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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

scanned 6-19-08

DRS080848

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	MURRAY	
304-558	8-8801	

DIV OF REHABILITATION SERVICES WV REHABILITATION CENTER ATTENTION: RECEIVING

INSTITUTE, WV 25112

Challeston, VVV 2530	15-0130
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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.
- 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.
- 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 dale 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
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

# Request for Quotation DRS080848

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DRS080848

SHELLY MURRAY 304-558-8801

ADDRESS CORRESPONDENCE TO ATTENTION OF

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DIV OF REHABILITATION SERVICES WV REHABILITATION CENTER ATTENTION: RECEIVING

INSTITUTE, WV 25112

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DIV OF REHABILITATION SERVICES WV REHABILITATION CENTER ATTENTION: RECEIVING

INSTITUTE, WV

25112

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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 DRS08084

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DIV OF REHABILITATION SERVICES WV REHABILITATION CENTER ATTENTION: RECEIVING

INSTITUTE, WV 25112

DATE PRINTED	TERMS OF SALE SHIP VIA	F.O.B.   FREIGHT TERMS
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RFQ COPY

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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
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### Request for Quotation

DRS080848

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SHELLY MURRAY 304-558-8801

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DIV OF REHABILITATION SERVICES WV REHABILITATION CENTER ATTENTION: RECEIVING

INSTITUTE, WV 25112

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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
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INSTITUTE, WV 25112

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

### Request for Quotation

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SHELLY MURRAY

304-558-8801 RFQ COPY TYPE NAME/ADDRESS HERE DIV OF REHABILITATION SERVICES WV REHABILITATION CENTER MODERA þ ATTENTION: RECEIVING T O INSTITUTE, WV 766-4621 25112 DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS

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ADDRESS CORRESPONDENCE TO ATTENTION OF

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RFQ COPY

TYPE NAME/ADDRESS HERE

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

# Request for Quotation

DRS080848

PAGE

ADDRESS CORRESPONDENCE TO ATTENTION OF

SHELLY MURRAY 304-558-8801

DIV SH WV R H ATTE

DIV OF REHABILITATION SERVICES WV REHABILITATION CENTER ATTENTION: RECEIVING

INSTITUTE, WV 25112

DATE PRIN		TE:	IMS OF SAI	E	SHIP V	A	F.O.B.		FREIGHTTERMS	
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### **BID BOND**

	KNOW ALL	MEN BY THESE PI	RESENTS, That we, the under	signed, Elco Mechanical Contractors, Inc.
	of <u>1510 C</u>	oonskin Drive	Charleston, WV 2531	L, as Principal, and Fidelity and Deposit Company
of Ma	ryla <b>of</b> i, PO B	ox 1884 , <u>Pit</u>	tsburgh, PA 15230 , a corp	oration organized and existing under the laws of the State of
Mary1	andwit	th its principal office	in the City of <u>Baltimore</u>	, as Surety, are held and firmly bound unto the State
of Wes	st Virginia, as C	Obligee, in the penal	sum of Five Percent (5%)	of Amount(\$Bid ) for the payment of which,
well ar	nd truly to be m	ade, we jointly and	severally bind ourselves, our h	eirs, administrators, executors, successors and assigns.
	The Condition	on of the above obli	gation is such that whereas the	Principal has submitted to the Purchasing Section of the
Depart	ment of Admin	istration a certain b	id or proposal, attached hereto	and made a part hereof, to enter into a contract in writing for
Repla	cement of 8"	Water Line at D	ivision of Rehabilitation	Services
Insti	tute, West V	irginia		
	NOW THER	EFORE,		
		id shall be rejected.		
hereto				nto a contract in accordance with the bid or proposal attached bid or proposal, and shall in all other respects perform the
agreen	nent created by	y the acceptance of	said bid, then this obligation sl	hall be null and void, otherwise this obligation shall remain in full
			od and agreed that the liability on as herein stated.	of the Surety for any and all claims hereunder shall, in no event,
exceed	t tile heliai alli	ourk or this obligation	m as herein stated.	
	The Surety,	for the value receive	ed, hereby stipulates and agre	es that the obligations of said Surety and its bond shall be in no
			on of the time within which the	Obligee may accept such bid, and said Surety does hereby
waive	notice of any s	uch extension.		
	IN WITNESS	S WHEREOF, Princ	ipal and Surety have hereunto	set their hands and seals, and such of them as are corporations
have c				sents to be signed by their proper officers, this
19th		June	·	
	•			
Princip	al Corporate S	Seal		Elco Mechancial Contractors, Inc.
				(Name of Principal)
				By Aldra
				Must be President or
				Vice President)
				(RECIDENCE)
				(Title)
Surety	Corporate Sea	al	•	Fidelity and Deposit Company of Maryland
·	·			(Name of Surety)
				$\wedge$
				By Dyna & Price
				Donna J. Pride, Attorney-in-Fact Licensed West Virginia Resident Agent

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.

## Power of Attorney FIDELITY AND DEPOSIT COMPANY OF MARYLAND

KNOW ALL MEN BY THESE PRESENTS: That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by FRANK E. MARTIN JR., Vice President, and GREGORY E. MURRAY, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof does hereby nominate, constitute and appoint Andrew K. TEETER, Janis K. PEACOCK, Kimberly D. MILES, Douglas P. TAYLOR, Donna J. PRICE and Pamela V. LANHAM, all of Charleston, West Vingmia, EACH its true and lawfur agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as smety, and as its account deed: any and all bonds and undertakings, and the execution of such bonds of undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons. This power of attorney revokes that issued on behalf of Andrew ETEETER, Janis K. PEACOCK, Kimberly L. MILES, Douglas P. TAYLOR, Donna J. PRICE, dated July B. 2004.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2, of the By-Laws of said Company, and is now in force.

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 11th day of November, A.D. 2004.

ATTEST:

FIDELITY AND DEPOSIT COMPANY OF MARYLAND



Gregory E. Murray Assistant Secretary

Guge E. Muny

Frank E. Martin Jr.

Vice President

State of Maryland City of Baltimore ss

On this 11th day of November, A.D. 2004, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, came FRANK E. MARTIN JR., Vice President, and GREGORY E. MURRAY, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself deposeth and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Maria D. Adamski

Notary Public

My Commission Expires: July 8, 2011

naria D. alams

### EXTRACT FROM BY-LAWS OF FIDELITY AND DEPOSIT COMPANY OF MARYLAND

"Article VI, Section 2. The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents, Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertaking, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages,...and to affix the seal of the Company thereto."

#### CERTIFICATE

I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2, of the By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed."

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said Company,

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Assistant Secretary