

State of West Virginia Request for Quotation

Proc Folder: 81407

Doc Description: STONE, AGGREGATE, CINDERS - MATERIAL & PICKUP BY WVDOH

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes			 Version
2015-03-10	2015-04-01 13:30:00	CRFQ	0803 DOT1500000072	 1

SID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV

25305

US

SEMPOR

Vendor Name, Address and Telephone Number:

PO Box 490

White Sulphur Springs, WV 24986

(304)645-2277

03/30/15 11:08:36 WV Purchasing Division

	FOR INFORMATION CONTACT THE BUYER			
	Crystal Rink			
	(304) 558-2402			
	crystal.g.rink@wv.gov			
ĺ				
	11/11/11	55-0477166	30 MAR 2015	
ı	Signature X FEIN # All offers subject to all terms and conditions contained in this solicitation		DATE	
	* once a subject to all terms and conditions contained in this solicitation	an.		

sabject to all terms and conditions contained in this solicitation

Page: 1 FORM ID: WV-PRC-CRFQ-001

CERTIFICATIONAND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, 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, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

R. B. S. Inc.

(Company)

 Λ

William Snyder, VP, RBS Inc.

(Authorized Signature) (Representative Name, Title)

(304)645-2277 645-2597(f) 30MAR2015

(Phone Number) (Fax Number) (Date)

REQUEST FOR QUOTATION Stone, Aggregate and Cinders – Materials and Pickup by Agency ONLY

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

Contract Manager: William Snyder
Telephone Numbers: 304.645.2277
Fax Number: 304.645.2597
Email Address: billerbsing.com

INFORMATION ATTACHMENT Vendor's Storage Sites 2015 Spring and Summer - Materials and Pickup by WVDOH ONLY

VENDOR NAME RBS Inc., Greystone Quarry

Mandatory - Vendor shall complete this form and return with bid submission.

A Vendor may submit more than one Vendor's Storage Sites information on one Information Attachment form

ONLY if bid pricing is the SAME for all Storage Sites and all WVDOH locations bid. A separate bid submission and Information Attachment form MUST be submitted when bid price varies between Vendor's Storage Sites.

Limestone, Sandstone, Gravel, Sand, Blast Furnance Slag and Steel Slag

	a) SOURCE OF MATERIAL (all sources for which bid prices apply (e.g., Quarry location if Sandstone	
	or Limestone; dredging or pit location if Gravel; production plant name and location if Slag)	
	Greystone Quarry	
	2790 Unus RD	
	Lewisburg, WV 24901	
		i
	b) EXACT LOCATION OF VENDOR'S STORAGE SITE(S): A separate bid schedule	
	must be submitted when bid price varies between Vendors' storage sites.	
	Greystone Quarry	
	2790 Unus RD	
	Lewisburg, WV 24901	
Cinders		
Cinders		
Cinders	c) SOURCE OF MATERIAL: Name and Location of plant which produces Cinder material.	
Cinders	c) SOURCE OF MATERIAL: Name and Location of plant which produces Cinder material.	
Cinders	c) SOURCE OF MATERIAL: Name and Location of plant which produces Cinder material.	
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Cinders		
Cinders	d) EXACT LOCATION OF VENDOR'S STORAGE SITE(S) A separate bid schedule	
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Material and pick up by the WVDOH forces from the Vendor's Storage Site, ONLY.

			Bid Price	per Ton Items A-V	V and AA
			F.O.B	. Vendor's Storage	Site
			Limestone,		
Contract			Sandstone,	Blast Furnace	
Item	Description of Material		Gravel, Sand	Slag	Steel Slag
A	Class 1 Aggregate		6.85		
В	Class 2 Aggregate	e regar	6.85		
C	Class 10 Aggregate		6.85		
D	AASHTO #1 Aggregate		10.11		
Е	AASHTO #3 Aggregate		10.11		
F	AASHTO #4 Aggregate		10.11		
G	AASHTO #467 Aggregate		10.11		
Н	AASHTO #57 Aggregate		10.99		
I	AASHTO #67 Aggregate		10.39		
J	AASHTO #7 Aggregate		13.99		
K	AASHTO #8 Aggregate		9.55	Ì	
L	AASHTO #9 Aggregate		13.99		
M	Stone for Gabions		10.11		
N	Fine Aggregate		13.50		
OA	Limestone Standard Abrasives		9.55		
OB	Sandstone Standard Abrasives				
PA	Limestone Modified Abrasives		9.55		
PB	Sandstone Modified Abrasives				
Q	Rip Rap	***,-	13.99		
R	Shot Rock		12.99		
S	AASHTO #8 Modified		9.55		
T	AASHTO #9 Modified		13.99		
U	Pea Gravel				
, V	#11 Limestone Abrasives				
W	Quarry Waste				
AA	Cinders				· · · · · · · · · · · · · · · · · · ·

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: CRFQ DOT1500000072

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.

	fumbers Received: ox next to each addendun	n received)	
	Addendum No. 1		Addendum No. 6
	Addendum No. 2		Addendum No. 7
	Addendum No. 3		Addendum No. 8
	Addendum No. 4		Addendum No. 9
	Addendum No. 5		Addendum No. 10
discussion hel the information binding.	d between Vendor's report in issued in writing and	presentation resentatives	ddenda may be cause for rejection of this bid. made or assumed to be made during any oral and any state personnel is not binding. Only see specifications by an official addendum is
	B. S. Inc.		
Company	INBA 1		— _
Authorized Sig			
30	MAR 2015		
Date			
NOTE: This document proc	addendum acknowledg	gement shou	ld be submitted with the bid to expedite

3046452597

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.; CRFO - DOT1500000072

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			Yumbers Received: ox next to each adde		zive	d)		
	Ĺ	1	Addendum No. 1		1]	Addendum No. 6	
	[1	1	Addendum No. 2]	1	Addendum No. 7	
	Ĺ	1	Addendum No. 3		Ĺ	J	Addendum No. 8	1
	ſ	1	Addendum No. 4	2	[]	Addendum No. 9	
8	1]	Addendum No. 5	2	Ĺ]	Addendum No. 10	* =
discus	r un sion	cens Lhel	tand that that any ve d between Vendor's	rbal repre represent	sen Biv	tetic Tes e	ddanda may be cause for ron made or assumed to be and any state personnel is difficultions by an official ad	made during any oral
							Company Authorize 3 An 15	d Signature
							Date	***************************************

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

Date: 30 Mar 2015

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 Vendor Preference, if applicable.

	• • • • • • • • • • • • • • • • • • • •
1.	Application is made for 2.5% 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% 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% 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% 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% 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% 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 <i>West Virginia Code</i> §5A-3-59 and <i>West Virginia Code of State Rules</i> . 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.
requirer against	understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the nents for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency cted from any unpaid balance on the contract or purchase order.
authoriz the requ	nission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and es the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid irred business taxes, provided that such information does not contain the amounts of taxes paid nor any other information by the Tax Commissioner to be confidential.
and ac	cenalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true curate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate is during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.
_	R. B. S. Inc.

Title: VP, RBS Inc.

ACORD.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/02/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BB&T-Carson Insurance Services 601 Tennessee Avenue Charleston, WV 25302 304 346-0806		6 MAIL	_{10):} 8887513002
		INSURER(S) AFFORDING COVERAGE INSURER A : Travelers Indemnity Company	NAIC # 25666
R B S Inc P O Box 490 White Sulphur S	springs, WV 24986	INSURER B: Travelers Indemnity Company INSURER C: Travelers Property Casualty Co INSURER D: INSURER E: INSURER E:	25658 25674
COVERAGES	CEDTIFICATE NUMBER-	DEMOION APINDED.	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD

CI	INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSP LTR	TYPE OF INSURANCE	ALIOL	SUBR	POLICY NUMBER	POLICY EFF (MIM/DD/YYYY)	POLICY EXP (MINIODAYYY)	H.A.	8
A	GENERAL LIABILITY	Х	X	DTCO5614B420TIA	10/01/2014	10/01/2015	EACH OCCURRENCE	\$1,000,000
	X COMMERCIAL GENERAL LIABILITY						PAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	\$5,000
	X PD Ded:10,000						PERSONAL & ADV INJURY	s1,000,000
							GENERAL AGGREGATE	\$2,000,000
	GENTL AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$2,000,000
	POLICY X FRO LOC							\$
C	AUTOMOBILE LIABILITY	X	Х	DT8105614B420TIL14	10/01/2014	10/01/2015	COMBINED SINGLE LIMIT (Ea accident)	s1,000,000
	X ANY AUTO ALLOWNED SCHEDULED					BODILY INJURY (Per person)	\$	
	AUTOS AUTOS						BODILY INJURY (Per accident)	\$
	X HIRED AUTOS X AUTOS						PROPERTY DAMAGE (Per accident)	\$
<u> </u>								\$
В	X UMBRELLA LIAB X OCCUR			DTSMCUP5614B420	10/01/2014	10/01/2015	EACH OCCURRENCE	\$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$5,000,000
_	DED X RETENTION \$10,000							\$
В	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N		Х	DTKUB5615B98714	10/01/2014	10/01/2015	X WC STATU- OTH-	
	ANY PROPRIETOR/PARTNER/EXECUTIVE Y	N/A		WV Deliberate			E.L. EACH ACCIDENT	s1,000,00 0
	(Mandatory in N1D If yes, describe under			Intent Included			E1_DISEASE - EA EMPLOYEE	s1,000,000
	DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	s1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Affact ACORD 101, Additional Remarks Schedule, if more space is required)

Proprietors/Partners/Executive Officers/Members Excluded:

Ronald B Snyder, President

Extended Broad Form

Stop Gap Employers Liability Coverage Endorsement (OHIO) OH

(See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION
Division of Environmental Protection 601 57th Street SE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Charleston, WV 25304	AUTHORIZED REPRESENTATIVE
	allan & Mc Vay

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^{**} Workers Comp information **

DESCRIPTIONS (Continued from Page 1)

Blanket Waiver of Subrogation Applies EXCEPT FOR Kentucky-Waiver of Subrogation DOES NOT apply in the State of Kentucky

** Supplemental Name **

First Supplemental Name applies to all policies - R B S Inc

Policy# DTCO5614B420TiA14 - : Greystone Quarry Policy# DTCO5614B420TiA14 - : Greenbrier Ready Mix

Policy# DTC05614B420TiA14 - : Greystone Block & Savannah Lane Quarry

Policy# DTCO5614B420TiA14 - : RBS Inc T/A Architectural Stone

Policy# DTCO5614B420TiA14 - : Union Concrete Products

Policy# DTCO5614B420TIA14 - Other Named Insured: Ronald Snyder; William Snyder and David Snyder

Policy# DTSMCUP5614B420IND14 - : Greystone Quarry Policy# DTSMCUP5614B420IND14 - : Greenbrier Ready Mix

Policy# DTSMCUP5614B420IND14 - : Greystone Block & Savannah Lane Quarry

Policy# DTSMCUP5614B420IND14 - : RBS INC T/A Architectural Stone

Policy# DTSMCUP5614B420IND14 - : Union Concrete Products

Policy# DT8105614B420TIL14 - : Greystone Quarry Policy# DT8105614B420TIL14 - : Greenbrier Ready Mix

Policy# DTB105614B420TiL14 ~ : Greystone Block & Savannah Lane Quarry

Policy# DT8105614B420TIL14 - : RBS Inc T/A Architectural Stone

Policy# DTB105614B420TIL14 - : Union Concrete Products

Evidence of Insurance

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 a cknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party one 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: K.B.S., Fng.	
Authorized Signature: WWS/	Date: 30 Mar 15
State of West Virginia.	
County of Sunstrier to-wit:	
Taken, subscribed, and swom to before me this 30 day	y of March , 20 /6
My Commission expires	
AEEIV OF AL LITTO	
AFFIX SEAL HERE	NOTARY PUBLIC Sugar A. Delles
NOTARY PUBLIC STATE OF WEST VINGINA SUSAN L. BAKER	Purchasing Affidavit (Revised 07/01/2012)

NOTE:

Vendor and Notary's date must be the same.

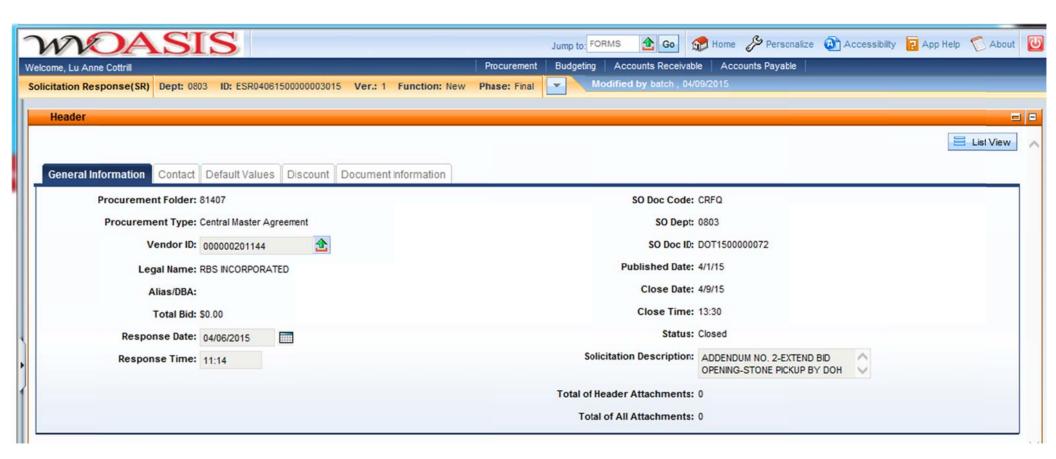
Notary required to AFFIX SEAL on Purchasing Affidavit.



2019 Washington Street, East Charleston, WV 25305 Telephone: 304-558-2306 General Fax: 304-558-6026

Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.





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

State Of West Virginia Solicitation Response

Proc Folder: 81407

Solicitation Description: ADDENDUM NO. 2-EXTEND BID OPENING-STONE PICKUP BY DOH

Proc Type: Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2015-04-09 13:30:00	SR 0803 ESR04061500000003015	1
			1

VENDOR

000000201144

RBS INCORPORATED

FOR INFORMATION CONTACT THE BUYER

Crystal Rink (304) 558-2402 crystal.g.rink@wv.gov

Signature X FEIN # DATE

All offers subject to all terms and conditions contained in this solicitation

Page: 1 FORM ID: WV-PRC-SR-001

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	STONE, AGGREGATE, CINDERS - MATERIAL & PICKUP BY WVDOH	0.00000	TON		

Comm Code	Manufacturer	Specification	Model #	
11111600				

Extended Description:

ADDENDUM NO. 2 - TO EXTEND THE BID OPENING FROM 04/01/2015 TO 04/09/2015 AT 1:30 PM. SEE ATTACHED PAGES.

STONE, AGGREGATE, CINDERS - MATERIAL & PICKUP BY WVDOH

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: CRFQ - DOT1500000072

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(Check the box next to each addendum received)											
[\	/1	Addendum No. 1	[]	Addendum No. 6						
[1	<u></u>	Addendum No. 2	[]	Addendum No. 7						
Ι]	Addendum No. 3	[]	Addendum No. 8						
Ι	}	Addendum No. 4	[]	Addendum No. 9						
1]	Addendum No. 5	[]	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.

Company
Authorized Signature
3 Ay 15
Date

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