

# Request for Quotation

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	ADDRESS CORRESPONDENCE TO ATTENTION OF:
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<u> 504-</u>	·558-0492

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Corder Builders, Inc 643345 Rt 60E #275-Barboursnelle WV 25504

	DEPARTMENT OF AGRICULTURE BUILDINGS & GROUNDS DIVISION BUILDING 17
	4720 BRENDA LANE
ļ	CHARLESTON, WV 25312 558-2222

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## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- Awards will be made in the best interest of the State of West Virginia.
- 2 The State may accept or reject in part, or in whole, any bid
- 3. All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division
- Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee
- 5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term 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.
- 6 Payment may only be made after the delivery and acceptance of goods or services
- Interest may be paid for late payment in accordance with the West Virginia Code.
- 8. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes
- 10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller
- 11. 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
- 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.
- HIPAA Business Associate Addendum The West Viginia 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

### **INSTRUCTIONS TO BIDDERS**

- Use the quotation forms provided by the Purchasing Division
- SPECIFICATIONS: Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- 3 Complete all sections of the quotation form
- 4. Unit prices shall prevail in cases of discrepancy
- 5. All quotations are considered F O B. destination unless alternate shipping terms are clearly identified in the quotation.
- BID SUBMISSION: All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening Failure of the bidder to deliver the quotations on time will result in bid disqualifications

### SIGNED BID TO:

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



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

# Request for Quotation

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

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

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## Quotation

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DEPARTMENT OF AGRICULTURE BUILDINGS & GROUNDS DIVISION BUILDING 17
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TRAVELERS EXPRESS COMPANY INC. P.O. BOX 9476. MINNEAPOLIS, MN 55480 BOSTON SAFE DEPOSIT & TRUST CO BOSTON, MASSACHUSETTS

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## AFFIDAVIT

### West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the

### **DEFINITIONS:**

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

Debtor' means any individual corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions

Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or

Related party' means a party whether an individual corporation, partnership, association limited liability company or any other form or business association or other entity whatsoever related to any vendor by blood marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount EXCEPTION:

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

### LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia

### CONFIDENTIALITY:

The vendor agrees that he or she 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. Vendors should visit www.state.wv us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies

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

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