

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25205 0100 Charleston, WV 25305-0130

BUYER 33

304-558-2402

DIVISION OF HIGHWAYS VARIOUS LOCALES AS INDICATED BY ORDER

*103150407 540 868 2400 SSR INC PO BOX 3887 251 PROSPERITY DRIVE WINCHESTER VA 22602

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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, infled 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).



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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ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33

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*103150407 540 868 2400 SSR INC PO BOX 3887 251 PROSPERITY DRIVE WINCHESTER VA 22602

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State of West Virginia
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Post Office Box 50130
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RFO#: 7011C008 Request for Quotation **Specifications**

Purpose: To establish an open end contract to provide the West Virginia Division of Highways with fuel pumps and fuel pump dispensers

DEFINITIONS 1.0

- A. The "Agency" shall be defined as the West Virginia Division of Highways
- B. The "Vendor" shall be defined as the successful bidder.
- C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Vendor to provide the services as herein specified.
- D. "Release Order" shall be defined as order placed against the Contract by the Agency.
- E. Mandatory Requirements: The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

SCOPE OF WORK 2.0

The successful Vendor shall provide fuel pumps and dispensers per the specifications herein uponed. The successful Vendor shall provide fuel pumps and dispensers per the specifications herein up grade the agency's existing pumps to computability of

Technical Requirements: 2.1

2.1.1: AST Fleet Fuel Dispenser

Shall be GASBOY Model 9823 KF Astra, or equal, and shall be complete with all necessary plumbing, electrical hardware, including wiring switches, controls, and all necessary accessories required to connect unit to above ground storage tank according to all state and federal guidelines. Fuel pumps shall also have a capability of being converted to metric with the change of computer chip and board decal. Fuel pump shall be UL listed and FCC approved. The Vendor shall furnish any technical engineering

Additional Requirements: The Fuel Dispenser shall meet the following minimum requirements:

- a. Regulatory Approvals: UL and US Weights and Measures for resale of fuel
- b. Motor: 3/4 HP minimum Continuous Duty 115 VAC/(60) HZ
- c. Pump Unit: Rotary Vane with integrated air separator and self priming built into pump casting
- d. Meter: Four piston, positive displacement flow through CFT meter bolster resistant to fuel contamination with self cleaning chambers.
- e. Filter: Integrated internal spin on filter
- f. Cabinet & Finish: 13 gauge galvanized steel frame for superion corrosion resistance to fuel contamination with self cleaning chambers.
- g. Flow Rate: 15 GPM minimum
- h. Electronic Display Register: Volume only front display 1" back lighted LCD Maximum 999.000 gallons both front and back of cabinet.
- i. Electronic Totalizer: Battery backed electronic with magnetic actuator and should not require panels to be removed to activate totalizer
- j. Discharge: 1" NTP black iron
- k. Nozzle: Automatic nozzle unleaded type
- 1. Hose: 3/4" x 12' hose
- m. Mechanical Totalizers: Each unit shall have an 8 digit non-resetable electromechanical totalizer.
- 2.1.3 Vendors bidding "or equal" merchandise must provide complete manufacturer's literature demonstrating adherence to the mandatory requirements contained herein.

2.2 Freight

2.2.1 All shipments are to be FOB Destination.

Purchasing and the Vendor of unsatisfactory performance in the execution of this contract and the requirements herein.

2.4 Warranty

- 2.4.1 The Vendor shall provide a minimum of 2 Year warranty on all merchandise.
- 2.4.2 All warranty claims that require field service shall be performed by the vendor at no cost to the Agency.

3.0 MINIMUM QUALIFICATIONS

- 3.1 The vendor shall meet all Federal and State Laws and Regulations concerning Hazardous Chemicals.
- 3.2 The Vendor shall provide a proper and current Material Safety Data Sheet (MSDS) and shall forward with shipment to the Equipment Division located in Buckhannon, West Virginia. The Vendor shall also furnish the State and/or its agencies additional MSDS as requested. By signing and dating this bid, the Vendor agrees to these conditions.

4.0 ORDERING AND INVOICING

4.1 Release Orders

WY-39

- 4.1.1 For all orders, the Agency will issue to the Vendor a WV-35-Release Order. Issuance of the Release Order shall contain the type of merchandise to be purchased and shall serve as the authorization to begin work. No work other than that specified in the Release Order shall be undertaken by the Vendor.
- 4.1.2 Release Orders may be placed by any or all of the WVDOH locations listed in Attachment A.
- 4.1.3 Release Orders must not be held by the Vendor until a maximum order point is reached.
- 4.2 Payment

ATTACHMENT A

70110008

Equipment Division

WV Division of Highways PO Box 610 Buckhannon, WV 26201

ATTENTION: Kevin Riley (FOUR COPYS)

WVDOT/Division of Highways D-1 1340 Smith St. Charleston, WV 25301 Attn: Melissa Mullens

WVDOT/Divison of Highways D-2 Po. Box 880 Huntington, WV 25712 Attn: Keith Chapman

WVDOT/Division of Highways D-3 626 Depot St. Parkersburg, WV 26101 Attn: Mark Kimes

WVDOT/Division of Highways

D-4 P.O. BOX 2570 Clarksburg, WV 26301 Attn: John Bartlett

WVDOT/Division of Highways D-5 PO BOX 99 BURLINGTON, WV 26710 Attn: Pat Broadhurst

WVDOT/Division of Highways D-6 1 DOT Drive. Moundsville, WV 26041-2353 Attn: Carol Ryan WVDOT/Division Highways D-7 Drawer 1228 Weston, WV 26452 Attn: Melissa Jordan

WVDOT/Division of Highways D-8 PO Box 1516 Elkins, WV 26241 Attn: Debbie Barnett

WVDOT/Division of Highways D-9 103 ½ Church Street Lewisburg, WV 24901 Attn: Keith Brown

WVDOT/Division of Highways D-10 270 Hardwood Lane Princeton, WV 24740 Attn: Tommy Camden RFQ#: 7011C008

Cost Sheet

submitting "or equal" bids should include Manufacturer's literature with the completed Please complete the below cost sheet and note Manfuacturer and Model bid. Vendors

Rev. 09/08

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (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.

1.			or the reason checked: usly in West Virginia for four (4) years immediately preced-
·	business continuously in West Virginia for four (4) ownership interest of Bidder is held by another ind maintained its headquarters or principal place of preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliat and which has maintained its headquarters or principal.	years immed ividual, partne business co e or subsidiar ncipal place o	or and has maintained its headquarters or principal place of iately preceding the date of this certification; or 80% of the ership, association or corporation resident vendor who has ntinuously in West Virginia for four (4) years immediately which employs a minimum of one hundred state residents business within West Virginia continuously for the four (4)
2.	years immediately preceding the date of this certi Application is made for 2.5% resident vendor		for the reason checked:
	Bidder is a resident vendor who certifies that, du	ring the life o Vest Virginia v	f the contract, on average at least 75% of the employees the have resided in the state continuously for the two years
3.	affiliate or subsidiary which maintains its headque minimum of one hundred state residents who cer	mum of one harters or printifies that, due mployees are	nundred state residents or is a nonresident vendor with an acipal place of business within West Virginia employing a ring the life of the contract, on average at least 75% of the e residents of West Virginia who have resided in the state
4.	Application is made for 5% resident vendor p Bidder meets either the requirement of both subdi	reference fo ivisions (1) ar	r the reason checked: d (2) or subdivision (1) and (3) as stated above; or,
5.		eran of the Un	who is a veteran for the reason checked: ited States armed forces, the reserves or the National Guard ears immediately preceding the date on which the bid is
6.	purposes of producing or distributing the commod	e United Stat lities or compl on average a	es armed forces, the reserves or the National Guard, if, for eting the project which is the subject of the vendor's bid and least seventy-five percent of the vendor's employees are
require against	ments for such preference, the Secretary may orde	er the Directo bid amount a	der receiving preference has failed to continue to meet the r of Purchasing to: (a) reject the bid; or (b) assess a penalty and that such penalty will be paid to the contracting agency
authoriz	es the Department of Revenue to disclose to the Di	rector of Purc	ably requested information to the Purchasing Division and hasing appropriate information verifying that Bidder has paid ontain the amounts of taxes paid nor any other information
and ac	penalty of law for false swearing (West Virginia curate in all respects; and that if a contract is es during the term of the contract, Bidder will	issued to B	5-3), Bidder hereby certifies that this certificate is true idder and if anything contained within this certificate urchasing Division in writing immediately.
Bidder		Signed:_	
Date:	A Committee of the Comm	Title:	

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

WV PURCHASING ACA SECT Fax 304-558-4115
Request for State of West Virginia Department of Administration Quotation Purchasing Division 2019 Washington Street East

Post Office Box 50130 Charleston, WV 25305-0130

7011C008

Mar 22 2011 10:02am P001/001

ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33 <u> 104-558-2402</u>

*103150407 540 868 2400 SSR INC PO BOX 3887 251 PROSPERITY DRIVE WINCHESTER VA 22602

DIVISION OF HIGHWAYS VARIOUS LOCALES AS INDICATED BY ORDER

DATÉ PRINTED TERMS OF SALE FREIGHT TERMS 03/22/2011 BID OPENING DATE: 04/07/2011 BID OPENING TIME LINE QUANTITY COP ITEM NUMBER AMOUNT UNITPRICE ADDENDUM NO. 1 THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE FROM: 03/24/2011 AT 1:30 PM TO ∮4/07∦2011 AT 1:30 PM ****†END ADDENDUM NO. 1**†**** ф001 720-33 ٦. fuel pumps and dispensers THIS IS THE END OF REQ 7011C008 TOTAL: SEE REVERSE SIDE FOR TERMS AND CONDITIONS -868-2400 ADDRESS CHANGES TO BE NOTED ABOVE

ADDENDUM #1

QUESTIONS AND ANSWERS

1. 2.1.1 AST Fleet Fuel Dispenser (Should this read "AST Fleet Fuel Suction Pump")?

Answer: Change to AST Fleet Fuel Suction Pump

2. 2.1.2 1. The Gasboy Model # 9823 KF Astra is a suction pump, not a dispenser.

Answer: Change to Fuel Suction Pump

2. The Gasboy Model # 9853 KF Atlas should read "Gasboy Model# 9853 KD F"

Answer: Change to Model # 9853 KDF Suction Pump

3. Mechanical Totalizers: Each unit shall have an 8 digit non-resettable electro-Mechanical Totalizer. This should be taken out of specification because both models are electronic totalizers.

Answer: Mechanical Totalizers are required, no change necessary.

Addition: Both units must have single pulse output to work in conjunction with Fuel Master Fuel Management System.

3. 2.0 SCOPE OF WORK:

Change to successful Vendor shall provide fuel pump dispensers and all related parts To upgrade the agency's existing pumps to compatibility with Fuel Master Fuel Management system.

4. 2.1.4 Related parts for upgrade of existing pumps to include but not limited to:

C07057 Kit

M06382K004 Kit

C06482 Kit

- 5. 4.1 RELEASE ORDERS
 - 4.1.1 Should read WV-39 instead of WV-35

EXHIBIT A: BID EVALUATION PRICE CHART

	FUEL PUMP				
Item	CONTRACT	Manufacturer's	Estimated	Discounted	Amount
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	Note: The same of				
2	9853 KDF PUMP		20	43320.°°	466,480 ,2
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3	C07057 KIT		75	\$184.19	\$13,814.25
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4	M06382K004 KIT		75	228,48	* 17.136=
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5	C06482 KIT		75	F179.12	E 13.434 .
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VENDOR

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

Request for Quotation

RFQ NUMBER 7011C008

ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33

304-558-2402

*103150407 540 868 2400 SSR INC PO BOX 3887 251 PROSPERITY DRIVE WINCHESTER VA 22602

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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 selier.
- 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, indeed 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).



*103150407

PO BOX 3887

WINCHESTER VA

251 PROSPERITY DRIVE

SSR INC

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

22602

540 868 2400

Request for

7011C008

BUYER 33

304-558-2402

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VENDOR

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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7011C008

PAGE 3

ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33 304-558-2402

*103150407 540 868 2400 SSR INC PO BOX 3887 251 PROSPERITY DRIVE WINCHESTER VA 22602

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

Request for

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7011C008

ADDRESS CORRESPONDENCE TO ATTENTION OF

ADDRESS CHANGES TO BE NOTED ABOVE

BUYER 33 304-558-2402

DIVISION OF HIGHWAYS VARIOUS LOCALES AS INDICATED BY ORDER

*103150407 540 868 2400 SSR INC PO BOX 3887 251 PROSPERITY DRIVE WINCHESTER VA 22602

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 02/16/2011 BID OPENING DATE: 03/24/2011 BID OPENING TIME 01:30PM CAT TINE QUANTITY UOP ITEM NUMBER UNITPRICE AMOUNT NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES 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. IN THE EVENT THE VENDOR/CONTRACTOR FILES BANKRUPTCY: FOR BANKRUPTICY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER. PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHIC SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE



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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

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BUYER 33 304-558-2402

***103150407** 540 868 2400 SSR INC PO BOX 3887 251 PROSPERITY DRIVE WINCHESTER VA 22602

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***103150407**

PO BOX 3887

WINCHESTER VA 22602

SSR INC

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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

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540 868 2400 251 PROSPERITY DRIVE

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RFQ#: 7011C008 Request for Quotation Specifications

Purpose: To establish an open end contract to provide the West Virginia Division of Highways with fuel pumps and fuel pump dispensers

1.0 DEFINITIONS

- A. The "Agency" shall be defined as the West Virginia Division of Highways
- B. The "Vendor" shall be defined as the successful bidder.
- C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Vendor to provide the services as herein specified.
- D. "Release Order" shall be defined as order placed against the Contract by the Agency.
- E. Mandatory Requirements: The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

2.0 SCOPE OF WORK

The successful Vendor shall provide fuel pumps and dispensers per the specifications herein.

2.1 Technical Requirements:

2.1.1: AST Fleet Fuel Dispenser

Shall be GASBOY Model 9823 KF Astra, or equal, and shall be complete with all necessary plumbing, electrical hardware, including wiring switches, controls, and all necessary accessories required to connect unit to above ground storage tank according to all state and federal guidelines. Fuel pumps shall also have a capability of being converted to metric with the change of computer chip and board decal. Fuel pump shall be UL listed and FCC approved. The Vendor shall furnish any technical engineering

Additional Requirements: The Fuel Dispenser shall meet the following minimum requirements:

- a. Regulatory Approvals: UL and US Weights and Measures for resale of fuel
- b. Motor: 3/4 HP minimum Continuous Duty 115 VAC/(60) HZ
- c. Pump Unit: Rotary Vane with integrated air separator and self priming built into pump casting
- d. Meter: Four piston, positive displacement flow through CFT meter bolster resistant to fuel contamination with self cleaning chambers.
- e. Filter: Integrated internal spin on filter
- f. Cabinet & Finish: 13 gauge galvanized steel frame for superion corrosion resistance to fuel contamination with self cleaning chambers.
- g. Flow Rate: 15 GPM minimum
- h. Electronic Display Register: Volume only front display 1" back lighted LCD Maximum 999.000 gallons both front and back of cabinet.
- i. Electronic Totalizer: Battery backed electronic with magnetic actuator and should not require panels to be removed to activate totalizer
- j. Discharge: 1" NTP black iron
- k. Nozzle: Automatic nozzle unleaded type
- 1. Hose: 3/4" x 12' hose
- m. Mechanical Totalizers: Each unit shall have an 8 digit non-resetable electromechanical totalizer.
- 2.1.3 Vendors bidding "or equal" merchandise must provide complete manufacturer's literature demonstrating adherence to the mandatory requirements contained herein.

2.2 Freight

2.2.1 All shipments are to be FOB Destination.

Purchasing and the Vendor of unsatisfactory performance in the execution of this contract and the requirements herein.

2.4 Warranty

- 2.4.1 The Vendor shall provide a minimum of 2 Year warranty on all merchandise.
- 2.4.2 All warranty claims that require field service shall be performed by the vendor at no cost to the Agency.

3.0 MINIMUM QUALIFICATIONS

- 3.1 The vendor shall meet all Federal and State Laws and Regulations concerning Hazardous Chemicals.
- 3.2 The Vendor shall provide a proper and current Material Safety Data Sheet (MSDS) and shall forward with shipment to the Equipment Division located in Buckhannon, West Virginia. The Vendor shall also furnish the State and/or its agencies additional MSDS as requested. By signing and dating this bid, the Vendor agrees to these conditions.

4.0 ORDERING AND INVOICING

- 4.1 Release Orders
 - 4.1.1 For all orders, the Agency will issue to the Vendor a WV-35 Release Order. Issuance of the Release Order shall contain the type of merchandise to be purchased and shall serve as the authorization to begin work. No work other than that specified in the Release Order shall be undertaken by the Vendor.
 - 4.1.2 Release Orders may be placed by any or all of the WVDOH locations listed in Attachment A.
 - 4.1.3 Release Orders must not be held by the Vendor until a maximum order point is reached.
- 4.2 Payment

ATTACHMENT A

70110008

Equipment Division

WV Division of Highways PO Box 610 Buckhannon, WV 26201

ATTENTION: Kevin Riley

(FOUR COPYS)

WVDOT/Division of Highways D-1 1340 Smith St. Charleston, WV 25301 Attn: Melissa Mullens

WVDOT/Divison of Highways D-2 Po. Box 880 Huntington, WV 25712 Attn: Keith Chapman

WVDOT/Division of Highways D-3 626 Depot St. Parkersburg, WV 26101 Attn: Mark Kimes

WVDOT/Division of Highways D-4 P.O. BOX 2570 Clarksburg, WV 26301 Attn: John Bartlett

WVDOT/Division of Highways D-5 PO BOX 99 BURLINGTON, WV 26710 Attn: Pat Broadhurst

WVDOT/Division of Highways D-6 1 DOT Drive. Moundsville, WV 26041-2353 Attn: Carol Ryan WVDOT/Division Highways D-7 Drawer 1228 Weston, WV 26452 Attn: Melissa Jordan

WVDOT/Division of Highways D-8 PO Box 1516 Elkins, WV 26241 Attn: Debbie Barnett

WVDOT/Division of Highways D-9 103 ½ Church Street Lewisburg, WV 24901 Attn: Keith Brown

WVDOT/Division of Highways D-10 270 Hardwood Lane Princeton, WV 24740 Attn: Tommy Camden



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

Request for Quotation

7011C008

ADDRESS CORRESPONDENCE TO ATTENTION OF

BUYER 33 304-558-2402

SHIP

540 868 2400

*103150407 SSR INC PO BOX 3887

WINCHESTER VA 22602

251 PROSPERITY DRIVE

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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).

RFQ#: 7011C008 Cost Sheet

submitting "or equal" bids should include Manufacturer's literature with the completed Please complete the below cost sheet and note Manfuacturer and Model bid. Vendors

cost sheet.				_
			Cost	T T
	Manufacturer	Model/Part No.	Each	 +
Description	Vacan.	Ogney	8 73.16	4
GASBOY Model 9823 KF Astra (or equal)	(2001)	7040	8	\
CASBOV Model 9853 KF Atlas (or equal) Plan	C48.80	4853 KDF	\$ 5014:	1
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Rev. 09/08

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (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.

1.		reference for the reason checked: ed continuously in West Virginia for four (4) years immediately preced-
	business continuously in West Virginia for four (4) ye ownership interest of Bidder is held by another indivimaintained its headquarters or principal place of b preceding the date of this certification; or,	sident vendor and has maintained its headquarters or principal place of ears immediately preceding the date of this certification; or 80% of the idual, partnership, association or corporation resident vendor who has business continuously in West Virginia for four (4) years immediately
	and which has maintained its headquarters or princi years immediately preceding the date of this certific	or subsidiary which employs a minimum of one hundred state residents ipal place of business within West Virginia continuously for the four (4) cation; or,
2.	Application is made for 2.5% resident vendor p Bidder is a resident vendor who certifies that, durin working on the project being bid are residents of We immediately preceding submission of this bid; or,	preference for the reason checked: In the life of the contract, on average at least 75% of the employees set Virginia who have resided in the state continuously for the two years
3.	affiliate or subsidiary which maintains its headqua minimum of one hundred state residents who certified	um of one hundred state residents or is a nonresident vendor with an inters or principal place of business within West Virginia employing a fies that, during the life of the contract, on average at least 75% of the inployees are residents of West Virginia who have resided in the state
4.	Application is made for 5% resident vendor pre Bidder meets either the requirement of both subdivi	eference for the reason checked: isions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. ——	Bidder is an individual resident vendor who is a veter	preference who is a veteran for the reason checked: an of the United States armed forces, the reserves or the National Guard r the four years immediately preceding the date on which the bid is
6.	Bidder is a resident vendor who is a veteran of the purposes of producing or distributing the commoditi continuously over the entire term of the project, on	Oreference who is a veteran for the reason checked: United States armed forces, the reserves or the National Guard, if, for es or completing the project which is the subject of the vendor's bid and average at least seventy-five percent of the vendor's employees are state continuously for the two immediately preceding years.
require against	ments for such preference, the Secretary may order	s that a Bidder receiving preference has failed to continue to meet the the Director of Purchasing to: (a) reject the bid, or (b) assess a penalty old amount and that such penalty will be paid to the contracting agency chase order.
authorize the req	zes the Department of Revenue to disclose to the Dire	any reasonably requested information to the Purchasing Division and actor of Purchasing appropriate information verifying that Bidder has paid a does not contain the amounts of taxes paid nor any other information
and ac	curate in all respects; and that if a contract is is	Code, §61-5-3), Bidder hereby certifies that this certificate is true ssued to Bidder and if anything contained within this certificate otify the Purchasing Division in writing immediately.
Bidder		Signed:
Date: _		Title:

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

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

Charleston, WV 25305-0130

WV PURCHASING ACA SECT Fax 304-558-4115
Request for

7011C008

Mar 22 2011 10:02am P001/001 PAGE

EXAMPLES CORRESIONDENCE TO ARTENION OF BUYER 33 104-558-2402

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SSR INC PO BOX 3887 251 PROSPERITY DRIVE WINCHESTER VA 22602

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RFQ No.	7011C008
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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 owned 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.

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: Service Sharton Report, Frc. Authorized Signature: Philip B. Hern Date: 3 17 M State of Virginia County of Rederick, to-wit: Taken, subscribed, and sworn to before me this 17 day of March , 20 11. My Commission expires August 31 ... 2014. AFFIX SEAL HERE NOTORY PUBLIC Commonwealth of Virginia 7053282 My Commission Expires Aug. 31, 2014.