





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

# Request for Quotation

RFQ NUMBER  
**DNR80130**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**JOHN ABBOTT**  
**304-558-2544**

**\*C05110841**      **304-842-6824**  
**W S TREATMENT SERVICES**  
**PO BOX 709**  
  
**BRIDGEPORT WV 26330**

**DIVISION OF NATURAL RESOURCES**  
**PROCUREMENT OFFICE**  
**CAPITOL COMPLEX**  
**BUILDING 3, ROOM 630**  
**CHARLESTON, WV**  
**25305**      **304-558-3397**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>02/01/2007</b>				

BID OPENING DATE: **02/15/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 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>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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>J. H. Hannon</i>	TELEPHONE <b>304-842-6824</b>	DATE <b>2/13/07</b>
TITLE <i>Pres.</i>	FEIN <b>311560349</b>	ADDRESS CHANGES TO BE NOTED ABOVE

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



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<p>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>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>(<input checked="" type="checkbox"/>) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>(<input checked="" type="checkbox"/>) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>J. Home</i>	TELEPHONE <b>304-842-6824</b>	DATE <b>2/13/07</b>
TITLE <i>Pres.</i>	FEIN <b>311560349</b>	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( <input checked="" type="checkbox"/> ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>(    ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>W.S. Treatment Services</u></p> <p>DATE: <u>2/13/07</u></p> <p>SIGNED: <u>J. Hanna</u></p> <p>TITLE: <u>President</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<u>J. Hanna</u>	<u>304-842-6824</u>	<u>2/13/07</u>
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
<u>Pres</u>	<u>301560349</u>	

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***** THIS IS THE END OF RFQ    DNR80130 ***** TOTAL:						<u>\$5125.00</u>

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Services shall consist of the following:

Operation, repair & maintenance, monitoring, and sampling of five (5) sewage-treatment plants, lift stations, manholes, chlorine contact units, polishing ponds, effluent outlets and oil & water separation unit.

Contractor to conduct operations and maintenance visits in accordance with all operational standards and guidelines mandated by the West Virginia Division of Environmental Protection

Contractor to collect and submit, for analysis, all wastewater samples as required by the various governmental regulatory agencies

Contractor must be available at all times to meet with regulatory agencies' personnel and/or inspectors.

Contractor must maintain all required files, records and permits in accordance with all applicable regulations. Copies of all transactions and reporting data, including maintenance logs, will be provided to the park superintendent's office at a minimum of once per month, by no later than the 10<sup>th</sup> day of the following month.

Contractor will perform all general maintenance and repairs on all treatment plants, lift stations (including electric pumps and motors), manholes, chlorine contact chambers, collection lines, polishing ponds, effluent outlets, flow meters, and all other associated equipment. General and preventive maintenance repair failure that causes major repairs will be the responsibility of the contractor to repair. General maintenance and repairs are those items which do not exceed \$2,500.00 per repair per plant, lift stations (including electric pumps and motors), manholes, chlorine contact chambers, collection lines, polishing ponds, flow meters, and all other associated equipment. Contractor must submit copies of all repair invoices by no later than the 10<sup>th</sup> day of the following month. Major repairs are defined as those repairs that exceed \$2,500.00 in cost.

Contractor will directly assist park staff on major repairs to the entire collection system.

Contractor is responsible for the cost of sludge pumping from wastewater plants, sufficient to maintain plants in proper working condition or at the direction of the park superintendent. All records of sludge pumping and removal shall be maintained by the Contractor and copies of such activity shall be turned into the park superintendent on a monthly basis, by no later than the 10<sup>th</sup> day of the following month. Contractors hauling and removing sludge shall have proper permits in accordance with all regulations regarding the transport and disposal of sludge wastes. Minimum sludge pumping shall be no less than 135,000 gallons per year



Cost of re-sampling due to delays, or improper sampling, will be the responsibility of the contractor

The Contractor will be required to respond twenty four (24) hours a day and seven (7) days a week. Phone number for emergency response time is (304) 842-6824 or (304) 842-0235.

Emergency response time must be stated in the contract and will be no less than 8 hours from the time of call

Contractor will be responsible for purchase of chemicals and necessary treatment and maintenance items for full and complete operation of all listed facilities.

Life of Contract: This contract becomes effective at 12:00 AM on May 1, 2007 and will extend for a period of one year until 11:59 PM on April 30, 2008

**Renewal: This contract may be renewed upon the mutual agreement, in writing, of the spending unit and Contractor, submitted to the Director of Purchasing within thirty (30) days of expiration date. Such renewal shall be in accordance with the terms and conditions of the original contract and shall be limited to two (2) successive one (1) year periods.**

\*Special note: NPDES Permit requires separate Summer and Winter Season samplings as well as certain holiday period samplings are required. Interested vendors may review the NPDES permit at the Canaan Valley State Park office, M-F 8AM to 4 PM.

Contractor must submit current applicable state certifications for the qualified operation of the described facilities.

Contractor must provide current certificate of liability insurance and must, prior to the award of contract, list the West Virginia Division of Natural Resources, Canaan Valley State Park as *an additional insured* and as the *certificate holder* of a general liability insurance policy with a minimum coverage of one million (1,000,000,000) dollars per occurrence.

Contractor must be a registered vendor with the State of West Virginia.

RFQ No. \_\_\_\_\_

# A F F I D A V I T

**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 aggregate

**DEFINITIONS:**

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

"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 municipalities. "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:**

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**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](http://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.

Vendor's Name: W. S. TREATMENT SERVICES, INC.

Authorized Signature: J. F. Hume / Pres. Date: 2/13/07



State of West Virginia  
 DEPARTMENT OF HEALTH  
 CHARLESTON

*This is to Certify,*

that \_\_\_\_\_ JAMES HONCE, J. R.

has complied with Chapter I, Article 11A, of the Regulations of  
 the West Virginia State Board of Health, and is hereby certified  
 as a Class I-S \_\_\_\_\_ Waste Water Treatment Works Operator.



*Joseph P. Seale*  
 DIRECTOR OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Certificate No. 4425

Date February 15, 1991



**WEST VIRGINIA ENVIRONMENTAL TRAINING CENTER**

and

**WEST VIRGINIA DEPARTMENT OF EDUCATION  
BUREAU OF VOCATIONAL, TECHNICAL and ADULT EDUCATION**

CERTIFY

J. F. Honce, Jr.

has participated in

Activated Sludge Process Control Part I

*John Riddle*  
West Virginia Department of Education

5/24/93

Date

*Richard H. Weiland*

Training Center Coordinator

# CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

PRODUCER

OLIVERIC FINANCIAL SERVICES  
LLC  
518 E. MAIN ST  
BRIDGEPORT WV 26330-4628

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

## COMPANIES AFFORDING COVERAGE

CODE

SUB-CODE

COMPANY LETTER **A** Western Heritage Ins. Co.

COMPANY LETTER **B**

COMPANY LETTER **C**

COMPANY LETTER **D**

COMPANY LETTER **E**

INSURED

W.S. Treatment Services, Inc.  
P.O. Box 709  
Bridgeport, WV 26330

## COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS PROT.	SCP0408448 revised	02/01/05	02/01/06	GENERAL AGGREGATE 1,000,000.00 PRODUCTS - COMP/OPS AGGREGATE same PERSONAL & ADVERTISING INJURY same EACH OCCURRENCE same FIRE DAMAGE (Any one fire) MED. EXPENSE (Any one person) 5,000.00
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	<i>Insurance Policy is Current CVSP will be added if Awarded JFH</i>			COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE      AGGREGATE
	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>	exempt			<b>STATUTORY</b> (EACH ACCIDENT) (DISEASE — POLICY LIMIT) (DISEASE — EACH EMPLOYE)
	OTHER				

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Maintenance and operation of water treatment facilities.  
 Additional insured - West Virginia Div. of Natural Resources  
 Blackwater Falls State Park

## CERTIFICATE HOLDER

J.F. Honce  
W.S. Treatment Services, Inc.  
P.O. Box 709  
Bridgeport, WV 26330

304-842-6824

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING COMPANY WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVE

AUTHORIZED REPRESENTATIVE

