

## Quotation

TO ANN ADKINS B04-558-8802

RFQ COPY TYPE NAME/ADDRESS HERE 604 E Street

Applied Industrial Technologies, Inc. South Charleston, WV 25303

ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

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SIGNATURE /	THE		TELEPHONE	304-746-2	012 <b>DATE</b>	8/14/2009
TITLE CAO & VP of	Government	FEN 34-011742	0	A	DDRESS CHANGES	TO BE NOTED ABOVE

# 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 fee.
- 5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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, the State may deem this contract null and void, and terminate such contract without further order.
- 14. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 15. WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT: If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

### 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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

RFQ No.	DCBATT10
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## STATE OF WEST VIRGINIA Purchasing Division

## PURCHASING AFFIDAVIT

#### VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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.

### PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

#### ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the Initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

#### 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Applied I	ndustrial Techr	nologijes, Inc.			
Authorized Signature:	1-11	9	Date: A	ugust 14,	2009
Purchasing Affidavit (Revised 01/01/09)	Michael L. Cot	icchia			-



## Request for Quotation

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Applied Industrial Technologies, Inc. 604 E Street South Charleston, WV 25303

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## Request for Quotation

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to ann adkins 804-558-8802

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# Request for

DCBATT10

TO ANN ADKINS 304-558-8802

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Applied Industrial Technologies, Inc. 604 E Street

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# Request for Quotation DCBATTO

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Applied Industrial Technologies, Inc. 604 E Street South Charleston, WV 25303

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## **DCBATT10 Specifications**

#### SCOPE

This contract is to furnish automotive and equipment lead acid batteries for vehicles and equipment owned and/or leased by various agencies and political subdivisions. It is the intent of this contract to cover current product applications and any new product applications as they become available. This bid shall be a Request for Quotation" (RFQ); a single award for all items will be issued to the lowest responsible bidder, whose products meet the minimum quality defined herein. A sample shall be provided upon request.

#### General information

- 1. All products bid, furnished and delivered must meet the needs of the State of West Virginia. Each item bid on the pricing page must be identified with the manufacturer's number and the vendor's item number on the bid form. Vendors are requested to type the pricing pages. Failure to indicate the minimum order quantity on the pricing sheets shall require the vendor to ship any quantity of that product ordered, regardless of order size.
- 2. Bidders shall complete the pricing on "DCBatt07 Pricing/Information Page". Bidders should complete all columns and information requested. Quantities for each item represent an approximate volume. No future use of contract is guaranteed or implied. The "unit price" must be the final price that will be charged to the State of West Virginia. The award shall be a discount from list, based on discount shown on bid. Entire battery product line shall be covered by the subsequent contract awarded.

Vendor must sign the pricing page.

- The lowest cost bid whose products meet or exceeds the acceptable quality, shall be awarded a contract.
- 4. The catalogs may be updated at renewal.
- Estimated Quantity amounts are shown for informational purposes only and should not be construed as a guarantee of any future contract usage.
- Orders shall be delivered within three (3) working days after orders are
  received. Spending unit must be advised in writing if orders will be delayed
  for any reason. Contractor shall carry an adequate stock to insure such
  delivery service for the duration of the contract.

## **DCBATT10 Specifications**

- All deliveries must be made during normal working hours for the delivery location. All shipments of products requiring a material safety data sheet (MSDS) shall include a MSDS included with the product.
- 8. All bids are to be quoted as F.O.B. destination to any West Virginia location. The minimum order for prepaid shipping to one, in-state destination shall be \$50.00. For orders less than \$50.00, transportation charges (if any) will be invoiced as a separate charge with the original freight bill attached to the invoice. Agencies may make purchases that fall under the \$50.00 limit at a local source to avoid the delivery charges. Note: Stringing orders to circumvent purchasing regulations is expressly prohibited.
- The successful bidder shall not substitute any other brand of products from those awarded, nor sell any additional items under their contract not specifically covered herein, without prior written permission of the Purchasing Division.
- 10. All products must be highly efficient and effective in the performance of the tasks for which the product is intended to be used.
- 11. Successful vendor shall provide quarterly reports and annual summaries showing the quantities, dollar value and agencies (including political subdivisions) which have used this contract, Successful vendor shall also be able to provide report showing the top items purchased during the contract period. This report is mandatory and fallure of the successful bidder to supply such reports may be grounds for cancellation of contract.
- 12. Nonconforming products and materials shall be returned to the vendor at no expense to the State of West Virginia at any time during the life of this contract; and shall be credited or not invoiced if caught prior to billing.
- 13. Internet Access Vendor should be able to provide internet ordering access. If vendor has such capabilities, this should be so noted in their quotation and describe the process for setting up such ordering for state agencies. Internet access is not a requirement for bidding.

## DCBATT10 - Pricing/Information Page

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7	Rayovac	and Ring Hanger	400	2,75	1160
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8	Rayovac	Flashlight	400	1,90	76120
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9	Rayovac	Flashlight with magnet	245	3.54	86779
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	1	EVBFL 6VB Floating Lantern and			
		general purpose 6-volt Lantern		275	1571 M
11	Rayovac	Battery in sleeve	1,664	2.75	4576.00
12	Rayovac	RL123A1 Photo Battery	2,000	1,38	2,750.00
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	Single discount from list	\$99,235.2
Vendor:	Applied Industrial Technologies, Inc.	0-15% Per
Contract Co	pordinator: Wendell Withrow	Attached thice
Telephone	Number: 304-746-2012	
Fax Numbe	r:304-746-2018	
Email Addr	ess: sc0125@applied.com	
Signature:	Michael L. Coticchia, CAO & VP of Governmen	t Business

Certification: By signing and submitting this bid, we hereby certify under penalty for fraud that all

products listed meet all specifications contained in DCBATT10.

Rev. 09/08

State of West Virginia. 🦸

# State of West Virginia

# **VENDOR PREFERENCE CERTIFICATE**

Certification and application" is hereby made for Preference in accordance with West Virginia Code, §5A-3-\$7. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

Application is made for 2.5% resident vendor preference for the reason checked:

	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,  Bidder is a partnership, association or corporation resident vendor and 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 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,  Bidder is a nonresident vendor which has an effiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
<b>2.</b> —	Application is made for 2.5% resident vendor preference for the reason checked: 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; or,
3.	Application is made for 2.5% resident vendor preference for the reason checked: 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 Bidder's 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; or,
4.	Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
<b>5.</b> ——	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. ——	Application is made for \$.6% resident vendor preference who is a veteran for the reason checked:  Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at teast seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
require: againet	understands if the Secretary of Revenue determines that a Bidder receiving preference has falled to continue to meet the ments for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty such Bidder in an armount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency loted from any unpaid balance on the contract or purchase order.
authoriz the requ	mission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and zes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid ulred business taxes, provided that such information does not contain the amounts of taxes paid nor any other information d by the Tax Commissioner to be confidential.
and ac change	panelty of law for falce swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true curate in all respects; and that if a contract is issued to Bidder and if anything contained within/this certificate as during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.
Biddeñ	pplied Industrial Technologies, Inc. Signed:
Date:_	August 14, 2009 Title: CAO & VP of Government Business
*Check t	any combination of preference consideration(s) Indicated above, which you are entitled to receive.
dder'	s principal place of business is in Ohio with 6 locations and 39 employees in the

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HVY DUTY LNTN BATTS SINGLE 12800223350 12800223435	GEN PRPS LNTN BATTS SINGLE 12800186891 12800226405 12800208753 12800206285 12800165766	REMINGTON ARMS LTS SINGLE W/BATTS 12800508792 RMHI 12800508822 RMHI 12800508846 RM3/ 12800508785 RMC/ 12800508839 RMHI 12800508815 RM1/2	REMINGTON ARMS LTS SINGLE W/O BATTS 12800508853 RM4DLI	HIGH BEAM SINGLE W/BATTS 128005062 128005063 128005063	LANTERNS SINGLE W/O BATTS 1280046556 1280040337	LIGHT ACCESSORIES BOX 128004	12800	Customer UPC SKU
TTS SINGLE 12800223350 12800223435 12800380268	178 SINGLE 12800186891 12800226405 12800208753 12800206285 12800165766	LTS SINGLE W/ 12800508792 12800508822 12800508846 128005088785 12800508839 12800508815	LTS SINGLE W. 12800508853	W/BATTS 12800506286 12800506279 12800506293	W/O BATTS 12800465569 12800403370	S BOX 12800488216	12800403035	
945R4 944R	918 641 922 926 903	BATTS  RMHL3AAA-B  RMHL2AAA-B  RM3AAA-B  RMC2AA-B  RMC2AA-B  RMHL4AA-B  RMHL4AA-B	O BATTS RM4DLN	LUX2AA3W-B LUX2AA1W-B LUX3AAHDLT-B	301K KFL	W8B	Т1-2	Stock Number
6V HVY DTY LTRN BTR 6V HVY DTY LTRN BTR	6V GEN PRP LTRN BTR 6V SPECIAL APPL 12V EMERGENCY BTRY 12V GEN PRP LB 7.5V EMERGENCY BTRY	REMINGTON ARMS 3AAA REMINGTON ARMS 2AAA REMINGTON ARMS 3AAA REMINGTON ARMS 2AA REMINGTON ARMS 4AA REMINGTON ARMS 123A	REMINGTON ARMS 4D L	2AA LUXEON 3 WATT L 2AA LUXEON 1 WATT L 3AA LUXEON LED HEAD	6V KRYPTON LTRN/BTR 6V KRYPTON FLTG LTR	8IN POLY WAND RED	BULB 2 PER PACK	Description
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16.68	48.60 136.08 148.72 60.18 95.76	90.56 90.56 103.48 103.48 129.36	116.44	100.48 84.88 113.08	124.14 33.60	16.92	72.00	or Case

HWY DUTY LNI	HVY DUTY LNI	GEN PRPS LNI	MAXIMUM LAN	HVY DUTY LNT	Customer SKU
HVY DUTY LNTN BATTS SHRINK WRAP 12800384976 HD-B-12V	HVY DUTY LNTN BATTS BULK OTHER 12800421688 6 12800421503 6	GEN PRPS LNTN BATTS BULK OTHER 12800421350 6	MAXIMUM LANTERN BATT SINGLE 12800463664 12800464418	HVY DUTY LNTN BATTS TWIN PACK 12800374083	UPC
/RAP HD-B-12V	ER 6V-HDM 6V-HD	ier 6V-GP	806	<b>X</b> 944-2R	Stock Number
12V INDL LTRN BTRY	6V HD INDL LTRN BTR	6V GP INDL LTRN BTR	6V ALKALINE LTRN BT 7.5 V EMERGENCY LAN	6V HD LTRN BTRY 2PK	Description
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