

RFQ COPY

R.A.M. E. Inc

5 Commercial Drive

Washington, PA 15301

TVPE NAME/ANDRESS HERF

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

Rush Architectural Metal Erectors, Inc.

## Request for Quotation

RFO NUMBER DJS010310

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TARA LYLE 304-558-2544

DIVISION OF JUVENILE SERVICES

SECOND FLOOR 1200 QUARRIER STREET CHARLESTON, WV 25301

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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 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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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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DIVISION OF JUVENILE SERVICES.

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TARA LYLE <u> 304 - 558 - 2544</u>

DIVISION OF JUVENILE SERVICES

þ SECOND FLOOR 1200 QUARRIER STREET

CHARLESTON, WV

25301 304-558-6029

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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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ADDRESS CORRESPONDENCE TO ATTENTION OF

TARA LYLE 304-558-2544

DIVISION OF JUVENILE SERVICES

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DIVISION OF JUVENILE SERVICES

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

## Request for Quotation

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JARA LYLE 304-558-2544

DIVISION OF JUVENILE SERVICES

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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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ADDRESS CORRESPONDENCE TO ATTENTION OF TARA LYLE B04-558-2544

DIVISION OF JUVENILE SERVICES

SECOND FLOOR 1200 QUARRIER STREET CHARLESTON, WV 25301 304-558-6029

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHTTERMS 10/22/2010 BID OPENING DATE: 11/16/2010 BID OPENING TIME  $01 \cdot 30PM$ CAT. NO. QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: -----REQ. NO.:---BID OPENING DATE: |----|-11/16/2010----|----BID OPENING TIME: |----|-1:30 PM-----PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 724-229-8021 PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: Albert & Rush SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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TELEPHONE

DATE

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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

REQ NUMBER DJS010310

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ADDRESS CORRESPONDENCE TO ATTENTION OF

TARA LYLE

304-558-2544

DIVISION OF JUVENILE SERVICES

SECOND FLOOR 1200 QUARRIER STREET CHARLESTON, WV

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

STATE OF Pennsylvania	
COUNTY OF Washington	, TO-WIT:
I, Albert L. Rush, state as follows:	after being first duly sworn, depose and
1. I am an employee of	R.A.M.E. Inc ; and, (Company Name)
2. I do hereby attest that	R.A.M. E. Inc (Company Name)
	drug free workplace policy and that such th <b>West Virginia Code</b> §21-1D-5.
The above statements are sworr	n to under the penalty of perjury.
	(Company Name)  By:
	Title: <u>President</u>
	Date:
Taken, subscribed and sworn to	before me this $15^{\frac{14}{2}}$ day of $November$ . 2010
By Commission expires	12-1-12.
(Seal)  COMMONWEALTH OF PENNSYL  Notarial Seal  Meghan E. Warcholak, Notary Pub Canton Twp., Washington Count My Commission Expires Dec. 1, 20  **Alember Prinnsylvania Association of N	VANIA  Disc  VANIA  (Notary Public)

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.

RFQ No. DJS010310

### 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 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.

Date://-/-
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Novimber 2010.
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TARY PUBLIC MC

COMMONWEALTH OF PENNSYLVANIA

Notarial Seal Meghan E. Warcholak, Notary Public Canton Twp., Washington County My Commission Expires Dec. 1, 2012

Member, Pennsylvania Association of Notaries



November 8, 2010

Ms. Tara Lyle Department of Administration Purchasing Division 2019 Washington Street East Charleston, WV 25311

RE: RAME Inc - Preapproved Irrevocable Letter of credit for Kennethy "Honey" Rubenstein Juvenile Center.

Tara:

Please use this letter as proof that RAME, INC and Albert Rush Jr. have been approved for an irrevocable standby letter of credit for the job they are bidding at the for Kennethy "Honey" Rubenstein Juvenile Center. Upon award of the job PNC Bank, NA will prepare the letter of credit immediately per the instructions and details provided by you the beneficiary.

Please do not hesitate to call if you have any questions.

Sincerely,

Rob Klasnick

Vice President

PNC Business Banking

(412) 851-0159

cc: Albert Rush