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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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
- 4. 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.
- 5. Payment may only be made after the delivery and acceptance of goods or services.
- 6. Interest may be paid for late payment in accordance with the West Virginia Code.
- 7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 10. The laws of the State of West Virginia and the Legislative Rules of the Purchasing Division shall govern the purchasing process.
- 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 12. 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.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
- 14. 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.
- 15. 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, and the West Virginia Insurance Commission. 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.
- 16. 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 material, 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.

INSTRUCTIONS TO BIDDERS

- 1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
- 2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 4. 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
- 5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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### Request for Quotation

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RFQ NUMBER DEFK10012

ADDRESS CORRESPONDENCE TO ATTENTION OF:

BUYER 32

304-558-2544

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> DANIELS ELECTRIC, INC. P.O. BOX 3426 CHARLESTON, WV 25334 304 344-1113

DIV ENGINEERING & FACILITIES JOBSITE SEE SPECIFICATIONS

ADDRESS CHANGES TO BE NOTED ABOVE

FREIGHT TERMS DATE PRINTED TERMS OF SALE SHIP VIA FOB. 04/04/2010 BID OPENING DATE BID OPENING TIME 01:30PM 05/13/2010 CAT AMOUNT QUANTITY UOP ITEM NUMBER UNIT PRICE LINE A CONTRACTOR WHO USES STEEL PRODUCTS IN 3. VIOLATION OF THIS SECTION MAY BE SUBJECT TO CIVIL PENALTIES PURSUANT TO WV CODE SECTION 5A-3-56. REV. 10/01/01 EXHIBIT 9 NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES: THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM (1) AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED. THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID ANY ADDENDUM SHOULD BE RECEIVED BY THE OPENING DATE. BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL STATE **PURCHASING** SUBMITTED THE BIDDERS TO THE SAME RULES AND REGULATIONS DIVISION. BIDDING DOCUMENT ORIGINAL THAT APPLY TO THE SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE 304



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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Pay 50120 Post Office Box 50130 Charleston, WV 25305-0130

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## Request for Quotation

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State of West Virginia Request for Department of Administration Quotation DEFK 100 Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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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

DEFK10012

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****ADDRESS:CORRESPONDENCE TO ATTENTION OF ****

BUYER 32 304-558-2544

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DIV ENGINEERING & FACILITIES
JOBSITE
SEE SPECIFICATIONS

DATE PRINTED TERMS OF SALE: SHIP VIA F.O.B. FREIGHT TERMS 04/04/2010 **BID OPENING DATE:** BID OPENING TIME 05/13/2010 01:30PM UNIT PRICE LINE QUANTITY: UOP ITEM NUMBER AMOUNT SEALED BID BUYER: 32 REQ. NO.: DEFK10012 6/23/10 BID OPENING DATE: 05/13/2010 BID OPENING TIME: 1:30 PM PLEASÉ PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: THIS IS THE END OF RFQ DEFK10012 ***** TOTAL: SEE REVERSE SIDE FOR TERMS AND CONDITIONS

55-056 -*5199* 

Bond No EE1223

State of WV-Dept of AgencyAdministration-Purchasing Div REQ.P.O# DEFK10012

### BID BOND

	WHIC	ነል / ልደ የ	EN BY THESE PRESEN	ITS. That	we, the undersigned	DANIELS ELECTRIC, INC.	
	of		ESTON	WES?	VIRGINIA	as Principal, and <u>ERIE INSURANCE PROPERTY</u>	&CASUALTY
CO	_ of		PENNSYLVANIA		, a corporation	organized and existing under the laws of the State of $\underline{PENN}$	ISYLVANIA
		with i	ts principal office in the	City of	ERIE	as Surety, are held and firmly bound unto the State	
of Wes	t Virgir	nia, as Obli	gee, in the penal sum A	NINE	THOUSAND NINE	(\$ 9,912.35 ) for the payment of which,	
well an	d truly	to be mad	e, we jointly and severa	liy bind o	urselves, our heirs, a	dministrators, executors, successors and assigns.	
						pal has submitted to the Purchasing Section of the	
Departi						hade a part hereof, to enter into a contract in writing for	
			g & replacing a ld, West Virgin		sting lighting	ig at the Bluefield Armory,	
		DIGETIE	ra, west viigin	.ra			
		W THEREF					
	hil	st anid hid	shall be rejected, or shall be accepted and t	he Princi	pal shall enter into a	contract in accordance with the bid or proposal attached	
hereto		الماسلسين عاليان	and other hands and in	C1172TYC2 1	remained by the bid or	proposal, and shall in all other respects perform the null and void, otherwise this obligation shall remain in full	
force a	nd effe	ect. It is ex	pressiv understood and	l agreed t	hat the liability of the	Surety for any and all claims hereunder shall, in no event,	
exceso	the p	enal amou	nt of this obligation as h	erein sta	ted.		
	The	Suratu for	the value received, her	reby stipu	lates and agrees tha	t the obligations of said Surety and its bond shall be in no	
way im	paired	or affected	d by any extension of th	e time wi	thin which the Oblige	e may accept such bid, and said Surety does hereby	
waive r	notice	of any suci	h extension.			•	
						eir hands and seals, and such of them as are corporations	
have c	aused	their corpo	orate seals to be affixed	hereunto	and these presents	to be signed by their proper officers, this	
23	day	of JU	NE, 2	20 <u>10</u> .			
						DANIELS ELECTRIC, INC.	
Princip	a! Cor	porate Sea	d			(Name of Principal)	
						11 112	
						(Must be President or	
						Vice President)	
						VP	
						(Title)	
Ch. marks	Cama	rate Seal				ERIE INSURANCE PROPERTY & CASUALTY C	COMPANY
Surety	Corpu	Hale Deal				(Name of Surety)	
,						, 1	
•						Shallan It Kons)	
						Attorney-in-Fact (	
						Sharon R. Rees	

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.



## ERIE INSURANCE PROPERTY & CASUALTY COMPANY ERIE, PA 16530 POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ERIE INSURANCE PROPERTY & CASUALTY COMPANY, a corporation duly organized under the laws of the Commonwealth of Pennsylvania, does hereby make, constitute and appoint

### Robert C Cline, Sharon R Rees and Betty J Young

individually, its true and lawful Attorney-in-Fact, to make, execute, scal and deliver for and on its behalf, and as its act and deed: any and all bonds and undertakings of suretyship,

The Power of Attorney is granted under and by authority of the following Resolution adopted by unanimous consent of the Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY on the 8th day of May 2002 and said Resolution has not been amended or repealed:

"Resolved, that the President, or any Senior Vice President or Vice President shall have power and authority to: (a) Appoint Attorney(s)-in-Fact and to authorize them to execute on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and, (b) To remove any such Attorney-in-Fact at any time and revoke the power and authority given to him; and

Resolved, that Attorney(s)-in-Fact shall have power and authority, subject to the terms and limitations of the Power of Attorney issued to them, to execute and deliver on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof. The corporate seal is not necessary for the validity of any bonds and undertakings, recognizances, contract of indemnity and other writings obligatory in the nature thereof."

This Power of Attorney is signed and sealed by facsimiles under and by virtue of the following Resolution adopted by the unanimous consent of the Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY and said Resolution has not been amended or repealed:

"Resolved, that the signature of Jeffrey A. Ludrof, as President and Chief Executive Officer of the Company, and the Seal of the Company may be affixed by the following facsimiles on any Limited Power of Attorney for the execution of bonds, undertakings, recognizances, contracts and other writings in the nature thereof, and the signature of J. R. Van Gorder, as Secretary of the Company, and the Seal of the Company may also be affixed by the following facsimiles to any certificate of any such Limited Power of Attorney and only under such circumstances, shall said facsimiles be valid and binding on the Company."

IN WITNESS WHEREOF, the ERIE INSURANCE PROPERTY & CASUALTY COMPANY has caused these presents to be signed by its President and Chief Executive Officer, and its corporate seal to be hereto affixed this 8th day of May, 2002.

## STATE OF PENNSYLVANIA SECOUNTY OF ERIE

On this 8th day of May, A.D. 2002, before me personally came Jeffrey A. Ludrof, to me known, who being by me duly sworn, did depose and say: that he is President and Chief Executive Officer of ERIE INSURANCE PROPERTY & CASUALTY COMPANY, the corporation described in and which executed the above instrument; that he knows the Seal of said corporation; that the Seal affixed to the said instrument is such corporate Seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.

### CERTIFICATE

I. J. R. Van Gorder, as Secretary of the ERIE INSURANCE PROPERTY & CASUALTY COMPANY, do hereby certify that the original POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is still in full force and effect as of the date below.

In witness whereof, I have hereunto subscribed my name and affixed corporate Scal of the Company by facsimiles pursuant to the action of the Board of Directors of the Company,



Jeffrey A. Ludrof
President and Chief Executive Officer



y commission expires June 27, 2008

Notary Public



J. A. H. Sarle.
J. R. Van Gorder, Socretary

this 23 nd day of June

20 10

SF-60 8/04

Rev March 2009



# State of West Virginia DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT West Virginia Code §21-1D-5

STATE OF West Virginia
COUNTY OF Kansenha, TO-WIT:
I, Frank Roush, after being first duly sworn, depose and state as follows:
1. I am an employee of <u>Daniels Electric</u> ; and, (Company Name)
2. I do hereby attest that <u>Vaniels Electric</u> (Company Name)
maintains a valid written drug free workplace policy and that such policy is in compliance with <b>West Virginia Code</b> §21-1D-5.
The above statements are sworn to under the penalty of perjury.
Daniels Electric
(Company Name)
By: Fronk Raen
Title: <u>Cen Manager</u>
Date: 6-22-10
Taken, subscribed and sworn to before me this <u>12</u> day of <u>Jzinig 2010</u>
By Commission expires Sure 5, 2015
OFFICIAL SEAV NOTARY PUBLIC STATE OF WEST VIRGINIA KAY F. GRIFFITH 136 SUNSET DRIVE CHARLESTON, W 25301 My commission expires June 5, 2015
THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE
AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF
THE BID.

## 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.

"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.

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.

WITNESS THE FOLLOWING SIGNATURE
Vendor's Name: Davies Flectice  Date: 6-22-10
Authorized Signature: Date: Da
State of W.Va.
County of Kanaeuha, to-wit:
Taken, subscribed, and sworn to before me this 22 by of
My Commission expires J. Leal 3, 2015.
Xa. 10 is if
AFFIX SEAL HERE NOTARY PUBLIC Say I Griffaith
OFFICIAL SEAL NOTARY PUBLIC STATE OF WEST VIRGINIA KAY F. GRIFFITH 136 SUNSET DRIVE CHARLESTON, WV 25301

My commission expires June 5, 2015