranty repairs must be new, OEM-approved components. Vendor will need to provide proof that the replacement parts are approved by the manufacturer.

3.1.3.5 The vendor shall include one (1) annual preventive maintenance (PM) visit per autoclave during the warranty period. This PM will include a full inspection of mechanical, electrical, pneumatic, and control systems and calibration and verification of temperature, pressure, and cycle performance to manufacturer specifications.

3.1.3.6 The vendor shall provide a written PM report detailing all findings, adjustments, replaced parts, and recommendations.

3.1.3.7 All PM labor, travel, and standard consumables shall be included in the unit price.

3.1.3.8 Acceptance of System

3.1.3.8.1 If the test period produces no issues at a minimum, the Agency will issue a Letter of Acceptance of the system, and contract and warranty period will start at that time.

**REQUEST FOR QUOTATION
Laboratory Steam Sterilizers
CRFQ AGR26*24**

- 3.1.3.8.2** Prior to the acceptance of the system the following criteria must be met: (1) successful testing of all components, validating full functionality.
- 3.1.3.8.3** Once the acceptance of the system is agreed to by Agency and the Vendor. The Agency will issue a request for Change Order to the West Virginia Purchasing Division statin acceptance of system thereby beginning the one (1) year warranty.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.2 Pricing Page: Vendor should complete the pricing in wvOASIS by entering in the model/brand name in the comments field for commodity lines 1 and 2. Vendor should enter the unit price for each commodity line. If there is no charge for any of the deliverables the vendor should note “No Charge” in the comments field for the applicable commodity line. The bidder/vendor information should be completed and include an authorized signature. Vendor should complete the pricing in wvOASIS in full as failure to complete the pricing page in its entirety may result in Vendor’s bid being disqualified.

Vendor should type or electronically enter the information into the wvOASIS to prevent errors in the evaluation.

5. PAYMENT:

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

6.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within 90 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 313 Gus R. Douglass Lane, Charleston, WV, 25312.

**REQUEST FOR QUOTATION
Laboratory Steam Sterilizers
CRFQ AGR26*24**

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

6.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1** Immediate cancellation of the Contract.
- 7.2.2** Immediate cancellation of one or more release orders issued under this Contract.

REQUEST FOR QUOTATION
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7.2.3 Any other remedies available in law or equity.



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

**State of West Virginia
Centralized Request for Quote
Laboratory**

Proc Folder: 1841869	Reason for Modification:		
Doc Description: READ - Laboratory Steam Sterilizers	Addendum No. 02		
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-01-23	2026-02-03 13:30	CRFQ 1400 AGR2600000024	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell
304-558-2063
larry.d.mcdonnell@wv.gov

**Vendor
Signature X**

FEIN#

DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 02

To post answers to vendor questions.

Bid opening date and time remains 02/03/2026 at 1:30PM EST/EDT

No other changes

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Discard Autoclave Laboratory Steam Sterilizer section 3.1.1	2.00000	EA		

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Discard Autoclave Laboratory Steam Sterilizer specification section 3.1.1

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
2	Media Autoclave Laboratory Steam Sterilizer section 3.1.2	1.00000	EA	

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Media Autoclave Laboratory Steam Sterilizer specification section 3.1.2

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
3	Warranty/Preventative Maintenance Service section 3.1.3	1.00000	EA	

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Warranty/Preventative Maintenance Service specification section 3.1.3

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
4	Installation sections 3.1.1.13 and 3.1.2.13	1.00000	EA	

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Installation specification sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
5	Onsite Training sections 3.1.1.13 and 3.1.2.13	1.00000	EA	

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Onsite Training specifications sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Vendor questions due by 2:00PM EST/EDT	2026-01-16

SOLICITATION NUMBER: CRFQ AGR26*24

Addendum Number: 02

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

To post answers to vendor questions.

Bid opening date and time remains 02/03/2026 at 1:30PM EST/EDT

No other changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Answers to Vendor Question

CRFQ AGR26*24 - READ - Laboratory Steam Sterilizers

Q1: Are the new autoclaves going to be free-standing cabinet models or recessed into a wall?

A1: They will be free standing.

Q2: Will these (3) autoclaves be replacing older autoclaves or are these completely new placements? This is mainly pertaining to the electrical connections – are we to tie into existing electrical (if so, what is currently on site) or will you be adding new electrical to match the new autoclaves? The integrated steam generators are available in a variety of amps/voltages so there is no “standard” – it’s best to quote a match to what you currently have on site.

A2: One of the discard autoclaves and the media autoclave will be replacing existing ones. We would be tying into the existing electrical structure. The other discard autoclave will be a brand-new placement.

Q3: Is the water feeding these autoclaves treated at all already (ie. do you have a facility water softener or existing RO water system)? If you do not, is there enough space to add RO systems for the new autoclaves? These require wall-mounted filter sets and floor-sitting storage tanks.

A3: We have an RO system in place for the two existing autoclaves. We will be purchasing an RO system for the new discard autoclave.

Q4: Does the facility have a raised loading dock? And where will the new autoclaves be installed (what floor)? If this is not the first floor install, we’ll need details on your freight elevators to ensure the autoclaves will fit (size and weight capacity).

A4: We do not have a loading dock. All the autoclaves will be on the main floor, not stairs or elevators required for access.

Q5: How much wiggle room does the existing space have from the measurements listed? We are looking at quoting discard autoclaves that are 5” deeper than existing conditions and a media autoclave that is 3” wider than existing conditions.

A5: Please refer to the following specification sections 3.1.1.2 and 3.1.2.2. We encourage all vendors to read specs thoroughly.

Answers to Vendor Question

CRFQ AGR26*24 - READ - Laboratory Steam Sterilizers

Q6: 3.1.1.2 Relates to a must not exceed dimension of 73.5"x30"x46". How was this determined? Is another unit in the space currently? Can any flexibility be applied to the not to exceed dimensions?

A6: Please refer to the following specification section 3.1.1.2.

Q7: 3.1.2.2 Relates to a not to exceed dimension of 70.9"x35.4"x43.3". How was this determined? Is another unit in the space currently? Can any flexibility be applied to the not to exceed dimensions?

A7: Please refer to the following specification section 3.1.2.2.

Q8: 3.1.1.13 What are the dimensions of the smallest doorway of the path the unit will have to take for installation?

A8: The smallest entrance is 34 1/4" x 83 1/2"

Q9: 3.1.1.13 & 3.1.2.13 Will utility connections disconnects be installed within 5ft of unit on day of installation?

A9: We will coordinate with our Building and Grounds Division on utility installation. We cannot confirm what day this will occur.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ AGR26*24

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 checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" 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.

Swipe Resources LLC

Company

H. Masud

Authorized Signature

2/3/2026

Date

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



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

**State of West Virginia
Centralized Request for Quote
Laboratory**

Proc Folder: 1841869	Reason for Modification: Addendum No. 01		
Doc Description: READ - Laboratory Steam Sterilizers			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-01-23	2026-02-03 13:30	CRFQ 1400 AGR2600000024	2

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell
304-558-2063
larry.d.mcdonnell@wv.gov

**Vendor
Signature X**

FEIN#

DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 01

Response to vendor questions will be issued under separate addendum.

Bid opening date has been extended from 01/27/2026 to 02/03/2026.

The bid opening time still remains at 1:30PM EST/EDT

No other changes

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Discard Autoclave Laboratory Steam Sterilizer section 3.1.1	2.00000	EA		

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Discard Autoclave Laboratory Steam Sterilizer specification section 3.1.1

See attached specification and associated documentation for further details.

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Media Autoclave Laboratory Steam Sterilizer section 3.1.2	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Media Autoclave Laboratory Steam Sterilizer specification section 3.1.2

See attached specification and associated documentation for further details.

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Warranty/Preventative Maintenance Service section 3.1.3	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Warranty/Preventative Maintenance Service specification section 3.1.3

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
4	Installation sections 3.1.1.13 and 3.1.2.13	1.00000	EA	

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Installation specification sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.

INVOICE TO		SHIP TO		
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION		
1900 KANAWHA BLVD E CHARLESTON US		313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price
5	Onsite Training sections 3.1.1.13 and 3.1.2.13	1.00000	EA	

Comm Code	Manufacturer	Specification	Model #
42281508			

Extended Description:

Onsite Training specifications sections 3.1.1.13 and 3.1.2.13

See attached specification and associated documentation for further details.

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Vendor questions due by 2:00PM EST/EDT	2026-01-16

SOLICITATION NUMBER: CRFQ AGR26*24

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Response to vendor questions will be issued under separate addendum.

Bid opening date has been extended from 01/27/2026 to 02/03/2026.

The bid opening time still remains at 1:30PM EST/EDT

No other changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ AGR26*24

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)

[] Addendum No. 1 [] Addendum No. 6

[] Addendum No. 2 [] Addendum No. 7

[] Addendum No. 3 [] Addendum No. 8

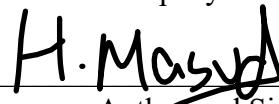
[] Addendum No. 4 [] Addendum No. 9

[] Addendum No. 5 [] 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.

Swipe Resources LLC

Company



Authorized Signature

2/3/2026

Date

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