



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
DEFK11017

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32
304-558-2544

ROUNDTREE

*709053353 304-768-9769
GRAVELY TRACTOR & LAWN EQUIP I
2 CARNEY COMMERCIAL COURT

DUNBAR WV 25064

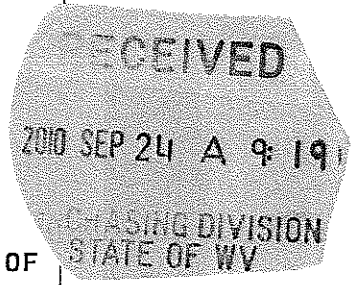
SHIPTO

DIV ENGINEERING & FACILITIES
CAMP DAWSON ARMY TRAINING SITE
240 ARMY ROAD

KINGWOOD, WV
26537-1077 304-329-4417

DATE PRINTED 09/15/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 09/28/2010 BID OPENING TIME 01:30PM				

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	2	LS		070-48-50-001	① 18,289.90 ② 20,914.90	39,204.80
<p>VEHICLE, ALL TERRAIN OR UTILITY</p> <p>PROVIDE ONE 3 PERSON & ONE 6 PERSON UTILITY VEHICLE FOR THE WEST VIRGINIA ARMY NATIONAL GUARD, CAMP DAWSON, KINGWOOD, WV, PER THE ATTACHED SPECIFICATIONS.</p> <p>DUE TO FUNDING TIME CONSTRAINTS NO QUESTIONS WILL BE ACCEPTED FOR THIS PURCHASE.</p> <p>DELIVERY: DELIVERY, AS PER THE SPECS, SHALL BE DELIVERED WITHIN 60 DAYS.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p><i>See ATTACHED BID For Detail</i></p>						



SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Charles D. Smalley* TELEPHONE: **304-768-9769** DATE: **9/21/10**

TITLE: *Pres.* FEIN: **55-0648877** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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).

Q U O T A T I O N

GRAVELY TRACTORS & POLARIS ATV
 #2 CARNEY COMMERCIAL COURT
 DUNBAR, WV 25064
 Phone #: (304)768-9769
 Fax #: (304)768-9760

PHONE #:
 ALT. #:
 P.O.#:
 TERMS: **Cash**
 SALES ORDER #: **14035**
 SALES TYPE #: **Quote**

DATE: **9/20/2010**
 INVOICE #:
 CUSTOMER#: **4835**
 CP: **MS**
 LOCATION: **1**
 STATUS: **Pending**

BILL TO 4835

State of West Virginia (Purchasing Div.)
 2019 Washington Street East
 Charleston, WV 25305

SHIP TO

Army Training Site Camp Dawson
 1001 Army Rd
 Kingwood, WV 26537

MFR	PRODUCT NUMBER	DESCRIPTION	QTY SOLD	QTY BO	PRICE	NET	TOTAL
POL	R11TY76AG	Ranger EPS Sage Green	1	0	\$11,999.00	\$11,000.00	\$11,000.00
POL	2878017-070	RANGERWARE ROOF&REAR	1	0	\$1,399.99	\$1,399.99	\$1,399.99
POL	2878104	Slider Rear Window	1	0	\$149.99	\$149.99	\$149.99
POL	2878147-070	ROLL UP DOORS BLACK	1	0	\$2,999.99	\$2,999.99	\$2,999.99
POL	2878138	DUAL WIPER KIT RW FL	1	0	\$499.99	\$499.99	\$499.99
POL	2878015-070	RANGERWARE TIPOUT WD	1	0	\$1,199.99	\$1,199.99	\$1,199.99
POL	2877042	PII INTEGRATED WINCH	1	0	\$699.99	\$699.99	\$699.99
POL	2875056	CARGO BOX, RANGER, L	1	0	\$299.99	\$299.99	\$299.99
POL	2876980-521	BRUSHGUARD,PRERUNNER	1	0	\$299.99	\$299.99	\$299.99
POL	2877339-521	BRUSHGUARD,PRERUNNER	1	0	\$349.99	\$349.99	\$349.99
POL	2877341-521	STEP NERF BARS	1	0	\$199.99	\$199.99	\$199.99
****	DISCOUNT	DISCOUNT	-1	0	\$810.00	\$810.00	(\$810.00)

Prices reflected on this quote are valid for 30 days.

SUBTOTAL: \$18,289.90
 TAX: \$0.00
 ORDER TOTAL: \$18,289.90

Cab and all accessories will be black

Q U O T A T I O N

GRAVELY TRACTORS & POLARIS ATV
 #2 CARNEY COMMERCIAL COURT
 DUNBAR, WV 25064
 Phone #: (304)768-9769
 Fax #: (304)768-9760

PHONE #:
 ALT. #:
 P.O.#:
 TERMS: **Cash**
 SALES ORDER #: **14049**
 SALES TYPE #: **Quote**

DATE: **9/21/2010**
 INVOICE #:
 CUSTOMER#: **4835**
 CP: **MS**
 LOCATION: **1**
 STATUS: **Pending**

BILL TO 4835

State of West Virginia (Purchasing Div.)
 2019 Washington Street East
 Charleston, WV 25305

SHIP TO

Army Training Site Camp Dawson
 1001 Army Rd
 Kingwood, WV 26537

MFR	PRODUCT NUMBER	DESCRIPTION	QTY SOLD	QTY BO	PRICE	NET	TOTAL
POL	R11WY76AE	Ranger Crew EPS Super Graphite LE	1	0	\$13,599.00	\$12,500.00	\$12,500.00
POL	2877828	REAR PANEL, STEEL, 1	1	0	\$799.99	\$799.99	\$799.99
POL	2877904	DOORS,STEEL,CREW, 10	1	0	\$3,999.99	\$3,999.99	\$3,999.99
POL	2877903	ROOF, STEEL, CREW, 1	1	0	\$999.99	\$999.99	\$999.99
POL	2877948-067	WINDSHIELD PREMIUM T	1	0	\$1,099.99	\$1,099.99	\$1,099.99
POL	2877489	PREMIUM WIPER KIT FL	1	0	\$449.99	\$449.99	\$449.99
POL	2877042	PII INTEGRATED WINCH	1	0	\$699.99	\$699.99	\$699.99
POL	2876980-521	BRUSHGUARD,PRERUNNER	1	0	\$299.99	\$299.99	\$299.99
POL	2877339-521	BRUSHGUARD,PRERUNNER	1	0	\$349.99	\$349.99	\$349.99
POL	2877901-521	CREW NERF BARS	1	0	\$349.99	\$349.99	\$349.99
POL	2875056	CARGO BOX, RANGER, L	1	0	\$299.99	\$299.99	\$299.99
****	DISCOUNT	DISCOUNT	-1	0	\$935.00	\$935.00	(\$935.00)

Prices reflected on this quote are valid for 30 days.

SUBTOTAL: \$20,914.90
 TAX: \$0.00
 ORDER TOTAL: \$20,914.90

Cab and all accessories will be black

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. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Gravelly Tractor & Lawn Eq. Inc Signed: [Signature]
Date: 9/21/10 Title: Pres

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

RFQ No. DEFK11017

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.

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 exceeds 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: Gravelly Tractor & Lawn Eq. Inc.

Authorized Signature: *Russ R Smalley, V. Inc.* Date: 9/21/10

State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 21st day of September, 2010

My Commission expires Nov. 13, 2019, 20

AFFIX SEAL HERE

NOTARY PUBLIC *Andrea J. Lawrence*

