

***709051756**

PO BOX 473

CHARLESTON WV

WV TRACTOR COMPANY

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

25322

304-346-5301

Request for

RFQ NUMBER PKG076200

ADDRESS CORRESPONDENCE TO ATTENTION OF

KRISTA FERRELL 304-558-2596

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DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION **BUILDING 13 PARKING GARAGE** GREENBRIER ST & PIEDMONT RD CHARLESTON, WV 25301 304-558-2317

TERMS OF SALE SHIP VIA FREIGHT TERMS DATE PRINTED FOB 02/13/2007 Net 30 Days Truck Charleston Prepaid **BID OPENING DATE:** 03/08/2007 BID OPENING TIME 01:30PM LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT 0001 EΑ 765-77 1 PowerBoss 5500 INTEGRATED SCRUBBER-SWEEPER, OR EQUAL TENNANT M20 REQUEST FOR QUOTATION THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF ADMINISTRATION'S GENERAL SERVICE DIVISION, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH (1) TENNANT MODEL #M20 INTEGRATED SCRUBBER-SWEEPER (OR EQUIVALENT) PER THE ATTACHED SPECIFICATIONS. TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115, VIA EMAIL AT KFERRELLOWVADMIN. GOV OR VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ. DEADLINE FOR |TECHNICAL QUESTIONS IS| FEBRUARY 27, 2007 AT 5PM. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE. **QUESTIONS** CONCERNING THE ACTUAL SUBMISSION OF A VENDOR'S BID MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING DATE AND IN ANY FORMAT. BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTICY PRIOTECTION, THIS CONTRACT IS AUTOMATI-CALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER. THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE *TELEPHONE* 346-5301 3-12-07 ADDRESS CHANGES TO BE NOTED ABOVE President 550621655

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

- 1. 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.
- 4. 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.
- 7. 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.
- 12. 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 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

- 1. Use the quotation forms provided by the Purchasing Division.
- 2. 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.
- 6. 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



State of West Virginia
Department of Administration
Purchasing Division

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

Request for

RFQ NUMBER

PKG076200

KRISTA FERRELL 304-558-2596

*709051756 304-346-5301 WV TRACTOR COMPANY PO BOX 473

CHARLESTON WV 25322

DEPARTMENT OF ADMINISTRATION OI-D GENERAL SERVICES DIVISION **BUILDING 13 PARKING GARAGE** GREENBRIER ST & PIEDMONT RD ď CHARLESTON, WV 25301 304-558-2317

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SHIP VIA FOR FREIGHT TERMS DATE PRINTED TERMS OF SALE 02/13/2007 BID OPENING DATE: 03/08/2007 **BID OPENING TIME** 01:30PM QUANTITY ITEM NUMBER LINE UOP UNIT PRICE AMOUNT 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. 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. 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. West Virginia Tractor Company BIDDER: 3/12/07 DATE: SIGNED: TITLE: * CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE SIGNATURE TITLE ADDRESS CHANGES TO BE NOTED ABOVE



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

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REQUEST FOR QUOTATIONS #PKG076200

The West Virginia Purchasing Division for the West Virginia Department of Administration, General Services Division, is soliciting bids for one (1) Tennant Model #M20 Integrated Scrubber-Sweeper, or equivalent. The Division intends to use the equipment to clean its parking garage facility located at Piedmont Road and Greenbrier Street on a daily basis. This facility has a maximum height of 7 feet 0 inches. Vendor must provide a base cost of the equipment and required accessories, plus a detailed listing of any available options. Available options will not be used to in the evaluation of this equipment.

The desired parking lot sweeper shall meet the following specifications.

- 1. Scrubber-sweeper will use LPG (liquefied petroleum gas) fuel only. No other fuel sources will be accepted;
- 2. Scrubber-sweeper must have a dust-control system on vehicle at all times, to inhibit damage to vehicles parked within or pedestrians walking within parking garage;
- 3. Scrubber-sweeper (and all accessories) must be new; neither used or refurbished nor demonstration models will be accepted;
- 4. Scrubber-sweeper must have the following equipment on base unit: two dry-type two-stage air filters, low/high temperature shutdown system (to prevent equipment damage), electronic instruments (hour meter, oil pressure indicator, amp gauge, water temperature gauge); flashing lights, steering wheel horn, power steering, tilt steering wheel, adjustable seat, armrest, seatbelt, headlights, taillights, and back-up or reverse motion warning system.
- 5. Scrubber-sweeper must be able to produce a cleaning path of 40-60 inches wet or dry with a forward speed of at least 6 miles per hour.
- 6. Scrubber-sweeper must be able to operate up to a minimum of one hour on each tank of fuel.
- 7. Scrubber-sweeper must have brushes and squeegee blades which can be changed out with ease, and with the use of no tools, for cleaning, repair and replacement.

The awarded vendor must provide the following additional services:

1. At no additional cost, the successful vendor will train General Services' employees in operation and maintenance of the provided equipment and its accessories. Training will be held at the Capitol Complex, Charleston West

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Virginia and will be performed at the time of delivery of equipment or within five working days of the delivery date.

- 2. The successful vendor will provide a 36-month warranty on the provided equipment (excluding batteries), and at least 24-months in an on-site labor warranty.
- 3. The successful vendor must have a service center local enough to provide a less than 24-hour response for service calls for the equipment.

Technical questions and/or clarifications should be addressed in writing to:

Krista Ferrell, Senior Buyer WV Purchasing Division 2019 Washington, St., East P.O. Box 50130 Charleston, WV 25305-0130 Telephone: (304) 558-2596

Fax: (304) 558-4115

Email: kferrell@wv.admin.gov

Required Features for #PKG076200

Base Price \$ 39,150

REQUIREMENTS	YES	NO	COST
Hopper Sensors for Fire	x		\$ 365
Corner Protection Guards	х		std
On Board Diagnostics	x		std
Quick Release of Brushes and Squeegee	х		std
Front Wheel Steering Rear Wheel Steer		X	N/A
Touch Pad Controls	х		std
Wet/Dry Operations	х		std
Safety Cage for Operator	х		\$ 884
Dump Height to 60 inches	х		std
Forward speed of at least 6 miles per hour	х		std
Reverse Speed up to 3 miles per hour	х		std
Dust Filtration System 3 Microns	x		std
Hand Changing of all Brushes and Squeegees	x		std
Cleaning Path of 40 – 60 inches	х		std
Minimum Brushes 2	х		std
Shipping/handling Charges	x		\$ 450

TOTAL \$	40,849
For a factory rebuilt unit with all options listed above and delivery\$	36,849

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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 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 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: _	west	Virginia	Tractor	Company			
Authorized Signat	ure:	Gay	WY	ray	Date:	3/12/07	
No Debt Affidavit (Revi.	sed 10/13/	₍₀₆₎					



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DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BUILDING 13 PARKING GARAGE GREENBRIER ST & PIEDMONT RD CHARLESTON, WV 25301 304-558-2317

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 02/27/2007 03/15/2007 OPENING TIME 0'1:30PM **BID OPENING DATE** QUANTITY ITEM NUMBER LINE UOP UNIT PRICE AMOUNT NO. ADDENDUM NO. 1 THIS ADDENDUM IS ISSUED TO ANSWER TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE FEBRUARY 27, 2007 DEADLINE. ALSO TO EXTEND THE BID OPENING DATE. 03/15/2007 BID OPENING DATE IS EXTENDED TO: BID OPENING TIME REMAINS: 1:30 PM ****** END ADDENDUM NO. 1 * ************* 0001 765-77 EA 1 INTEGRATED SCRUBBER-SWEEPER, OR EQUAL TENNANT M20 TOTAL: IS THE END OF REQ PKG076200 ***** SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE ADDRESS CHANGES TO BE NOTED ABOVE

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- 1. Awards will be made in the best interest of the State of West Virginia.
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- 14. 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.

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- 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.
- 6. 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

RFQ# PKG076200 Addendum No. 1 Answers to Technical Questions

1.) On page 7, item number 5 of your RFQ states Scrubber-sweeper must be able to produce a cleaning path of 40-60 inches wet or dry with a forward speed of at least 6 miles per hour. The Tennant M 20 has two available wet cleaning paths of 40 and 54 (See attached Tennant Technical Spec)? The product we intend to bid as an alternate has three available wet cleaning paths of 43, 48 and 54. To properly comply with the RFQ as stated, I will be forced to quote all three of our models. I assume Tennant will do the same with their two versions. Can you talk with your end users and narrow down the wet cleaning path they need?

Answer: The original intent of this statement was to provide a cleaning path of at least 40 inches and not to exceed 60 inches wet or dry. We are comfortable and would accept any dimension between 40 and 60 inches for this portion of the specification.