



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

Solicitation

NUMBER
DPS1417

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
TARA LYLE 304-558-2544

PURCHASER

RFQ COPY
 TYPE NAME/ADDRESS HERE
*Master Service Mid Atlantic
 DBA Maintainer Generator Service
 1945 Harrison Ave
 ELKINS WV 26241*

SHIP TO

WEST VIRGINIA STATE POLICE
 4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED
11/13/2013

BID OPENING DATE: 12/10/2013 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		936-48		
GENERATOR REPAIR SERVICES						
OPEN-END CONTRACT						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV STATE POLICE, IS SOLICITING BIDS TO PROVIDE GENERATOR MAINTENANCE AND REPAIR SERVICES AT VARIOUS TROOP LOCATIONS FOR THE WV STATE POLICE, PER THE ATTACHED SPECIFICATIONS.						
ATTACHMENTS INCLUDE:						
1. INSTRUCTIONS TO VENDORS SUBMITTING BIDS						
2. GENERAL TERMS AND CONDITIONS						
3. DPS1417 SPECIFICATIONS						
4. CERTIFICATION AND SIGNATURE PAGE						
5. PURCHASING AFFDAVIT						
6. RESIDENT VENDOR PREFERENCE (RVP) FORM						
***** THIS IS THE END OF RFQ DPS1417 ***** TOTAL:						
12/19/13 12:47:41PM West Virginia Purchasing Division						

SIGNATURE <i>Pat St...</i>	TELEPHONE 304-678-9065	DATE 12/19/13
TITLE PRESIDENT	FEIN 55-066-7885	ADDRESS CHANGES TO BE NOTED ABOVE

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

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Cancellation of the Contract.

10.2.2. Cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. 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. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Jan Lemley
Telephone Number: 304-636-0011 Ext 310
Fax Number: 304-636-8206
Email Address: jan.lemley@mountaineergs.com

DPS1417 – Pricing Page

Exhibit B

Item #	Location	Estimated Annual Hours	Unit Price	Extended Price
4.2.1.1	Troop1 Standard Rate	10	\$ 104	\$ 1040
4.2.1.1	Troop 1 Overtime Rate	10	\$ 109	\$ 1090
4.2.1.1	Troop 1 Emergency Rate	10	\$ 149	\$ 1490
4.2.1.2	Troop 2 Standard Rate	10	\$ 104	\$ 1040
4.2.1.2	Troop 2 Overtime Rate	10	\$ 109	\$ 1090
4.2.1.2	Troop 2 Emergency Rate	10	\$ 149	\$ 1490
4.2.1.3	Troop 3 Standard Rate	10	\$ 104	\$ 1040
4.2.1.3	Troop 3 Overtime Rate	10	\$ 109	\$ 1090
4.2.1.3	Troop 3 Emergency Rate	10	\$ 149	\$ 1490
4.2.1.4	Troop 4 Standard Rate	10	\$ 104	\$ 1040
4.2.1.4	Troop 4 Overtime Rate	10	\$ 109	\$ 1090
4.2.1.4	Troop 4 Emergency Rate	10	\$ 149	\$ 1490
4.2.1.5	Troop 5 Standard Rate	10	\$ 104	\$ 1040
4.2.1.5	Troop 5 Overtime Rate	10	\$ 109	\$ 1090
4.2.1.5	Troop 5 Emergency Rate	10	\$ 149	\$ 1490
4.2.1.6	Troop 6 Standard Rate	10	\$ 104	\$ 1040
4.2.1.6	Troop 6 Overtime Rate	10	\$ 109	\$ 1090
4.2.1.6	Troop 6 Emergency Rate	10	\$ 149	\$ 1490

REQUEST FOR QUOTATION
DPS 1417 Generator Repair

000030

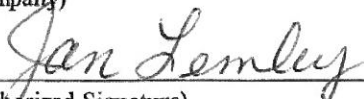
Item	Parts	Estimated Annual Parts Costs	Mark-up Percentage	Extended Amount
4.1.4.3	Parts Percentage Markup	\$2,500.00	35 %	\$ 3375
Failure to use this form may result in disqualification.			TOTAL	\$ 25,095
<p>Bidder / Vendor Information:</p> <p>Name: <u>Master Service Mid Atlantic</u> <u>DBA Mountaineer Generator Service</u></p> <p>Address: <u>1945 Harrison Ave</u> <u>Elkins, WV 26241</u></p> <p>Phone #: <u>304-636-8170</u></p> <p>Email Address: <u>pat.smith@masterserviceva.com</u></p>				
<p>Contact Coordinator Information:</p> <p>Name: <u>Jan Lemley</u></p> <p>Address: <u>1945 Harrison Ave</u> <u>Elkins WV 26241</u></p> <p>Phone #: <u>304-636-0011 x 310</u></p> <p>Email Address: <u>jan.lemley@mountainergcs.com</u></p>				
<p>*Quantities are estimated annual usage for bidding purposes and bidder's information.</p>				

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.

Mountaineer Generator Service

(Company)



(Authorized Signature)

Jan Lemley, Service Manager

(Representative Name, Title)

304-636-0011 Ext 310 304-636-8206

(Phone Number)

(Fax Number)

12/9/13

(Date)

State of West Virginia VENDOR PREFERENCE CERTIFICATE

000033

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.
- 7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands that 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: Jan Lemley

Signed: Jan Lemley
Jan Lemley, Service Manager

Date: 12-9-13

Title: _____

RFQ No. _____

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 exceeds 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: Mountaineer Generator Service

Authorized Signature: Janette J Lemley Date: 12-9-13

State of Pa.

County of Greene, to-wit:

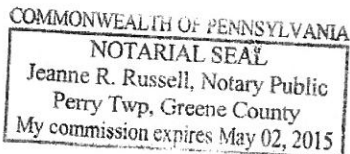
Taken, subscribed, and sworn to before me this 9 day of Dec, 2013

My Commission expires May 2, 2015

AFFIX SEAL HERE

NOTARY PUBLIC

Jeanne R. Russell
Purchasing Affidavit (Revised 07/01/2012)



ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DPS1417

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 checked="" 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 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.

Master Service Mid Atlantic
DBA Mountaineer Generator Service

Company

[Handwritten Signature]

Authorized Signature

12/18/2013

Date

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