

VENDOR

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

## Request for Quotation

SH H P

T O 668C0025

PAGE

ADDRESS CORRESPONDENCE TO ATTENTION OF

MICHAEL AUSTIN 304-558-2402

DIVISION OF HIGHWAYS
VARIOUS LOCALES AS INDICATED
BY ORDER

\*709010645 540-674-4645 LANE ENTERPRISES INC PO BOX 854

BARBOURSVILLE WV 25504

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## 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 may be deemed null and void, and 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



VENDOR

TITLE Sales

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

# **Request for**

668C0025

ADDRESS CORRESPONDENCE TO ATTENTION OF

MICHAEL AUSTIN 304-558-2402

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DIVISION OF HIGHWAYS VARIOUS LOCALES AS INDICATED BY ORDER

ADDRESS CHANGES TO BE NOTED ABOVE

**\*709010645** 540-674-4645 LANE ENTERPRISES INC PO BOX 854

BARBOURSVILLE WV 25504

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SPECIFICATIONS: THE FOLLOWING SECTIONS OF THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS STANDARD SPECIFICATION ROADS AND BRIDGES ADOPTED 2000, AS AMENDED BY THE CURRENT SUPPLEMENTAL SPECIFICATIONS AT THE TIME OF BID OPENING SHALL APPLY TO THE ADMINISTRATION OF THIS CONTRACT: SECTIONS 715.23.1, 715.23.2, 715.23.4, 715.23.4.1, 715.23.5, 715.23.5.1, AND 715.23.5.2.

THE TERMS "CONTRACTOR" AND "VENDOR" USED IN THE ABOVE SPECIFICATIONS OF THIS CONTRACT ARE INTERCHANGEABLE. CONTRACTOR SHALL MEAN VENDOR AND VENDOR SHALL MEAN CONTRACTOR.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS STANDARD SPECIFICATION ROADS AND BRIDGES, ADOPTED 2000, AND THE CURRENT SUPPLEMENTAL SPECIFICATIONS AT TIME OF BID OPENING MAY BE OBTAINED FROM:

WEST VIRGINIA DIVISION OF HIGHWAYS STATE CAPITOL COMPLEX ENGINEERING DIVISION, TECHNICAL SECTION ROOM A-650, BUILDING 5 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WEST VIRGINIA 25305-0430

ELECTRONIC COPIES MAY BE OBTAINED VIA THE INTERNET AT WWW.WVDOT.COM

<u>DELIVERY:</u> VENDOR WILL DELIVER ORDERS OF 100 GABIONS OR MORE FOBTO SPECIFIED DELIVERY SITES STATEWIDE. THE VENDOR MAY ADD SHIPPING CHARGES FOR ORDERS OF LESS THAN 100 GABIONS PER DELIVERY SITE.

VENDOR SHALL COMPLETE DELIVERY OF GABIONS TO THE SPECIFIED DELIVERY SITES WITHIN 60 CALENDAR DAYS OF RECEIPT OF THE STATE CONTRACT ORDER (SCO).

GABIONS FURNISHED BY THE VENDOR SHALL BE OF A UNIFORM SIZE AND DELIVERED FLAT.

A DELIVERY DOCUMENT SHOWING ITEMS DELIVERED AND THE ACTUAL OR CALCULATED GROSS VEHICULAR WEIGHT OF THE DELIVERY VEHICLE SHALL ACCOMPANY EACH LOAD. THE TOTAL NUMBER OF DELIVERY VEHICLE AXLES SHALL BE RECORDED ON THE DELIVERY DOCUMENT.

THE VENDOR SHALL NOTIFY THE DISTRICT COMPTROLLER 24 HOURS IN ADVANCE OF DELIVERY TO ENSURE PERSONNEL ARE AVAILABLE FOR UNLOADING.

CONTACT IS TO BE MADE WITH THE BELOW NAMED INDIVIDUALS OR THEIR REPRESENTATIVE AT THE TELEPHONE NUMBER GIVEN.

LOCATION	COMPTROLLER	<b>TELEPHONE</b>
DISTRICT ONE, CHARLESTON	MELISSA MULLINS	304-558-3047
DISTRICT TWO, HUNTINGTON	BARBARA KING	304-528-5625
DISTRICT THREE, PARKERSBURG	MARK KIMES	304-420-4666
DISTRICT FOUR, CLARKSBURG	JOHN BARTLETT	304-842-1570
DISTRICT FIVE, BURLINGTON	PATRICIA BROADHURST	304-289-2250
DISTRICT SIX, TRIADELPHIA	CAROL RYAN	304-843-4011
DISTRICT SEVEN, WESTON	MELISSA JORDAN	304-269-0407
DISTRICT EIGHT, ELKINS	DEBBIE BARNETT	304-637-0215
DISTRICT NINE, LEWISBURG	KEITH BROWN	304-647-7450
DISTRICT TEN, PRINCETON	TOM CAMDEN	304-487-5222

#### LATE DELIVERY

THE WEST VIRGINIA DIVISION OF HIGHWAYS MAY ASSESS A LATE DELIVERY CHARGE AGAINST THE VENDOR FOR EACH CALENDAR DAY THAT DELIVERY IS DELAYED BEYOND THE ABOVE STATED SCHEDULE. THE LATE DELIVERY CHARGE WILL BE CALCULATED AT A RATE OF ONE-TENTH OF ONE PERCENT (0.1%) OF THE STATE CONTRACT ORDER AMOUNT PER DAY.

### **BID SHEET GABIONS**

		DISTRICT	DISTRICT	DISTRICT	DISTRICT	DISTRICT
DESCRIPT	ION ESTIMATED USAGE	ONE	TWO	THREE	FOUR	FIVE
6'X3'X3'	500 PER DISTRICT	53.50	53.51	53.51	53.51	53.51
9'X3'X3'	500 PER DISTRICT	75.15	75.15	75.15	75,15	75.15
12'X3'X3'	250 PER DISTRICT	96.71	96.71	96.71	96.71	96.71

	·	DISTRICT	DISTRICT	DISTRICT	DISTRICT	DISTRICT
DESCRIPT	ION ESTIMATED USAGE	SIX	SEVEN	EIGHT	NINE	TEN
6'X3'X3'	500 PER DISTRICT	53.51	53.51	53.51	53.51	53,51
9'X3'X3'	500 PER DISTRICT	75.15	75.15	75.15	75.15	75.15
12'X3'X3'	250 PER DISTRICT	96.71	96.71	96.71	96.71	96,71

715.23.4.2 TIE WIRE PER ROLL \_\_\_\_\_\_\_\_

#### **DISTRICT ADDRESSES**

**District One** 

1334 Smith Street

Charleston, West Virginia 25301-1492

**District Six** 

1 DOT Drive

Moundsville, West Virginia 26041-1605

**District Two** 

801 Madison Avenue

Huntington, West Virginia 25712-0880

District Seven 255 Depot Street

Weston, West Virginia 26452-1228

**District Three** 

**624 Depot Street** 

Parkersburg, West Virginia 26102-0308

**District Eight** 

US 219 North

Elkins, West Virginia 26241-1516

**District Four** 

I-79 & Meadowbrook Road

Clarksburg, West Virginia 26302-2570

**District Nine** 

103 1/2 Church Street

Lewisburg, West Virginia 24901

**District Five US Route 50** 

Post Office Box 99

Burlington, West Virginia 26710-0099

**District Ten** 

270 Hardwood Lane

Princeton, West Virginia 24740-2737

RFQ No.

## STATE OF WEST VIRGINIA Purchasing Division

## PURCHASING 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 owed 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:	Lane	Enterprises,	Inc.			
	_	d will		Date:	4-8-08	

Purchasing Affidavit (Revised 06/15/07)