

# Purchase Order



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

PURCHASE ORDER NO:  
**TOOLS06**

PAGE:  
**1**

BLANKET RELEASE:  
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CORRECT PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS PUR-  
 CHASE ORDER SHOULD BE DIRECTED  
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER:  
 \_\_\_\_\_

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

0-110-001-0

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

VENDOR

\*408110618                      304-949-7100  
 HAGEMEYER NA  
 11301 MACCORKLE AVE  
 CHARLESTON WV              25315

SHIP TO

**AGENCY COPY**

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED <b>11/14/2005</b>	TERMS OF SALE <b>NET 30</b>	FEIN/SSN <b>562281578</b>	FUND
SHIP VIA <b>BEST WAY</b>	F.O.B.	FREIGHT TERMS <b>PREPAID</b>	ACCOUNT NUMBER <b>MUL-MUL</b>

LINE	QUANTITY	UQP	VENDOR ITEM NO	UNIT PRICE	AMOUNT				
	DELIVERY DATE	CAT. NO.	ITEM NUMBER						
<p><b>BLANKET OPEN-END STATEWIDE CONTRACT</b></p> <p>TO SUPPLY TOOLS AND OTHER ITEMS FROM HAGEMEYER CATALOG #0307 TO ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.</p> <p>THIS AWARD IS PER THE FOLLOWING:</p> <ol style="list-style-type: none"> <li>REQUEST FOR QUOTATION DATED 8/30/2005, AND ADDENDUM THERETO.</li> <li>TOOL SPECIFICATIONS, FIVE PAGES, DATED AUGUST 4, 2005.</li> <li>VENDOR'S BID DATED 10/12/2005.</li> </ol> <p>THE FOLLOWING DISCOUNTS SHALL APPLY TO ALL PURCHASES:</p> <table border="1"> <tr> <td>CATEGORY/PRODUCT</td> <td>DISCOUNT</td> </tr> <tr> <td>SAFETY PRODUCTS (PAGES 5 THRU 394 ORANGE SECTION)</td> <td>25%</td> </tr> </table>						CATEGORY/PRODUCT	DISCOUNT	SAFETY PRODUCTS (PAGES 5 THRU 394 ORANGE SECTION)	25%
CATEGORY/PRODUCT	DISCOUNT								
SAFETY PRODUCTS (PAGES 5 THRU 394 ORANGE SECTION)	25%								

WV STATE PURCHASING DIVISION  
 ADMINISTRATIVE UNIT  
 CERTIFIED ENCLUMBERED

NOV 18 2005

*Beverly Toler*

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  *11-15-05*

APPROVED FOR  
 ONE FISCAL YEAR

*Samuel Wayfield*

BETTY FRANCISCO              304-558-0468  
 BY *Karen Bond*  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

**GENERAL TERMS & CONDITIONS**  
**PURCHASE ORDER/CONTRACT**

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of acceptance of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this Order will: [a] conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; [b] be merchantable and fit for the purpose intended; and/or [c] be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the Seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract is automatically null and void, and is terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**2**

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ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

\*408110618                      304-949-7100  
 HAGEMeyer NA  
 11301 MACCORKLE AVE  
 CHARLESTON WV              25315

ALL STATE AGENCIES  
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BEST WAY		DESTINATION		PREPAID	MUL-MUL
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT NO.	ITEM NUMBER		
	OF CATALOG.				
	ALL PRODUCTS (EXCEPT SAFETY)				20%
	THE MINIMUM ORDER FOR PREPAID SHIPPING TO ONE, IN-STATE DESTINATION SHALL BE \$250.00. FOR ORDERS LESS THAN \$250.00, TRANSPORTATION CHARGES (IF ANY) SHALL BE INVOICED AS A SEPARATE INVOICE WITH THE ORIGINAL FREIGHT BILL ATTACHED TO THE INVOICE. AGENCIES MAY MAKE PURCHASES THAT FALL UNDER THE \$250.00 LIMIT AT A LOCAL SOURCE TO AVOID THE DELIVERY CHARGES. NOTE: STRINGING ORDERS TO CIRCUMVENT PURCHASING REGULATIONS IS EXPRESSLY PROHIBITED.				
0001	EA	962-56		0.00000	
	10/01/2005	445-00-99-000			
	TOOLS, ALL VARIETIES				
	EXHIBIT 3				
	LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON DECEMBER 1, 2005 AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					
					TOTAL

BETTY FRANCISCO

304-558-0468

BY: \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL



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BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO	ITEM NUMBER				
	<p>NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM</p>						
						TOTAL	

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BETTY FRANCISCO

304-558-0468

BY \_\_\_\_\_  
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LINE	QUANTITY	UQP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
<p>TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY</p>					

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TOTAL

BETTY FRANCISCO

304-558-0468

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

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INVOICE TO

**ALL STATE AGENCIES  
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VENDOR

**\*408110618                      304-949-7100  
 HAGEMeyer NA  
 11301 MACCORKLE AVE  
  
 CHARLESTON WV              25315**

SHIP TO

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LINE	QUANTITY	UOP	VENDOR ITEM NO.		AMOUNT
	DELIVERY DATE	CAT NO.	ITEM NUMBER		
<p>RETAINED BY THE SPENDING UNIT. RELEASE ORDER IS NOT REQUIRED IF AGENCY IS ORDERING USING THEIR PROCUREMENT CARD. IF AGENCY DESIRES, THEY MAY USE THE RELEASE ORDER WITH THE P-CARD ORDER.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A LOCAL BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDITION OF AWARD.</p>					
<p>IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/></p>					TOTAL

BETTY FRANCISCO                      304-558-0468

BY \_\_\_\_\_  
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INSTRUCTIONS

ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

ADDRESS

\*408110618                      304-949-7100  
 HAGEMEYER NA  
 11301 MACCORKLE AVE  
 CHARLESTON WV              25315

SHIP TO

ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE		AMOUNT
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<p>THE FOLLOWING ITEMS MAY NOT BE PURCHASED BY STATE AGENCIES THROUGH THIS CONTRACT:</p> <ol style="list-style-type: none"> <li>LIGHT BULBS AND BALLASTS</li> <li>VOICE-DATA-VIDEO COMPONENTS</li> <li>OTHER ITEMS THAT MAY BE COVERED BY A SEPARATE STATEWIDE CONTRACT.</li> </ol> <p>ALL STATE AGENCIES SHOULD USE THE INTERNET ACCESS TO PLACE ORDERS AGAINST THIS CONTRACT. EACH PERSON WILL BE REQUIRED TO REGISTER (THE FIRST TIME) AND GO THROUGH A 5-MINUTE TRAINING ON USING THEIR SITE. SEE THE ATTACHED PRINT-OUT OF HAGEMEYER WEBSITE. CONTACT CONTRACT COORDINATOR WITH ANY PROBLEMS.</p> <p>CONTRACT COORDINATOR INFORMATION:</p> <p>NAME: GREG M. STANLEY                      PHONE: 304-949-7100                      FAX: 304-949-7114                      EMAIL: GMSTANLEY@HAGEMEYERNA.COM</p>							
							TOTAL

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

BETTY FRANCISCO

304-558-0468

BY \_\_\_\_\_  
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# Specification #22 Internet Access



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2 items, \$11,251.13

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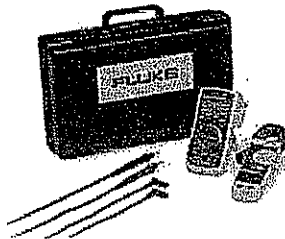
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## FEATURED PRODUCTS FROM HA



**FLUKE**

### ELECTRICIAN'S MULTIMETER AND CLAMP METER COMBO

Digital Multimeter for general measurement tasks plus a 400-Amp clamp meter in a sleek, durable toolbox.  
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**PHENIX CONTACT**

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**AP**

### SMART-I RACK M

Smart-UPS pr supplying net backup when  
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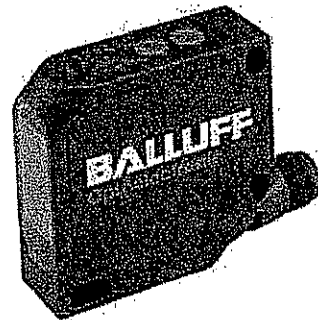
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### ELECTR SAVING

- Super eneet 24% versus n
- Low profile handling and
- Backed by 1 warranty  
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## BALLUFF BFS S65 ADVANCED FULL COLOR PHOTOELECTRIC SENSOR

The BFS S65 advanced full color photoelectric sensor uses a pulsed white LED light source and the latest full color receivers for the broadest detection of colors.  
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**PHILIPS**

### IMPROVED WORK ENVIRONMENT & SAFETY

Protected metal halide lamps provide an extra level of protection.  
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- 1) 5-MINUTE REGISTRATION (ONE-TIME)
- 2) 5-MINUTE TRAINING
- 3) PLACE ORDER

Greg M. Stanley



## **TOOLS06**

### **Tool Specifications**

#### **SCOPE**

Products to be provided under this contract shall be products in the tool catalogs that are bid. Examples of tools are to be covered by this may include all types of tool products such as general maintenance, air powered shop tools, electrically powered tools, woodworking, plumbing, electrician and line man, precision measure instruments, hand tools of all types, ladders, etc.. This award will not be split and will be made to the most complete bid and based on the lowest total of all items listed on the attached pricing pages.

#### **Mandatory Pre-Bid Meeting**

A mandatory pre-bid meeting shall be held on Thursday, September 22, 2005 at 11:00 a.m. The meeting will be held in the Purchasing Division Conference Room located at 2019 Washington Street, East (Capitol Complex - Building 15), Charleston, WV 25305. Any vendor who wishes to bid on this contract must be represented at this meeting. Failure to attend the pre-bid conference shall disqualify a vendor from bidding on this contract. No person can represent more than one bidder.

#### **General Information**

1. All products bid, furnished and delivered must be listed in a current catalog that contains a product line broad enough to meet the tool needs of the State of West Virginia. Each item bid on the pricing page from the catalog must be identified by a reference number.
2. The following catalogs have been pre-approved and may be used as an example of the product line of tools desired by the State of West Virginia:

Snap-On Tools  
Grainger  
Hagemeyer  
Fastenal  
McMaster Carr  
Riverview Supply  
Fairmont Supply  
Sears/Craftsman

3. The state will consider alternate bids; however, these bids must be the same quality level and similar product line (of tools) as those referenced. The catalog or catalogs bid must meet or exceed the quality of the pre-approved catalogs, and must include, at a minimum, the various

## TOOLS 06 Specifications

categories as listed in the Scope above. Any vendor wishing to bid a catalog/brand other than those listed, shall deliver their catalog to the Purchasing Division for approval at least five (5) days prior to the pre-bid meeting.

- 4 Vendor shall quote a percentage discount from the lowest price listed in the price list(s)/catalogs submitted. The state prefers a single percentage discount from the price list / categories, but will consider bids containing different percentage discounts for different brands, lists or categories of supplies. **ALL** items on the pricing page must be from the same catalog. Vendors **MAY** submit alternate bids using an additional catalog; but all items on that pricing page **MUST** also be from the same catalog. All items in the discount category must have the exact same discount. (For example, if a hammer on the pricing page has a discount of 40%, EVERY hammer sold must have the 40 % discount.) Bids must plainly and clearly indicate the different classes of products with percentage discount for each. Bids that are not clearly identified by easily identified classes may be disqualified. Bids that have multiple discounts by category **MUST** list a discount for a miscellaneous category that would be applied to any tool not identified by a category discount shown. For evaluation purposes, an estimate of quantity has been inserted to give the miscellaneous category a value in the bid evaluation. **NOTE:** The category discount must be for all items in that category. Bidders shall not offer greater discounts for items on the pricing pages than the category discount offered for that item. Bidders should mark the items in the catalogs that appear on the pricing pages, to assist in the evaluation and verification of the bids. Vendors are requested to type the pricing pages. This is an excel document and is on the enclosed diskette.
- 5 Bidders should attach current catalog/price list to their bid. The discount shall be taken from the lowest price column in the price list. The percentage discount shall be indicated for each list/category, etc. If multiple percentage discounts are bid, the bidder must clearly indicate which list, category, or brand to which the percentage applies. If any discrepancies exist in the prices and the bid schedule and the actual price list and percentage discount bid, the actual price list and percentage bid shall prevail and be corrected by the buyer for evaluation purposes. This catalog(s)/price list(s) will be used with any resulting contract.
- 6 Successful vendor shall provide catalogs/price lists, at no charge, upon request to various state agencies. Additional price lists/catalogs may be required from the vendor at any time. These shall be provided at no cost to the State. State agencies may obtain the catalogs/price lists by contacting the contract coordinator.

## TOOLS 06 Specifications

- 7 Bidders shall complete the pricing on "HDTOOL06 Pricing Pages". Bidders should complete all columns. This is a list of the most frequently purchased items. Quantities for each item represent the approximate volume of anticipated purchases. No future use of contract is guaranteed or implied. The discount rate must be extended to all items found and ordered from the price list. The "unit price" must be the final price that will be charged to the State of West Virginia.
- 8 The "unit price" shown on the pricing pages shall be verified using the percentage discount shown on the pricing pages against the lowest price in the catalog/price list. If any discrepancies are found, it may be cause for rejection of the bid.
- 9 The lowest cost, most complete bidder shall be awarded a contract. The discount from list shall remain the same during the entire contract period, including any renewals.
- 10 The catalog/price list may be updated at renewal. If the Purchasing Division extends the offer to renew and the new catalogs have significant price increases, Purchasing may decline and rebid the commodity.
- 11 Previous annual expenditures against contract were approximately \$100,000. Amount is shown for informational purposes only and is not to be construed as a guarantee of any future contract usage.
- 12 Orders shall be delivered within five (5) working days after orders are received. Emergency orders shall be delivered within two (2) working days after orders are received. Spending unit must be advised in writing if orders will be delayed for any reason. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.
- 13 All bids are to be quoted as F.O.B. destination to any West Virginia location. The minimum order for prepaid shipping to one, in-state destination shall be \$250.00. For orders less than \$250.00, transportation charges (if any) will be invoiced as a separate charge with the original freight bill attached to the invoice. Agencies may make purchases that fall under the \$250.00 limit at a local source to avoid the delivery charges. Note: Stringing orders to circumvent purchasing regulations is expressly prohibited.
14. All items must carry a full, one-year warranty to be considered. All power cords must be heavy duty and meet the latest national electric codes. Tools shall be industrial or professional grade only, and 120V unless otherwise specified.

## TOOLS 06 Specifications

15. Verification of product quality is the responsibility of the vendor. The State of West Virginia may require certified mail test data, certifications or samples for testing of material bid. All costs of test samples shall be borne by the vendor as well as freight costs to and from the agency.
16. The successful bidder shall not substitute any other brand of tool products from those awarded, nor sell any additional items under their contract not specifically covered herein, without prior written permission of the Purchasing Division.
17. Bidders must be a manufacturer or a regular stocking licensed dealer for the products offered at the time of the bid.
18. Successful vendor shall provide quarterly reports and annual summaries showing the quantities, dollar value and agencies (including political subdivisions) which have used this contract. Successful vendor shall also be able to provide report showing the top 50 items purchased during the contract period. This report is mandatory and failure of the successful bidder to supply such reports may be grounds for cancellation of contract.
19. Repairs and Service – Bidder must complete the information page showing repair and service facilities. If more space is required, bidders may attach additional pages showing information on all such facilities.
20. Nonconforming tools and materials shall be returned to the vendor at no expense to the State of West Virginia at any time during the life of this contract.
21. Internet Access – Vendor should be able to provide internet ordering access. If vendor has such capabilities, this should be so noted in their quotation and describe the process for setting up such ordering for state agencies.

### Reminders to Bidders:

Prior to submitting bids, bidders are cautioned to comply with all mandatory bid requirements.

Bidders shall quote a single discount from price list for all items or shall quote a discount from list by category. If multiple category discounts are given, bidders

**MUST** offer a “miscellaneous” discount category for all items that may not be included in the category discount list.

## **TOOLS 06 Specifications**

Include dated and numbered catalog/price list(s) – Two Sets

Complete the Pricing Pages

If the price list makes reference to prices being subject to change, those terms are null and void. All price changes shall be in accordance with Paragraph 10.



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

# Purchase Order

PURCHASE ORDER NO:  
**TOOLS06**

PAGE  
**7**

BLANKET RELEASE  
**00**

CORRECT PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS PUR-  
 CHASE ORDER SHOULD BE DIRECTED  
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

\*408110618                      304-949-7100  
 HAGEMeyer NA  
 11301 MACCORKLE AVE  
 CHARLESTON WV 25315              25315

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
11/14/2005		NET 30		562281578			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE		AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER:              TOOLS06							
LINE	CATNO	ITEM	NUMBER	DESCRIPTION		QTY	DATE
0001	445-00	99-000		TOOLS, ALL VARIETIES		_____	_____
SIGNATURE _____				DATE _____			
							TOTAL

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

BETTY FRANCISCO

304-558-0468

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL