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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).



## Request for Quotation

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

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**BUYER 33** 

304-558-2402 DIVISION OF HIGHWAYS **JOBSITE** 

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

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ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33 304-558-2402

DIVISION OF HIGHWAYS A JOBSITE SEE SPECIFICATIONS

FREIGHTTERMS DATE PRINTED TERMS OF SALE SHIP VIA 03/16/2011 BID OPENING DATE: 01:30PM 03/30/2011 BID OPENING TIME CAT NO AMOUNT QUANTITY UOP ITEM NUMBER UNIT PRICE LINE ADDENDUM NO. 1 THIS ADDENDUM IS ISSUED TO: RESPOND TO SUBMITTED TECHNICAL QUESTIONS PER THE ATTACHED ADD AN ADDITIONAL CONTRACTOR REQUIREMENT PER 2.) THE ATTACHED. BID OPENING REMAINS 03/30/2011 AT 1:30 PM \*\*\*\*\*END ADDENDUM NO. 1\*\*\* 0001 750-30 REINFORCED CONCRETE FOOTERS, WALL AND THIS IS THE END OF REQ 08110175 TOTAL: SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE DATE TITLE **ADDRESS 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. 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).

#### Technical Questions and Answers:

Question #1: Will the base be on grade with stone and ready to pour for the floor?

Answer #1: Yes

Question #2: What gauge is the wire re-inforcing mat in the floor? Is rebar also being installed? If so,

what size and spacing?

Answer #2: 6 gauge 5' x 10' mats of reinforcing wire will be installed in concrete floor.

No rebar is required in the floor.

Question #3: Will the concrete pumper be supplied for the floor pour in addition to the walls?

Answer #3: No

#### Additional Contractor Requirement:

WVDOH shall provide and contractor shall install chamfer strip around the outside of footer.

END OF ADDENDUM NO. 1



#### Request for Quotation

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08110175

SEE PAGE	1200000	
	1.	

BUYER 33

SADDEESE CONSESSION DE NOTA REPUBLICATION DE LA CONTRACTOR DE LA CONTRACTO 304-558-2402

RFQ COPY TYPE NAME/ADDRESS HERE

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- 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).

#### Additional Contractor Requirement:

Contractor shall leave for two (2) 3' Wide x 7' High walk-in door openings in concrete walls. The openings will be located in proximity to the garage door openings.

WVDOH shall supply and install doors and necessary hardware.

END OF ADDENDUM NO. 2

ACKNOWLEI	GMENT OF SURETY		
STATE OF West Virginia (Atto	rney-in-Fact)	Bond No	71087532
COUNTY OF Harrison			
		2.1.	
On this day of April			me, a notary public in
	JOHN EDWARD OL		
to me personally known and being by me duly sworn, did say	, that he is the Attorney-in-l	Fact of WESTERN	SURETY COMPANY,
a corporation of Sioux Falls, South Dakota, created, organiz	ed and existing under and b	y virtue of the law	s of the State of South
Dakota, that the said instrument was executed on behalf o			d of Directors and that
	<u>JOHN EDWARD OLIVERI</u>		
acknowledges said instrument to be the free act and deed of	f said corporation and that	he has authority t	o sign said instrument
without affixing the corporate seal of said corporation.			
IN WITNESS WHEREOF, I have hereunto subscribed r	ny name and affixed my offic	ial seal at	
<u>Clarksburg</u> ,	West Virginia	$_{-}$ , the day and yea	ır last above written.
My commission expires	have a later	mil	
May 13, 2014,	prione Stru	your_	Notary Public
V		U	140verj i done
Form 106-4-2000	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~	
	OFFICIAL NOTABLE DISTRICT	SEAL	
	MOTARY PUBLIC, STATE MARIANNEST		
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	200 W. PI		
	CLARKSBURG,	WV 28331	
	MY COMMISSION EXP	#ES 1949 18, 2014	



## BID BOND (Percentage)

	<u>Bond Number: 71087532</u>
KNOW ALL PERSONS BY THESE PRESENTS, That v	we Debellis Construction, Inc.
	of
229 Pennsylvania Ave., Fairmont, WV 2655	54, hereinafter
referred to as the Principal, and Western Surety Co	ompany
West Virgi as Surety, are held and firmly bound unto <u>Division</u>	nia Dept. of Transportation Purchasing
of 2019 Washington St. E., P. O. Box 50130	0, Charleston, WV 25305-0130,
hereinafter referred to as the Obligee, in the sum of	Five (5%) percent of the greatest
amount bid, for the payment of which we bind oursel jointly and severally, firmly by these presents.	lves, our legal representatives, successors and assigns,
WHEREAS, Principal has submitted or is about to subm	nit a proposal to Obligee on a contract for
Thomas Salt Shed Construction	
specified, enter into the contract in writing and give succeptable to Obliger	
SIGNED, SEALED AND DATED tills Guy	Debellis Construction, Inc.  (Principal)  By Sells (Seal)
CURPORATE SEAL SEAL	By JOHN EDWARD OLIVERIO Attorney-in-Fact

## Western Surety Company

#### POWER OF ATTORNEY - CERTIFIED COPY

			Bond No.	71087532
Know All of the State of constitute and	Men By These Presents, that WE South Dakota, and having its prinappoint	STERN SURETY COMPA ncipal office in Sioux Falls, JOHN EDWAR	South Dakota (the "Company"	zed and existing under the laws '), does by these presents make,
its true and la behalf as Sure	wful attorney(s)-in-fact, with full poy, bonds for:	nower and authority hereby	conferred, to execute, acknow	rledge and deliver for and on its
Principal:	Debellis Constructi	on, Inc.		
Obligee:	West Virginia Dept.	of Transportation	on Purchasing Divis	sion
Amount:	\$500,000.00			
the corporate : may do within	e Company thereby as fully and to seal of the Company and duly atte the above stated limitations. Sai th remains in full force and effect.	sted by its Secretary, here	by ratifying and confirming all	that the said attorney(s)-in-fact
corporate nam officers as the may appoint A	7. All bonds, policies, undertaking of the Company by the Presider Board of Directors may authorize. Attorneys in Fact or agents who shad is not necessary for the valicable signature of any such officer ar	at, Secretary, any Assistant The President, any Vice F all have authority to issue dity of any bonds, policies,	Secretary, Treasurer, or any resident, Secretary, any Assist bonds, policies, or undertaking undertakings, Powers of Atto	vice President or by such other tant Secretary, or the Treasurer gs in the name of the Company.
All autho 2011	rity hereby conferred shall expire , but until such time shall be irrev	and terminate, without not ocable and in full force and	ice, unless used before midnigl effect.	at of July 5,
	ss Whereof, Western Surety Comp Masseal to be affixed this	any has caused these pres-	ents to be signed by its Senior April 201	Vice President, Paul T. Bruflat, 11
and its configuration	ETTAL			RETY COMPANY
2 - A			WESTAN	-0 114
			1 and 1.	Bruflat, Senior Vice President
	-av/3		rau i	. Drumay being vice residence
STATE OF SO	OUTH-TAKSTA SS			
On this Paul T. Brufl	5th day of Ap at, who being to me duly sworn, URETY COMPANY and acknowled	acknowledged that he sig	ned the above Power of Atto	tary public, personally appeared orney as the aforesaid officer of said corporation.
,	tonnennousenennousenen t £ D. KRELL		KO :	Krell
	NOTARY PUBLIC SEAL SOUTH DAKOTA			Notary Public - South Dakota
My	∔ึ้นแนนนนนนนนนนนนนนนนนนนนนนนนนนนนนนนนนนน	2012		
I the unc	lersigned officer of Western Suret er of Attorney is in full force and o e Power of Attorney is now in force	y Company, a stock corpor effect and is irrevocable, ar	ration of the State of South Da ad furthermore, that Section 7	akota, do hereby certify that the of the bylaws of the Company as
In testim	ony whereof, I have hereunto set i		n Surety Company this	5th day of
Apr	<u>il</u> , <u>2011</u> .		WESTERN SU	RETY COMPANY

Rev March 2009



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

STATE OF WEST VIRGINIA
COUNTY OF MARION TO-WIT:
I, Joseph E. We Belligafter being first duly sworn, depose and
atata as follows:
1. I am an employee of DeBell's Comstruction; and, (Company Name)
2. I do hereby attest that <u>DeBellis Cowslaudiow</u> IN c (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.  DeBellis Constantion Tole  (Company Name)
By: Joseph E. Weller
Title: Presedent
Date: Opril 4, 2011
Taken, subscribed and sworn to before me this 4th day of April 2011
Paramissian expires May 13, 2014
NOTARY PUBLIC, STATE OF WEST WESTERN MARIANNE STRUGATEK INSURE AMERICA  MARIANNE STRUGATEK  MARIANNE STRUG
CLARKSBURG, WY 26301 MY COMMISSION EXPIRES SAY 13 28 SUBMITTED WITH THE BID IN ORDER TO THIS APPIDAVIT 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
VELIDAATI AATSU TUE OTA CINNEL VELETIES AND AND AND AND AND AND AND AND AND AND

THE BID.

RFQ No. 081110175

#### 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 adgregate.

"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: DeBellis Construction Two
Vendor's Name: Delles Common Change C
Authorized Signature: Joseph E. W. Seller Date: Upril 4, 2017
State of West VIRGINIA
County of Harrison, to-wit:
Taken, subscribed, and sworn to before me this 4th day of
20/4.
My Commission expires $\frac{13}{13}$ , $\frac{20/4}{13}$ .
NOTARY PUBLIC Marisme Strugorek
AFFIX SEAL HERE OFFICIAL SEAL
NOTARY PUBLIC, STATE OF WEST INCOME.
( MANANANE STRUGAREK )
INSURE AMERICA 209 W. PIKE ST.
CLARKSBURG WW 26201
MY COMMISSION EXPIRES SALVET 13, 2004