



**State of West Virginia  
Department of Administration  
Purchasing Division**

**NOTICE**

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

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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

RFQ NUMBER  
 EHS11031

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 ROBERTA WAGNER  
 304-558-0067

VENDOR

\*C17105723 304-562-8585  
 WV RURAL WATER ASSOCIATION  
 100 YOUNGS ST  
 SCOTT DEPOT WV 25560-9019

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BPH ENVIRO HLTH SERVICES  
 350 CAPITOL STREET, ROOM 313  
 CHARLESTON, WV  
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/23/2011				

BID OPENING DATE: 04/21/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		952-90	\$ 7,066.00	\$ 107,412.00
<p>OPEN-END BLANKET CONTRACT</p> <p>*****</p> <p>MANDATORY PRE-BID MEETING 4/5/2011 AT 10:00 AM            LOCATION: CAPITOL AND WASHINGTON STREETS, ONE DAVIS SQ            LOWER LEVEL TRAINING ROOM, CHARLESTON, WV 25301</p> <p>*****</p> <p>WVWSET ASSISTANCE - WITH ASSESSING WATER SYSTEMS</p> <p>REQUEST FOR QUOTATION</p> <p>TO PROVIDE ON-SITE TECHNICAL, MANAGERAL, AND FINANCIAL            CAPABILITY ASSISTANCE TO WV COMMUNITY WATER SYSTEMS            LOCATED IN OFFICE OF ENVIRONMENTAL HEALTH SERVICES'            KERNEYSVILLE, PHILIPPI, AND WHEELING DISTRICT OFFICE            AREAS USING THE WV WATER SYSTEM EVALUATION TOOL            (WVWSET) PER THE ATTACHED SPECIFICATIONS.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 4/5/2011 AT 10:00            AM IN LOWER LEVEL TRAINING ROOM @ DAVIS SQUARE. ALL            INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING            FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN            DISQUALIFICATION OF THE BID. NO ONE PERSON MAY            REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL            POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE</p>						

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2011 APR 14 PM 2:53

WV PURCHASING DIVISION

SIGNATURE <i>Rebecca L. Burt</i>		TELEPHONE 304-201-1689	DATE 4/14/11
TITLE Executive Director	FEIN 311139841	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](http://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).



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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# Request for Quotation

RFO NUMBER  
 EHS11031

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ADDRESS CORRESPONDENCE TO ATTENTION OF  
 ROBERTA WAGNER  
 304-558-0067

VENDOR

\*C17105723      304-562-8585  
 WV RURAL WATER ASSOCIATION  
 100 YOUNGS ST  
 SCOTT DEPOT WV 25560-9019

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BPH ENVIRO HLTH SERVICES  
 350 CAPITOL STREET, ROOM 313  
 CHARLESTON, WV  
 25301-1757      304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/23/2011				

BID OPENING DATE: 04/21/2011      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER'S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Roberta L. Bliss</i>	TELEPHONE 304-201-1689	DATE 4/14/11
TITLE Executive Director	FEIN 311139841	ADDRESS CHANGES TO BE NOTED ABOVE

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



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# Request for Quotation

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**EHS11031**

PAGE  
**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**ROBERTA WAGNER**  
**304-558-0067**

VENDOR

\*C17105723      304-562-8585  
 WV RURAL WATER ASSOCIATION  
 100 YOUNGS ST  
 SCOTT DEPOT WV    25560-9019

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/23/2011				

BID OPENING DATE: **04/21/2011**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>CONTRACT.</b></p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN 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.</p> <p>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 TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>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.</p> <p>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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Roberta L. Bull</i>	TELEPHONE 304-201-1689	DATE 4/14/11
TITLE Executive Director	FERN 311139841	ADDRESS CHANGES TO BE NOTED ABOVE

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# Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 ROBERTA WAGNER  
 304-558-0067

VENDOR

\*C17105723      304-562-8585  
 WV RURAL WATER ASSOCIATION  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009 EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Deborah L. Bull</i>	TELEPHONE 304-201-1689	DATE 4/14/11
TITLE Executive Director	FEIN 311139841	ADDRESS CHANGES TO BE NOTED ABOVE

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



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# Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF  
 ROBERTA WAGNER  
 304-558-0067

POST OFFICE

\*C17105723 304-562-8585  
 WV RURAL WATER ASSOCIATION  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE:  <a href="http://www.state.wv.us/admin/purchase/vrc/venpref.pdf">HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</a></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>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: -----RW/FILE 22-----</p> <p>RFQ. NO.: -----EHS11031-----</p> <p>BID OPENING DATE: -----4/21/2011-----</p> <p>BID OPENING TIME: -----1:30 PM-----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Roberta D. Smith</i>	TELEPHONE 304-201-1689	DATE 4/14/11
TITLE Executive Director	FEIN 311139841	ADDRESS CHANGES TO BE NOTED ABOVE

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



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**Request for Quotation**

RFQ NUMBER	PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

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\*C17105723 304-562-8585  
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HEALTH AND HUMAN RESOURCES  
  
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BID OPENING DATE: 04/21/2011 BID OPENING TIME 01-30PM

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 304-201-1694 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Deborah L. Britt -----						
***** THIS IS THE END OF RFQ EHS11031 *****					TOTAL:	\$ 107,412.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Deborah L Britt</i>	304-201-1689	4/14/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Executive Director	311139841	

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



EHS 11031 – WWSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)

**SPECIFICATIONS**

The State of West Virginia, Department of Health and Human Resources (DHHR), Bureau for Public Health (BPH), Office of Environmental Health Services (OEHS), Environmental Engineering Division (EED) is seeking vendor quotations for arranging and conducting on-site visits to Community Water Systems (CWSs) in its Kearneysville, Philippi, and Wheeling District Office areas of West Virginia for the purpose of providing on-site assistance to those that agree to participate in the West Virginia Water System Evaluation Tool (WWSET) program. WWSET will assess a water system's technical, managerial, and financial capabilities to operate effectively and efficiently and meet the requirements of the Safe Drinking Water Act (SDWA). These on-site visits will require the vendor to gain an in-depth understanding of the WWSET program and have vast knowledge in technical, managerial, and financial areas in order to facilitate interaction with CWSs and address concerns during on-site visits.

**OEHS OBJECTIVE**

The Safe Drinking Water Act Amendments of 1996 (the Amendments) adopted significant changes in the Safe Drinking Water Act (SDWA). Of particular importance here, the Amendments require States to adopt and implement programs to ensure water systems have the capability to comply with existing and anticipated drinking water regulations. These new provisions, known as Capacity Development, mark the first time the Federal government has explicitly required States to have a Capacity Development Program to assist water systems in obtaining and maintaining the financial, technical and managerial resources required to provide safe and reliable water service to the public. This capacity or capability will help assure better infrastructure stewardship and long-term viability. OEHS' objective is to maximize the benefits of WWSET by contracting a vendor to provide direct on-site assistance to CWSs; provide instant feedback to the systems regarding technical, managerial, and financial areas; and provide reports back to OEHS detailing on-site visits and areas requiring additional assistance. OEHS will use report information to provide direct assistance to systems to improve their technical, managerial, and financial capabilities.

**VENDOR REQUIREMENTS**

Vendor will meet all of the mandatory requirements below:

1. A Mandatory Pre-bid Conference will be held on 4/5/2011 at 10:00 AM. Conference will be held at: Capitol and Washington Streets, One Davis Square, Charleston, WV, in the Lower Level Training Room in order for OEHS to supply interested vendors with CDs and/or flash drives containing the WWSET Program to assist bidders in responding to this Request for Quotations. All interested bidders are required to be present at this meeting. Failure to attend the mandatory pre-bid conference shall automatically result in disqualification. No one person can represent more than one vendor.

EHS 11031 – WWSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)

2. Vendor will provide the following for each of its key technical staff:

- History of working with public water systems by providing a minimum of ten (10) and maximum of twelve (12) examples of reports, letters, or e-mails that demonstrate direct assistance to a minimum of ten (10) and maximum of twelve (12) water systems in the last two (2) years which shows that vendor's key technical staff member provided the water system with assistance in technical, managerial, and/or financial areas.
- History of using a minimum of ten (10) and maximum of twelve (12) specific resources with a minimum of ten (10) and maximum of twelve (12) specific public water systems in the last two (2) years to assist them in technical, managerial, or financial areas. Specific resources can include training manuals, equipment, software programs, articles, trade publications, WV Code/Code of State Rules references, as well as other reference materials.
- Resumes for each key staff person that reflects a minimum of two (2) years experience in providing on-site visits to assist water systems in at least one of the following areas with two (2) years experience in each of the three areas being provided among the resumes submitted.
  - Technical
  - Managerial
  - Financial

3. Equipment and Vendor Availability:

- Vendor will supply its key staff with laptop computers with Microsoft Office 2000 or above capable of running all necessary software and peripherals as defined by the software manufacturer.
  - Vendor's laptops will have Adobe Reader (version 9 or greater), Internet Explorer, Firefox and Safari web browsers.
  - Information pertaining to software and peripherals defined by the software manufacturer will be provided to vendors at the Pre-Bid Conference.
- Vendor will provide its key staff with a mobile printer to be used while conducting on-site visits.
- Vendor will supply its key staff with cellular phones.
- Vendor will supply its key staff with internet access that is capable of sending and receiving email.

**EHS 11031 – WWSSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)**

- Vendor will be available by telephone (cellular or otherwise) Monday through Friday, 8:00 AM to 5:00 PM (Eastern Time).

**OEHS' CONTRIBUTION TO CONTRACT**

1. OEHS will review and approve vendor's final project plan.
2. OEHS will provide vendor with a list of CWSs and contact information for each system and will provide updated CWS contact information as necessary.
3. OEHS will provide vendor with an introduction letter that includes OEHS key contact information to share with CWSs as a verification tool to CWSs for confirming that vendor is working under contract with OEHS.
4. OEHS will provide vendor with copies of the WWSSET program via CD and USB flash drives.
5. OEHS designated staff will be available to vendor to discuss project status and assist vendor in resolving problems encountered.

**DELIVERABLES AND COMPLETION TIME FRAME**

**DELIVERABLE 1:**

**Year 1 - Months 1 – 2:**

Vendor will meet with OEHS leadership for one day within the first month of the contract for assistance in developing an initial project plan including guidance on following the WWSSET program, prioritizing CWS on-site visits, establishing future meeting dates, and discussing other logistical issues. Vendor will be responsible for its employees' transportation, lodging, food, and incidental expenses incurred as a result of meeting with OEHS.

Vendor will submit a final project plan in writing to OEHS for approval no later than 45 days of contract start date. Vendor's final project plan will provide a detailed breakdown of how project will be approached, undertaken, and completed within the project period. Vendor's final project plan must be approved by OEHS prior to CWSs being contacted and before any on-site visits are initiated.

**DELIVERABLE 2:**

**Year 1 - Months 2 - 11:**

Vendor will contact 88 CWSs located in West Virginia counties covered by OEHS' Kearneysville District Office, 144 located in West Virginia counties covered by OEHS' Philippi District Office, and 58 located in West Virginia counties covered by OEHS' Wheeling District Office to request system participation in the WWSSET program (see Attachment 1 – District Office Coverage Map). If CWS chooses not to participate in program, vendor will notify OEHS within five working days giving OEHS the opportunity to contact CWS administration about the benefits and importance of system participation. If OEHS is unable to gain CWS

**EHS 11031 – WWSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)**

participation, OEHS will inform vendor. Vendor will not attempt to contact CWS again and will document the following on its monthly invoice for this deliverable.

1. Name of CWS that chooses not to participate in WWSET program
2. Public Water System identification (PWSID) number of CWS that chooses not to participate in WWSET program
3. Name(s) of CWS staff member contact by vendor
4. Name(s) of vendor staff member that contacted CWS
5. Date of contact
6. Comments/questions from CWS to vendor during contact

**DELIVERABLE 3:**

Year 1 – Months 2 – 11:

Year 2 – Months 1 – 11:

Year 3 – Months 1 – 11:

Vendor will schedule, conduct, and complete on-site reviews of CWSs located in OEHS' Kearneysville, Philippi, and Wheeling District Office coverage counties that agree to participate in the WWSET program per the following specifications:

1. Vendor will meet on-site with appropriate CWS representatives to work through the WWSET program.
2. Vendor will provide CWS representatives and personnel with on-site assistance with the WWSET program in order to properly assess their technical, managerial, and financial capabilities and to make recommendations for system improvements.
3. Vendor will provide instant feedback to system representatives based upon resource information provided with the WWSET program in technical, managerial, and financial capacity areas.
4. Vendor will capture detailed notes regarding on-site visits and use the information gathered when drafting a final report to OEHS for each respective CWS. Final reports for each CWS will be submitted to OEHS in Microsoft Word within 14 days of the on-site visit being concluded. The report will, at a minimum, include:
  - Name of CWS
  - CWS PWSID number
  - Name(s) of CWS representative or staff member that participated in on-site review
  - Name(s) of vendor staff member that conducted on-site visit
  - Date of on-site visit

**EHS 11031 – WWSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)**

- WWSET program scores in technical, managerial, and financial areas, as well as the total score
  - Questions and concerns from respective CWS participants along with answers provided by the vendor
  - Detailed summary of areas in which CWS needs improvement along with contact information for system representative(s) responsible for those respective areas
5. Vendor will provide OEHS quarterly updates in Microsoft Word that include:
- Summary of completed CWS reviews for the previous quarter
  - List of future on-site visits scheduled for the contract year period
  - Information regarding systems located in the same geographical area that may benefit from a regional meeting to receive additional assistance from OEHS in areas requiring improvement

**DELIVERABLE 4:**

Year 1 – Month 12:

Year 2 – Month 12:

Year 3 – Month 12:

Vendor will provide OEHS a detailed report of all on-site reviews completed during the contract year that includes:

1. suggestions for addressing problems
2. details regarding the top ten areas of need within each county involving technical, managerial, and financial areas

**VENDOR BID**

The number of CWSs located in the eight (8) West Virginia counties serviced by OEHS' Kearneysville District Office, fourteen (14) counties serviced by OEHS' Philippi District Office, and ten (10) counties serviced by OEHS' Wheeling District Office that will or will not participate in the WWSET program is unknown (see Attachment 1 – District Office Coverage Map). The annual usage numbers listed on the Bid Price Sheet for participating and non-participating CWSs are estimates only. Vendor will bid by following the requirements of these specifications and completing the attached Bid Price Sheet. Vendor will bid on Deliverable 4 by OEHS District Office. Bidders unit bid price per district office will be the final unit cost charged to OEHS for each CWS review completed within that district office area for the entire term of the contract. This will be an open end contract due to an undetermined number of CWS's that will choose to participate in the WWSET program.

**EHS 11031 – WWWSET ONSITE REVIEWS (KEARNEYSVILLE, PHILIPPI, AND WHEELING DISTRICTS)**

**METHOD OF EVALUATION**

OEHS will use the Total Bid Price from the Bid Price Sheet to determine the low bid vendor and will award an open end contract. The winning bidder will be the one that submits the lowest total bid price that meets these specifications.

**LIFE OF CONTRACT**

This Contract will become effective on the date of award and will extend for a period of one (1) year. Contract may be renewed for two (2) additional one (1) year periods upon the mutual written consent of OEHS and vendor in accordance with the terms and conditions of the original contract.

**INSURANCE REQUIREMENTS**

Vendor, as an independent contractor, will be solely liable for the acts and omissions of its employees and agents. Vendor will maintain and furnish OEHS proof of coverage of liability insurance for loss, damage, or injury (including death) of third parties arising from acts and omissions on the part of the vendor, its agents and employees prior to the awarding of this contract. Said coverage will provide minimum coverage in the following amounts:

1. For bodily injury (including death): \$500,000.00 per person, to a minimum of \$1,000,000.00 per occurrence
2. For property damage: to a minimum of \$1,000,000 per occurrence
3. For professional liability: to a minimum of \$1,000,000.00 per occurrence

**WORKERS COMPENSATION REQUIREMENT**

Vendor, as an independent contract, will have and maintain Workers Compensation coverage for the life of the contract and will furnish OEHS proof of coverage prior to the awarding of this contract.

**INVOICES**

Vendor will invoice OEHS monthly in arrears for deliverables completed during the previous month. On-site review visits are considered complete after the on-site visit is concluded, the final report for the respective CWS has been provided to OEHS, and OEHS has approved the report as being complete. Invoices may not be submitted more than once monthly. Invoices will include the date of the on-site visit, name and PWSID number for the CWS visited, name of vendor employee(s) who conducted the on-site visit, and names of CWS personnel who participated during the visit.

EHS11031 - BID PRICE SHEET				
DELIVERABLES (includes all requirements as described in specifications)	Deliverable Due Date	Annual Usage #	Unit Bid Price Per Deliverable (Cost to provide one per deliverable)	Bid Price (Annual Usage # or Est. Annual Usage # x Unit Bid Price)
<b>DELIVERABLE #1:</b> One-day Initial Project Plan meeting with OEHS leadership at 350 Capitol Street, Charleston, WV during the first month of the contract followed by final project plan to OEHS for approval within 45 days of contract effective date. Vendor will be responsible for its employees' transportation, lodging, food, and incidental expenses incurred.	Year 1 - Months 1 - 2	1	\$ 250.00	\$ 250.00
<b>DELIVERABLE #2:</b> CWSs contacted that choose <u>not</u> to participate in the WWSSET program.	Year 1 Months 2 - 11	Estimated Annual Usage # <sup>1</sup> 30	\$ 34.00	\$ 1020.00
<b>DELIVERABLE #3:</b> Schedule, conduct, and complete reviews of Community Water Systems (CWSs) that agree to participate in the WWSSET program located in the following OEHS District Office areas.	Deliverable Due Date	Estimated Annual Usage # per OEHS District Office Coverage Area <sup>2</sup>		
<b>KEARNEYSVILLE DISTRICT OFFICE AREA</b>	Year 1 - Months 2 - 12	22	\$ 587.00	\$ 12914.00
	Year 2 - Months 1 - 12	31	\$ 578.00	\$ 17918.00
	Year 3 - Months 1 - 12	26	\$ 585.00	\$ 15210.00
<b>PHILIPPI DISTRICT OFFICE AREA</b>	Year 1 - Months 2 - 12	36	\$ 304.00	\$ 10944.00
	Year 2 - Months 1 - 12	50	\$ 278.00	\$ 13900.00
	Year 3 - Months 1 - 12	43	\$ 279.00	\$ 11997.00

WHEELING DISTRICT OFFICE AREA		Year 1 - Months 2 - 12	15	\$ 397.00	\$ 5955.00	
<b>DELIVERABLE #4:</b> Written electronic Microsoft Word based report that includes details of all reviews completed during the contract year.		Year 2 - Months 1 - 12	20	\$382.00	\$ 7640.00	
		Year 3 - Months 1 - 12	17	\$392.00	\$ 6664.00	
		Year 1 - Month 12	1	\$1000.00	\$ 1000.00	
		Year 2 - Month 12	1	\$1000.00	\$ 1000.00	
		Year 3 - Month 12	1	\$1000.00	\$ 1000.00	
		<b>TOTAL BID PRICE</b>				\$107,412.00

<sup>1</sup> Estimated Annual # of CWSs contacted in the Kearneysville, Philippi, and Wheeling District Office areas that choose not to participate in the WWVSET program is unknown. Bidders "Unit Bid Price" per this Deliverable #3 will be the final unit cost charged to OEHS whether CWS is located in Kearneysville, Philippi, or Wheeling District Office area for the entire term of the contract.

<sup>2</sup> Estimated Annual # of CWSs that choose to participate in the WWVSET program per OEHS District Office area is unknown. Bidders "Unit Bid Price" per this Deliverable #4 will be the final unit cost charged to OEHS for each CWS review completed within the respective district office area for the entire term of the contract.

Bidders must complete the Unit Bid Price and Total Bid for each Deliverable (separate bids per district office area as indicated under Deliverable #4).

Bidders must complete, sign, and date the vendor section below:

Vendor Name: West Virginia Rural Water Association Phone: 304-201-1689

Contact Person: Deborah L. Britt Fax: 304-201-1694

Authorized Representative: (Please Print) Deborah L. Britt Email: debbiebritt@citynet.net

Authorized Representative Signature: *Deborah L. Britt* Date: 4/14/11

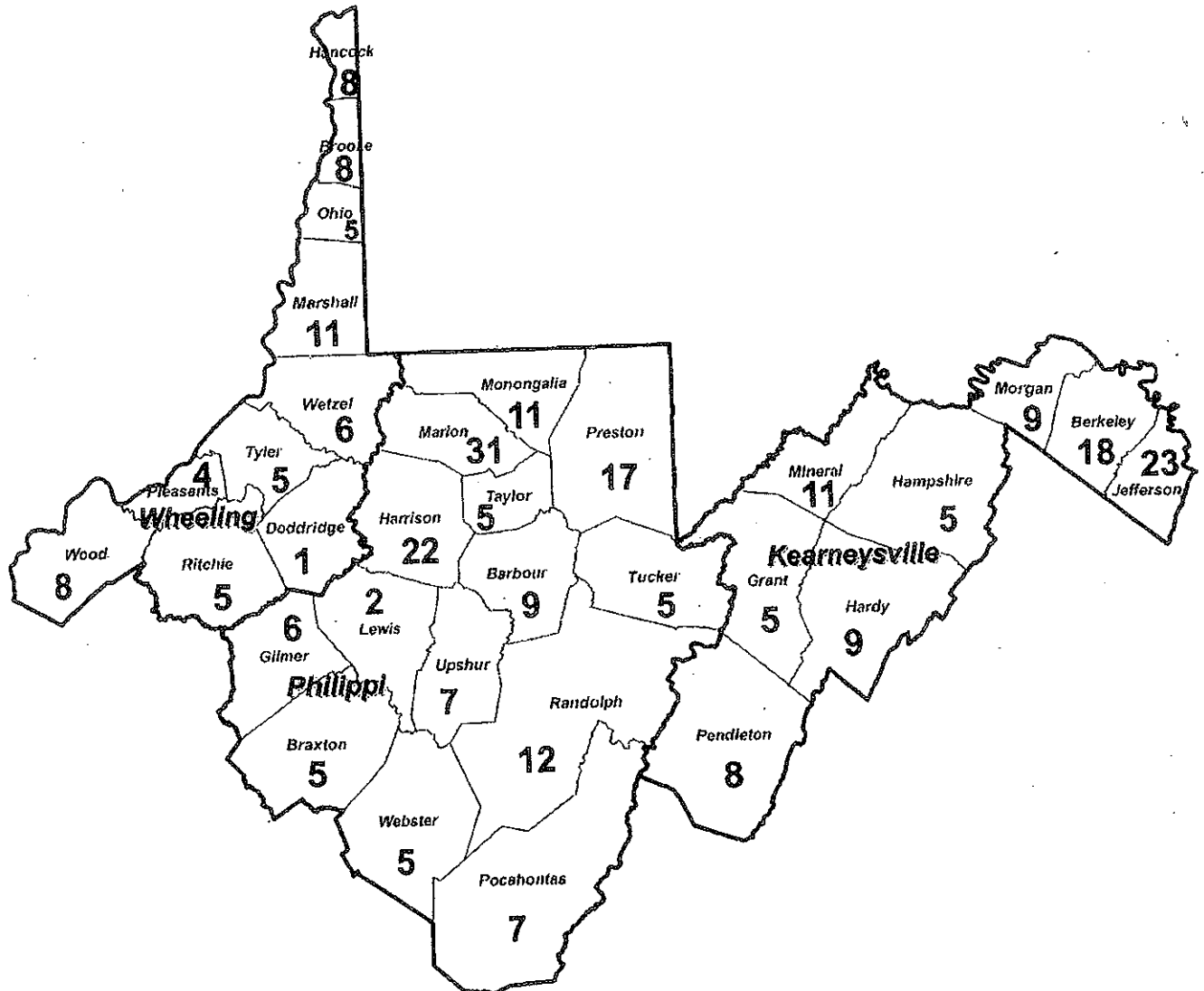




# Request for Quote

## West Virginia Water System Evaluation Tool

### EHS11031



Numbers represent the total community water systems in each county.

0 20 40  
Miles

**Attachment 1**

RFQ No. EHS 11031

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: West Virginia Rural Water Association

Authorized Signature: *Deborah L. Burt* Date: 4/14/11

State of WV

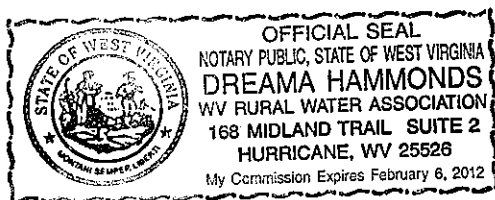
County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 14 day of April, 2011.

My Commission expires February 6, 2012

AFFIX SEAL HERE

NOTARY PUBLIC *Dreama Hammonds*



# 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: West Virginia Rural Water Association Signed: Deborah L. Bued

Date: 4/14/11 Title: Executive Director

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