

VENDOR

TITLE

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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AFQ NUMBER
668C0025

PAGE 1

ADDRESS CORRESPONDENCE TO ATTENTION OF

MICHAEL AUSTIN 304-558-2402

DIVISION OF HIGHWAYS
VARIOUS LOCALES AS INDICATED
BY ORDER

ADDRESS CHANGES TO BE NOTED ABOVE

\*C29083619 01 304-722-9100 ACF ENVIRONMENTAL ROUTE 35 50 WINFIELD RD

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ST ALBANS WV 25177

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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.

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- 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

- 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.

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#### SIGNED BID TO:

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

Rev. 9/25/07



#### Request for Quotation

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RFQ NUMBER

PAGE

668C0025

ADDRESS CORRESPONDENCE TO ATTENTION OF

304-558-2402

MICHAEL AUSTIN

\*C29083619 01 304-722-9100 ACF ENVIRONMENTAL ROUTE 35 50 WINFIELD RD

ST ALBANS WV 25177 DIVISION OF HIGHWAYS VARIOUS LOCALES AS INDICATED BY ORDER

ADDRESS CHANGES TO BE NOTED ABOVE

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 04/02/2008 BID OPENING DATE: 04/23/2008 BID OPENING TIME 01:30PM CAT INF QUANTITY UOP ITEM NUMBER UNIT PRICE **AMOUNT** ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE YEAR PERIODS. CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN. 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 TRANS-PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.) 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. 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 RETAINED BY THE SPENDING UNIT. BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-CALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TELEPHONE DATE TITLE FEIN



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VARIOUS LOCALES AS INDICATED
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Purchasing Division
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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

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MICHAEL AUSTIN 304-558-2402

\*C29083619 01 304-722-9100 ACF ENVIRONMENTAL ROUTE 35 50 WINFIELD RD ST ALBANS WV 25177

DIVISION OF HIGHWAYS
VARIOUS LOCALES AS INDICATED
BY ORDER

ADDRESS CHANGES TO BE NOTED ABOVE

FREIGHT TERMS SHIP VIA FO.B. DATE PRINTED TERMS OF SALE 04/02/2008 BID OPENING DATE: BID OPENING TIME 01:30PM 04/23/2008 AMOUNT UNIT PRICE ITEM NUMBER QUANTITY UOP LINE 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. SIGNED: \* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU YOU MAY REQUEST UP TO THE ARE ENTITLED TO RECEIVE. MAXIMUM 5% PREFERENCE FOR BOTH "A" AND (REV. 12/00) NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST 25305-0130 CHARLESTON, WV SEE REVERSE SIDE FOR TERMS AND CONDITIONS DATE **TELEPHONE** SIGNATURE



### Request for Quotation

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MICHAEL AUSTIN 304-558-2402

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ST ALBANS WV 25177

DIVISION OF HIGHWAYS
VARIOUS LOCALES AS INDICATED
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DATE PRINTED TERMS OF SALE SHIP VIA FO8 FREIGHT TERMS 04/02/2008 BID OPENING DATE: 04/23/2008 01:30PM OPENING TIME CAT. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: 33 RFQ. NO.: 668C0025 BID OPENING DATE: 04/23/2008 BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: - 438-05 CONTACT PERSON (PLEASE PRINT CLEARLY): THIS IS THE END OF REQ \*\*\*\* 668C0025 \*\*\*\*\* TOTAL: SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TELEPHONE DATE TITLE FEIN ADDRESS CHANGES TO BE NOTED ABOVE 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, 715.23.4.1, 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	TELEPHONE
DISTRICT ONE, CHARLESTON DISTRICT TWO, HUNTINGTON DISTRICT THREE, PARKERSBURG DISTRICT FOUR, CLARKSBURG DISTRICT FIVE, BURLINGTON DISTRICT SIX, TRIADELPHIA	MELISSA MULLINS BARBARA KING MARK KIMES JOHN BARTLETT PATRICIA BROADHURST CAROL RYAN	304-558-3047 304-528-5625 304-420-4666 304-842-1570 304-289-2250 304-843-4011
DISTRICT SEVEN, WESTON DISTRICT EIGHT, ELKINS DISTRICT NINE, LEWISBURG DISTRICT TEN, PRINCETON	MELISSA JORDAN DEBBIE BARNETT KEITH BROWN TOM CAMDEN	304-269-0407 304-637-0215 304-647-7450 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	38 45	38 45	3845	38 45	3945
9'X3'X3'	500 PER DISTRICT	5400	54 🕰	54 00	5400	5400
12'X3'X3'	250 PER DISTRICT	625	b2 53	62 63	62 63	6263

	•	DISTRICT	DISTRICT	DISTRICT	DISTRICT	DISTRICT
DESCRIPT	ION ESTIMATED USAGE	SIX	SEVEN	EIGHT	NINE	TEN
6'X3'X3'	500 PER DISTRICT	3875	3845	38 43	38 45	3845
9'X3'X3'	500 PER DISTRICT	3400	54 00	54 99-	S# 50	5400
12'X3'X3'	250 PER DISTRICT	62 63_	6263	62 63	62 53	6252

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#### **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.	66800025

# 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:	ACF Envir	ron neutral			
Authorized Signature	: MMAD		Date:	4/29 08	
Purchasing Affidavit (Revise	ed 06/15/07)			( 1 1	

→ ROBERT CONNELLY Ø001/002

WV PURCHASING ACA SECT Fax 304-558-4115

Apr 21 2008 09:54am P001/002



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

Request for PRONINGER

S.H.

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MICHAEL AUSTIN 304-558-2402

\*C29083619 01 304-722-9100 ACF ENVIRONMENTAL ROUTE 35 50 WINFIELD RD

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DIVISION OF HIGHWAYS VARIOUS LOCALES AS INDICATED BY ORDER

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