



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

# Solicitation

NUMBER  
 DNR213230

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 BOB KILPATRICK  
 304-558-8802

\*B12142003 301-334-2626  
 SUBURBAN PROPANE LP  
 342 GARRETT HWY  
 OAKLAND MD 21550

DIVISION OF NATURAL RESOURCES  
 BLACKWATER FALLS STATE PARK  
 ATTN: PARK SUPERINTENDENT  
 DRAWER 490  
 DAVIS, WV  
 26260 259-5216

DATE PRINTED  
 12/06/2013

BID OPENING DATE: 12/19/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM ISSUED TO PUBLISH AND DISTRIBUTE THE ATTACHED INFORMATION TO THE VENDOR COMMUNITY.						
0001	6	EA	830-13	PROPANE 100 GALLON TANK INSTALLATION (ONE-TIME)	- 0 -	- 0 -
0002	28	EA	830-13	PROPANE 500 GALLON TANK INSTALLATION (ONE-TIME)	- 0 -	- 0 -
0003	11	EA	830-13	PROPANE 1000 GALLON TANK INSTALLATION (ONE-TIME)	- 0 -	- 0 -

12/17/13 09:40:35AM  
 West Virginia Purchasing Division

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_  
 TITLE \_\_\_\_\_ FEIN \_\_\_\_\_

ADDRESS CHANGES TO BE NOTED ABOVE

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



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BID OPENING TIME 1:30PM

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0004	6	YR	830-13	PROPANE 100 GALLON TANK ANNUAL RENTAL	- 0 -	- 0 -
0005	28	YR	830-13	PROPANE 500 GALLON TANK ANNUAL RENTAL	- 0 -	- 0 -
0006	11	YR	830-13	PROPANE 1000 GALLON TANK ANNUAL RENTAL	- 0 -	- 0 -
0007	1	GL	405-63	PROPANE LIQUID (OPIS PLUS MARK-UP) GALLON	1.85 C25	68,824.00
***** THIS IS THE END OF RFQ DNR213230 ***** TOTAL:						\$ 68,824.00

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FEIN \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: DNR213230  
 Addendum Number: No. 01

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- ] Modify bid opening date and time
- ] Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- ] Other

**Description of Modification to Solicitation:**

1. Addendum issued to publish attached Pre-Bid sign in sheet for mandatory meeting.
2. Revised Pricing Page to reflect tank #37 change. Bid will now be for:  
 six (6) one hundred gallon tanks  
 twenty-eight (28) five hundred gallon tanks  
 eleven (11) one thousand gallon tanks
3. Revised Tank location map
4. No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A



RFQ No. DNR213230

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Suburban Propane, L.P.

Authorized Signature: Christopher M. Daly Date: 12/16/2013

State of Maryland

County of Carroll, to-wit:

Taken, subscribed, and sworn to before me this 16 day of December, 2013.

My Commission expires May 23, 2016 (2016)

AFFIX SEAL HERE

NOTARY PUBLIC Belinda Lynne Schildt  
12/16/2013  
Purchasing Affidavit (Revised 07/01/2012)



**CERTIFICATION AND SIGNATURE PAGE**

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Suburban Propane, L.P.

(Company)

Christopher M. Daly

(Authorized Signature)

Christopher M. Daly, Regional General Mgr.

(Representative Name, Title)

(410) 549-0348

(Phone Number)

(410) 549-7164

(Fax Number)

12/16/2013

(Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DNR213230**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |                                     |                |                          |                 |
|-------------------------------------|----------------|--------------------------|-----------------|
| <input checked="" type="checkbox"/> | Addendum No. 1 | <input type="checkbox"/> | Addendum No. 6  |
| <input type="checkbox"/>            | Addendum No. 2 | <input type="checkbox"/> | Addendum No. 7  |
| <input type="checkbox"/>            | Addendum No. 3 | <input type="checkbox"/> | Addendum No. 8  |
| <input type="checkbox"/>            | Addendum No. 4 | <input type="checkbox"/> | Addendum No. 9  |
| <input type="checkbox"/>            | Addendum No. 5 | <input type="checkbox"/> | Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Suburban Propane, L.P.  
 \_\_\_\_\_  
 Company  
 Christopher M. Day  
 \_\_\_\_\_  
 Authorized Signature  
 12/16/2013  
 \_\_\_\_\_  
 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



DNR213230

EXHIBIT A Pricing Page

Item	Estimated Quantity	Description	Unit Price	Amount
1	6	100 Gallon Propane Tank Installation	—	— 0 —
2	28	500 Gallon Propane Tank Installation	—	— 0 —
3	11	1,000 Gallon Propane Tank Installation	—	— 0 —
Subtotal A				— 0 —
Item	Estimated Quantity	Description	Unit Price	Amount
4	6	100 Gallon Propane Tank Annual Rental	— 0 —	— 0 —
5	28	500 Gallon Propane Tank Annual Rental	— 0 —	— 0 —
6	11	1,000 Gallon Tank Annual Rental	— 0 —	— 0 —
Subtotal B				— 0 —
TOTAL A & B				— 0 —

Item	Description	Unit of Measure	Terminal Location	OPIS Cost as of 09/13/2013	Vendor Mark Up	Unit Cost	Estimated Quantity (gallons per year)	Extended (Subtotal C)
7	Propane LP Gas	Per Gallon	Mt. Belvieu TX	\$1.1500	7000	1.85	37,202	68,824



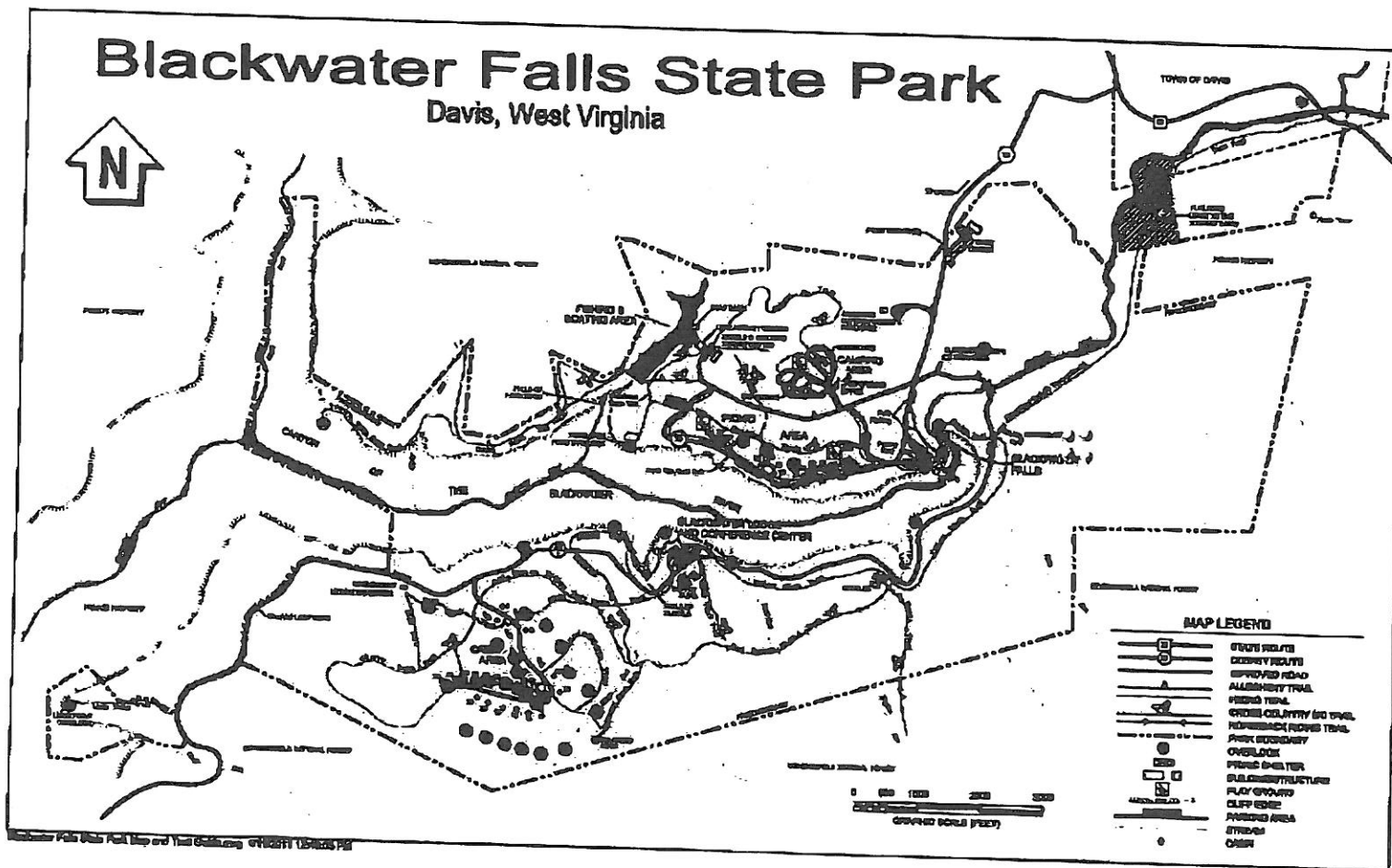
Shaded area indicates vendor input required.

1. Subtotal "A" Tank Installation Cost from Exhibit "A" Items 1 through 3
2. Subtotal "B" Tank Rental Cost from Exhibit "B" Items 4 through 6
3. Subtotal "C" for evaluation

- 0 -
- 0 -
\$68,824

TOTAL \$68,824

Exhibit B – Amended Propane Tank Locations and Sizes



- Propane Location Map
- 100 gallon tanks
  - 500 gallon tanks
  - 1,000 gallon tanks

Amended 11/20/2013 Removed 100 gallon tank from Nordic Center, tank #37 and replaced with 500 gallon tank.

Request for Quotation/Proposal No.

DNR213320

WV DIVISION OF NATURAL RESOURCES  
SIGN IN SHEET

PLEASE PRINT

Page 1 of 1

Date: 12/3/2013

\*PLEASE BE SURE TO PRINT LEGIBLY. IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Suburban Propane</u>	<u>342 GARRETT HWY</u>	PHONE <u>301-334-2626</u>
Rep: <u>Terry Rex</u>		
Email Address: <u>TREX@SuburbanPropane.com</u>	<u>OAKLAND MD 21550</u>	FAX <u>301-334-5315</u>
Company: <del>Blackwater Falls</del> <u>Blackwater Falls</u>		PHONE <u>304-259-5216</u>
Rep: <u>STEVEN KNOTT</u>		
Email Address: _____		FAX _____
Company: <u>Blackwater Falls</u>		PHONE <u>(304) 259-5216</u>
Rep: <u>Steve Burns</u>		
Email Address: _____		FAX _____
Company: <u>Blackwater Falls S.P.</u>		PHONE <u>(304) 259-5216</u>
Rep: <u>Linda Dilly</u>		Ext. <u>406</u>
Email Address: <u>Linda.L.Dilly@wv.gov</u>		FAX <u>(304) 259-5881</u>