



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

DPS1236

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

TARA LYLE  
304-558-2544

\*709044030 304-562-9011

COURTS MOTORS INC  
102 ORCHARD PK

HURRICANE WV 25526

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE  
SOUTH CHARLESTON, WV  
25309 304-746-2141

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DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
04/16/2012				

BID OPENING DATE: 04/25/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DIQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 1						
0001	1	LS	998-09	AUTOMOBILES, PARTS & EQUIPMENT		
***** THIS IS THE END OF RFQ DPS1236 ***** TOTAL:						

RECEIVED

2012 APR 23 PM 2:07

WV PURCHASING  
DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	304 562 9011	4/20/2012
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Parts Advisor	550552988 001	

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.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) 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).

**DPS1236**  
**ADDENDUM NO.1**

Q1: Is it advisable to quote different discount percentages for parts on the list, or is one firm fixed percentage discount preferable?

A1: A firm fixed discount for all parts.

Q2: Will the bid be awarded based on the lowest total dollar amount or the highest discount percentage quoted?

A2: The award will be based on low bid total per bid form, based on the vendor's current catalogue price less the discount. Please see Attachment A, Page 13 of the RFQ, Evaluation & Award.

Q3: I wanted to know if there are any differences in DPS1236 and the prior RFQ DPS1208. I was expecting something different since the prior RFQ was canceled, but I am not seeing anything that's different.

A3: The difference in DPS1236 and the previous RFQ, DPS1208, is located on Attachment A - Page 13 of the RFQ - Evaluation & Award.

**Bid opening remains April 25, 2012 at 1:30 pm.**

**No additional questions will be accepted on this RFQ.**

## EXHIBIT 10

REQUISITION NO.: .....


## ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED  
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY  
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1 TSNO. 2 TSNO. 3 TSNO. 4 TSNO. 5 TS

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE  
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR  
MUST CLEARLY UNDERSTAND THAT ANY VERBAL  
REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY  
ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES  
AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE  
INFORMATION ISSUED IN WRITING AND ADDED TO THE  
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

  
.....  
SIGNATURE  
Courts Motors  
.....  
COMPANY  
4-18-12  
.....  
DATE



State of West Virginia  
Department of Administration  
Purchasing Division  
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\*709044030 304-562-9011  
COURTS MOTORS INC  
102 ORCHARD PK

HURRICANE WV 25526

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE  
SOUTH CHARLESTON, WV  
25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/29/2012				

BID OPENING DATE:

04/25/2012

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		998-09		
AUTOMOBILES, PARTS & EQUIPMENT						
OPEN-END CONTRACT						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV STATE POLICE, IS SOLICITING BIDS TO PROVIDE AUTOMOBILE COLLISION PARTS, PER THE ATTACHED SPECIFICATIONS.						
INQUIRIES:						
WRITTEN QUESTIONS WILL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 04/12/2012. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:						
TARA LYLE DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305						
FAX: 304-558-4115 EMAIL: TARA.L.LYLE@WV.GOV						
EXHIBIT 3						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	304 562 9011	4-13-2012
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
R. L. Adams	550552988001	

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03/29/2012				

BID OPENING DATE:

04/25/2012

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01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS, AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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SOUTH CHARLESTON, WV  
25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
03/29/2012						
BID OPENING DATE: 04/25/2012		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	<p>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 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. 01/17/2012</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES</p>					
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE			TELEPHONE		DATE	
TITLE		FEIN		ADDRESS CHANGES TO BE NOTED ABOVE		

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03/29/2012				

BID OPENING DATE:

04/25/2012

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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.						
REV. 3/88						
ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.						
THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATION IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.						
PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR						

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03/29/2012						
BID OPENING DATE: 04/25/2012		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING 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>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:-----TL/32-----</p> <p>RFQ. NO.:-----DPS1236-----</p> <p>BID OPENING DATE:-----04/25/2012-----</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE		TELEPHONE		DATE		
TITLE		FEIN		ADDRESS CHANGES TO BE NOTED ABOVE		

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03/29/2012				

BID OPENING DATE:

04/25/2012

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME:-----1:30 PM-----						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: -----304 562 3351-----						
CONTACT PERSON (PLEASE PRINT CLEARLY): -----Tommy Johnson-----						
***** THIS IS THE END OF RFQ DPS1236 ***** TOTAL: _____						

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## REQUEST FOR QUOTATION

### Automobile Collision Parts – Specifications

#### DPS1236

#### **I. PURPOSE AND SCOPE:**

The West Virginia State Police is soliciting bids to establish a contract for automobile collision parts. The Contract awarded from this RFQ shall cover Eligible Items from Vendor's Catalogue, computer print-out, or computer disc. The Contract may be utilized by West Virginia State agencies and all political subdivisions of the State in all 55 counties.

#### **II. DEFINITIONS:**

The terms listed below shall have the meanings assigned to them as follows:

1. "Agency" or "Agencies" means West Virginia State Police (WVSP) or any public entity seeking to procure Eligible Items under this Contract.
2. "Catalogue" means the price list or sales catalogue that includes all items that Vendor can and will sell under this Contract.
3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the Eligible Items as specified herein.
4. "Discounted Unit Price" means the price of an Eligible Item purchased under this Contract. The Discounted Unit Price is calculated by reducing the lowest Catalogue price for an Eligible Item by the discount percentage quoted by Vendor on the Pricing Page.
5. "Eligible Item" means automobile collision parts for all brands of vehicles, or equal.
6. "Pricing Pages" means the schedule of prices, discount percentage, estimated usage, and totals attached hereto as Exhibit B and used to evaluate the RFQ.
7. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.
8. "RFQ" means the official RFQ published by the Purchasing Division and identified as DPS1208.
9. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc.
10. "Vendor" or "Vendors" means the successful bidder(s).

## REQUEST FOR QUOTATION

### Automobile Collision Parts – Specifications

DPS1236

#### III. GENERAL REQUIREMENTS

1. **Mandatory Eligible Item Requirements:** Eligible Items must meet or exceed the mandatory requirements listed below.
  - a. Eligible Items must be automobile brand, or equal, in which multiple contracts may be awarded; in addition to one “after-market” contract.
  - b. Eligible Items must be compatible with the brand specific automobile.
  - c. Eligible Items must meet warranty requirements for the brand specific automobile, if within the warranty period.

#### IV. CONTRACT AWARD, PERCENTAGE DISCOUNT, CATALOGUE

1. **Contract Award:** The Contract is intended to provide Agencies with a discounted price on all Eligible Items. The Contract shall be awarded to the Vendor that provides the lowest overall total cost for the items listed on the Pricing Page based on the Catalogue (includes computer print-out & computer disc) price of those items and the single percentage discount applied.
2. **Percentage Discount:** Vendor shall quote a single percentage discount that will reduce the lowest price shown in the Catalogue for every Eligible Item. The resulting Discounted Unit Price shall be the price Agencies pay for purchases of Eligible Items under this Contract.

The percentage discount and subsequent Discounted Unit Price derived from that discount must take into account any and all fees, charges, or other miscellaneous costs that Vendor may require, including delivery charges as indicated below, because those fees, charges, or other miscellaneous costs will not be paid separately. The Agency shall only pay the appropriate Discounted Unit Price for items purchased under this Contract.

3. **Pricing Pages:** Vendor shall complete the Pricing Pages by inserting Catalogue prices, the discount percentage, Discounted Unit Prices, totals, and all other information requested thereon. Vendor shall complete all columns as failure to complete the Pricing Pages in their entirety will result in Vendor's bid(s) being disqualified. The Discounted Unit Price Vendor lists in the Pricing Pages must be the final price that will be charged to an Agency.

The Pricing Pages contain a list of frequently purchased items and estimated purchase volume. The estimated purchase volume for each item represents the

## REQUEST FOR QUOTATION

### Automobile Collision Parts – Specifications

#### DPS1236

approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Notwithstanding the foregoing, the Purchasing Division may correct errors as described herein. Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. The Pricing Pages were created as a Microsoft Excel document and Vendor can request an electronic copy for bid purposes by sending an email request to the following address: [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)

4. **Catalogue:** Vendor must submit its Catalogue prior to award of this Contract for evaluation purposes. Vendor shall also mail the Catalogue free of charge to any Agency desiring to use this contract. Copies of the Catalogue may be requested in an electronic format and should be provided in that format if possible. Vendor's Catalogue will be used by Agencies to order Eligible Items under this Contract.

Vendor should identify all items listed on the Pricing Pages by circling or highlighting those items in its Catalogue and earmarking or tabbing the pages for those items, to assist in the evaluation and verification of the bids and pricing. If any discrepancies exist between the Pricing Pages and the actual price listed in the Catalogue, the actual price shall prevail and the Pricing Pages may be corrected by the buyer for evaluation purposes.

The Catalogue may be updated quarterly, but any price increase and renewal must be approved by the Purchasing Division at its sole discretion. Unless an updated catalogue is approved, the Eligible Items available under this Contract and prices for those items shall remain unchanged during the term of this Contract.

Catalogue must be held firm for a period of six (6) months both after award and after each change in catalogue; and the discount percentage may not be decreased during the life of the contract.

## V. ORDERING AND PAYMENT

1. **Ordering:** Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalogue



**Automobile Collision Parts – Specifications****DPS1236**

originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

2. **Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

**VI. DELIVERY AND RETURN**

1. **Delivery Time:** Vendor shall deliver standard orders within five (5) working days after orders are received. Vendor shall deliver emergency orders within one (1) working day after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

2. **Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for:

(a) cancellation of the delayed order, and

(b) obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

3. **Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
4. **Return of Unacceptable Items:** Items that Agency deems unacceptable shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

**Automobile Collision Parts – Specifications****DPS1236**

5. **Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 10 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**VII. MISCELLANIOUS**

1. **No Substitutions:** Vendor shall supply only Eligible Items contained in its Catalogue submitted in response to the RFQ or an updated Catalogue approved by the Purchasing Division as described above. Vendor shall not supply substitute items.
2. **Vendor Supply:** Vendor must carry sufficient common in-stock inventory of the Eligible Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Eligible Items contained in its bid response.
3. **Reports:** Vendor shall provide, upon Agencies' request, quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
4. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract.
5. **Mandatory Requirements:** The terms "must," "will," "shall," "minimum," "maximum," or "is/are required" identify a mandatory contract requirement. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the Purchasing Division. Failure on the part of the Vendor to meet any of the mandatory specifications shall result in disqualification of the bid.

## REQUEST FOR QUOTATION

12

### Automobile Collision Parts – Specifications

#### DPS1236

6. **Waiver:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in remain in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**Additional Agency Specifications: Attachment A**

## **Attachment A**

### **DPS1236 Automotive Collision Parts Agency Specifications**

The West Virginia State Police (hereinafter referred to as "Agency") is soliciting competitive bids to purchase certain automotive body parts for its police vehicle fleet. Vendors do not need to be a registered vendor to submit a bid on this contract, however if they are determined to be the lowest bidder meeting the minimum specifications, then they will be required to pay a \$125.00 vendor registration fee to the State of WV, Purchasing Division prior to contract award.

#### **BACKGROUND:**

The agency operates its own body shop located at 711 Jefferson Road, South Charleston WV 25309. The agency maintains approximately 900 vehicles. The agency primarily operates Ford, Dodge, & GM vehicles.

#### **GENERAL:**

**This attached list of parts on the bid form is not all inclusive, but is for evaluation purposes only.** Any part that can be purchased from the vendor will be made available to the agency at the percentage discount from catalogue list, as described in the specifications.

**Items may be ordered from this contract as long as they are not covered by a mandatory Statewide Contract.**

#### **EVALUATION & AWARD:**

The State may issue up to three (3) contracts for original brand specific, or equally compatible, contracts for the specific brand of vehicle; and one (1) contract to a vendor who can provide after-market body parts.

Vendors shall complete the attached bid form for the specific brand, or compatible, being bid; failure to utilize the bid form, and complete each box, may be considered non-responsive. Due to the nature of a catalogue open-end contract and bid request, the percentage discount represents the actual bid, therefore, for evaluation purposes, the catalogue unit price and the percentage discount must be completed. It is preferred the extended total being calculated to arrive at the total.

Pricing will apply to future vehicle models within the contract period.

#### **AUDIT:**

The agency, state auditor's office, and any government agency that may purchase from this contract, may at any time, audit the winning vendor's invoices from the suppliers, to verify cost, compared to cost on invoices charged to the agency. The vendor must make all documents available within 2 hours of a notice of intent to audit.

DPS1236 - AUTOMOBILE BODY PARTS - FORD, or equal ORIGINAL EQUIPMENT PARTS BID FORM					
Description	Estimated Annual Usage (EA) Per Each	Catalog Price	Discounted Percentage	Discounted Unit Price	Extended Price
2010 Crown Victoria Police Interceptor					
Left side head light Assembly – Part #: 6W7Z-13008-BA or equal	20				
Right side head light assembly – Part #: 6W7Z-13008-AA or equal	20				
Left front fender – Part #: 7W7Z-16006-A or equal	40				
Right front fender – Part #: 7W7Z-16005-A or equal	40				
Hood – Part #: 6W7Z-16612-A or equal	40				
Hood latch – Part #: 5W7Z-16700-A or equal	10				
Radiator – Part #: 8W7Z-8005-ACP or equal	40				
Complete grill – Part #: 6W7Z-8200-BAE or equal	40				
Rear bumper – Part #: 6W7Z-17K835-APTM or equal	40				
Bumper cover (plastic) - Part #: 3W7Z-17906-AA or equal	60				
Trunk lid – Part #: F8AZ-5440110-BA or equal	20				
Condenser - Part #: BW7Z-19712-A or equal	20				
Relay – Part #: 6W1Z-8B658-AC or equal	20				
Module – Part #: 6W7Z-54044A74-AB or equal	20				
Processor – Part #: 8W7Z-13C788-C or equal	20				
Left side rear tail light assembly – Part #: 8W7Z-13405-AA or equal	20				
2010 Explorer					
Left side head light Assembly – Part #: 7L2Z-13008-BA or equal	20				
Right side head light assembly – Part #: 7L2Z-13008-AA or equal	20				
Left front fender – Part #: 6L2Z-16006-AA or equal	40				
Right front fender – Part #: 6L2Z-16005-AA or equal	40				
Hood – Part #: 6L2Z-16612-AA or equal	40				
Hood latch – Part #: 6L2Z-16700-AA or equal	10				
Complete grill – Part #: 7L2Z-8200-BA or equal	40				
Rear bumper – Part #: 7L2Z-17E855-A or equal	40				
Bumper cover (plastic) - Part #: 1L2Z-17K835-LA or equal	60				
Tailgate – Part #: 6L2Z-7840010-AA or equal	20				
Radiator – Part #: 8L2Z-8005-ACP or equal	20				



DPS1236 - AUTOMOBILE BODY PARTS - FORD, or equal ORIGINAL EQUIPMENT PARTS BID FORM					
Condenser - Part #: 8L2Z-19712-AA or equal	20				
Processor - Part #: 8S4Z-13C788-A or equal	20				
Module - Part #: 6L2Z-78044A74-AC or equal	20				
Wheel Assy. - Part #: 7L2Z-78043B13-AC or equal	20				
Left side rear tail light assembly - Part #: 6L2Z-13405-CA or equal	20				
2010 Expedition					
Left side head light Assembly - Part #: 7L1Z-13008-DB	20				
Right side head light assembly - Part #: 7L1Z-13008-CB or equal	20				
Left front fender - Part #: 7L1Z-16005-A or equal	40				
Right front fender - Part #: 7L1Z-16005-A or equal	40				
Hood - Part #: 7L1Z-16612-A or equal	40				
Hood latch - Part #: 7L1Z-16700-A or equal	10				
Complete grill - Part #: 7L1Z-8200-CPTM or equal	40				
Rear bumper - Part #: 7L1Z-17906-C or equal	40				
Bumper cover (plastic) - Part #: 7L1Z-17K835-CA or equal	60				
Tailgate - Part #: 9L1Z-7840010-A or equal	20				
Front End - Part #: 9L1Z-16138-A or equal	20				
Radiator - Part #: 7L1Z-8005-A or equal	20				
Condenser - Part #: AL1Z-19712-A or equal	20				
Module - Part #: AL1Z-15044A74-AC or equal	20				
Processor - Part #: 8S4Z-13C788-A or equal	20				
Left side rear tail light assembly - Part #: 7L1Z-13405-AA or equal	20				
Failure to use this form may result in disqualification				TOTAL	
Bidder / Vendor Information:					
Name: _____					
Address: _____					
Phone#: _____					
Email Address: _____					
Contract Coordinator Information:					
Name: _____					
Address: _____					
Phone#: _____					
Email Address: _____					
Estimated quantities are for bidding and evaluation purposes only - not a guaranteed order quantity - more or less may be purchased					

DPS1236 - AUTOMOBILE BODY PARTS - CHEVROLET, or equal ORIGINAL EQUIPMENT PARTS BID FORM					
Description	Estimated Annual Usage (EA) per each	Catalog Price	Discount Percentage	Discounted Unit Price	Extended Price
<b>2010 Police Impala</b>					
Left side head light Assembly - Part #: 25958360 or equal	20				
Right side head light assembly - Part #: 25958359 or equal	20				
Left front fender - Part #: 89023525 or equal	40				
Right front fender - Part #: 890023524 or equal	40				
Hood - Part #: 89023526 or equal	40				
Hood latch - Part #: 20763655 or equal	10				
Complete grill - Part #: 10333709 or equal	40				
Rear bumper - Part #: 25865729 or equal	40				
Bumper cover (plastic) - Part #: 19120961 or equal	60				
Trunk lid - Part #: 89025351 or equal	20				
Left side rear tail light assembly - Part #: 25971597 or equal	20				
Fascia - Frnt - Part #: 89025047 or equal	20				
Absorber Frnt. - Part #: 15886100 or equal	20				
Radiator - Part #: 15140592 or equal	20				
Condenser - Part #: 89018842 or equal	20				
Air Bag Module - Part #: 25851890 or equal	20				
Air Bag Sensor - Part #: 15250331 or equal	20				
<b>2010 Trallblazer</b>					
Left side head light Assembly - Part #: 25970909 or equal	20				
Right side head light assembly - Part #: 25970908 or equal	20				
Left front fender - Part #: 12477993 or equal	40				
Right front fender - Part #: 12477994 or equal	40				
Hood - Part #: 12478013 or equal	40				
Hood latch - Part #: 25775905 or equal	10				
Complete grill - Part #: 19120219 or equal	40				
Rear bumper - Part #: 25863531 or equal	40				
Bumper cover (plastic) - Part #: 89045604 or equal	60				
Tailgate - Part #: 89023979 or equal	20				
Left side rear tail light assembly - Part #: 15131578 or equal	20				
Fascia Frnt. - Part #: 88937008 or equal	20				
Radiator - Part #: 15196385 or equal	20				
Condenser - Part #: 89019255 or equal	20				
Air Bag Module - Part #: 15112395 or equal	20				
Air Bag Sensor - Part #: 10383585 or equal	20				
Failure to use this form may result in disqualification				<b>TOTAL</b>	
Bidder / Vendor Information:					
Name: _____					
Address: _____					
Phone#: _____					
Email Address: _____					
Contract Coordinator Information:					
Name: _____					
Address: _____					
Phone#: _____					
Email Address: _____					
Estimated quantities are for bidding and evaluation purposes only - not a guaranteed order quantity - more or less may be purchased.					

**DPS1208 - AUTOMOBILE BODY PARTS - DODGE, or equal ORIGINAL EQUIPMENT PARTS BID FORM - Revised 2/9/12**

Description	Estimated Annual Usage (EA) per each	Catalog Price	Discount Percentage	Discounted Unit Price	Extended Price
<b>2010 Police Charger</b>					
Left side head light Assembly – Part #: 4806443AB or equal	20	\$857.00	30.00%	\$599.90	\$11,998.00
Right side head light assembly – Part #: 4806442AB or equal	20	\$857.00	30.00%	\$599.90	\$11,998.00
Left front fender – Part #: 5183427AB or equal	40	\$129.00	30.00%	\$90.30	\$3,612.00
Right front fender – Part #: 5183426AB or equal	40	\$172.00	30.00%	\$120.40	\$4,816.00
Hood – Part #: 4575725AC or equal	40	\$1,170.00	30.00%	\$819.00	\$32,760.00
Hood latch – Part #: 5065524AF or equal	10	\$29.10	30.00%	\$20.37	\$203.70
Complete grill – Part #: 1CN95RXFAC or equal	40	\$314.00	30.00%	\$219.80	\$8,792.00
Rear bumper – Part #: 4805725AA or equal	40	\$219.00	30.00%	\$153.30	\$6,132.00
Bumber cover (plastic) - Part #: 4806188AD or equal	60	\$510.00	30.00%	\$357.00	\$21,420.00
Trunk lid – Part #: 5170834AI or equal	20	\$747.00	30.00%	\$522.90	\$10,458.00
Fascia - Part #: 4806179AE or equal	20	\$499.00	30.00%	\$349.30	\$6,986.00
Cooler - Part #: 5137693AB or equal	20	\$309.00	30.00%	\$216.30	\$4,326.00
Airbag (Driver) - Part #: UW70XDVAG or equal	20	\$617.00	30.00%	\$431.90	\$8,638.00
Left side rear tail light assembly – Part #: 4806449AC or equal	20	\$146.00	30.00%	\$102.20	\$2,044.00
<b>2009 Durango</b>					
Left side head light Assembly – Part #: 55078017AI or equal	20	\$295.00	30.00%	\$206.50	\$4,130.00
Right side head light assembly – Part #: 55078018AI or equal	20	\$295.00	30.00%	\$206.50	\$4,130.00
Left front fender – Part #: 68003317AB or equal	40	\$327.00	30.00%	\$228.90	\$9,156.00
Right front fender – Part #: 68003316AB or equal	40	\$327.00	30.00%	\$228.90	\$9,156.00
Hood – Part #: 55364542AB or equal	40	\$480.00	30.00%	\$336.00	\$13,440.00
Hood latch – Part #: 55362549AG or equal	10	\$54.60	30.00%	\$38.22	\$382.20
Complete grill – Part #: 55078015AD or equal	40	\$320.00	30.00%	\$224.00	\$8,960.00
Rear bumper – Part #: 68002927AB or equal	40	\$143.00	30.00%	\$100.10	\$4,004.00
Bumber cover (plastic) - Part #: 1FJ921D7AB or equal	60	\$284.00	30.00%	\$198.80	\$11,928.00
Tailgate – Part #: 55364536AD or equal	20	\$767.00	30.00%	\$536.90	\$10,738.00
Fascia - Part #: 68002920AC or equal	20	\$505.00	30.00%	\$353.50	\$7,070.00
Radiator - Part #: 52029044AD or equal	20	\$292.00	30.00%	\$204.40	\$4,088.00
Air Bag (Driver) - Part #: 1BP52XDHAB or equal	20	\$619.00	30.00%	\$433.30	\$8,666.00
Module - Part #: 4896158AF or equal	20	\$249.00	30.00%	\$174.30	\$3,486.00
Left side rear tail light assembly – Part #: 5133169AI or equal	20	\$107.00	30.00%	\$74.90	\$1,498.00
<b>Failure to use this form may result in disqualification</b>			<b>TOTAL</b>		<b>\$235,015.90</b>

**Bidder / Vendor Information:**

Name: COURTS MOTORS INC  
Address: 102 ORCHARD PARK  
HURRICANE, WV 25526  
Phone#: 304-562-2830  
Email Address: COURTPARTSDEPT@YAHOO.COM

**Contract Coordinator Information:**

Name: TOMMY JOHNSON  
Address: 102 ORCHARD PARK  
HURRICANE, WV 25526  
Phone#: 304-562-2830  
Email Address: COURTPARTSDEPT@YAHOO.COM

Estimated quantities are for bidding and evaluation purposes only - not a guaranteed order quantity - more or less may be purchased.

DPS1236 - AUTOMOBILE BODY PARTS - AFTERMARKET PARTS BID FORM					
Description	Estimated Annual Usage (EA) per each	Catalog Price	Discount Percentage	Discounted Unit Price	Extended Price
<b>2010 Crown Victoria Police Interceptor</b>					
Left side head light Assembly – Part #:	20			\$0.00	\$0.00
Right side head light assembly – Part #:	20			\$0.00	\$0.00
Left front fender – Part #:	40			\$0.00	\$0.00
Right front fender – Part #:	40			\$0.00	\$0.00
Hood – Part #:	40			\$0.00	\$0.00
Hood latch – Part #:	10			\$0.00	\$0.00
Complete grill – Part #:	40			\$0.00	\$0.00
Rear bumper – Part #:	40			\$0.00	\$0.00
Bumber cover (plastic) - Part #:	60			\$0.00	\$0.00
Trunk lid – Part #:	20			\$0.00	\$0.00
Left side rear tail light assembly – Part #:	20			\$0.00	\$0.00
<b>2010 Explorer</b>					
Left side head light Assembly – Part #:	20			\$0.00	\$0.00
Right side head light assembly – Part #:	20			\$0.00	\$0.00
Left front fender – Part #:	40			\$0.00	\$0.00
Right front fender – Part #:	40			\$0.00	\$0.00
Hood – Part #:	40			\$0.00	\$0.00
Hood latch – Part #:	10			\$0.00	\$0.00
Complete grill – Part #:	40			\$0.00	\$0.00
Rear bumper – Part #:	40			\$0.00	\$0.00
Bumber cover (plastic) - Part #:	60			\$0.00	\$0.00
Tailgate – Part #:	20			\$0.00	\$0.00
Left side rear tail light assembly – Part #:	20			\$0.00	\$0.00
<b>2010 Expedition</b>					
Left side head light Assembly – Part #:	20			\$0.00	\$0.00
Right side head light assembly – Part #:	20			\$0.00	\$0.00
Left front fender – Part #:	40			\$0.00	\$0.00
Right front fender – Part #:	40			\$0.00	\$0.00
Hood – Part #:	40			\$0.00	\$0.00
Hood latch – Part #:	10			\$0.00	\$0.00
Complete grill – Part #:	40			\$0.00	\$0.00
Rear bumper – Part #:	40			\$0.00	\$0.00
Bumber cover (plastic) - Part #:	60			\$0.00	\$0.00
Tailgate – Part #:	20			\$0.00	\$0.00
Left side rear tail light assembly – Part #:	20			\$0.00	\$0.00
<b>2010 Chevy Impala</b>					
Left side head light Assembly – Part #:	20			\$0.00	\$0.00
Right side head light assembly – Part #:	20			\$0.00	\$0.00
Left front fender – Part #:	40			\$0.00	\$0.00
Right front fender – Part #:	40			\$0.00	\$0.00

### DPS1236 - AUTOMOBILE BODY PARTS - AFTERMARKET PARTS BID FORM

Hood – Part #:	40			\$0.00	\$0.00
Hood latch – Part #:	10			\$0.00	\$0.00
Complete grill – Part #:	40			\$0.00	\$0.00
Rear bumper – Part #:	40			\$0.00	\$0.00
Bumper cover (plastic) - Part #:	60			\$0.00	\$0.00
Trunk lid – Part #:	20			\$0.00	\$0.00
Left side rear tail light assembly – Part #:	20			\$0.00	\$0.00
Failure to use this form may result in disqualification			TOTAL		\$0.00

**Bidder / Vendor Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# : \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contract Coordinator Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# : \_\_\_\_\_

Email Address: \_\_\_\_\_

Estimated quantities are for bidding and evaluation purposes only - not a guaranteed order quantity - more or less may be purchased.

**Mfg. Part #'s listed on previous pages shall be used for comparison purposes, in order to quote exact equivalent after-market parts - aftermarket brand part numbers shall be typed or written on the bid form**



RFQ No. DPS 1236STATE 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: Courts Motors IncAuthorized Signature: [Signature] Date: 4-13-2012State of WVCounty of Putnam, to-wit:Taken, subscribed, and sworn to before me this 18 day of April, 2012.My Commission expires 2-19, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

## 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: Courts Motors Inc

Signed: [Signature]

Date: 4-9-2012

Title: Parts Advisor

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