

Richard A. Harmon
1385 Grafton Road
Morgantown, WV 26508
304-291-8900
304-692-1021
Fax-304-291-8901
e-mail - rharmon@centralvan.com
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Central Van & Storage, Inc.

Fax

To: State of WV Purchasing Dept	From: Rich Harmon			
Attn:	Pages: 13			
Fax: 304-558-3970	Date: 6/22/16			
Re: Tax office move bid - Clarksburg	CC:			
<input type="checkbox"/> Urgent	<input checked="" type="checkbox"/> For Review	<input type="checkbox"/> Please Comment	<input type="checkbox"/> Please Reply	<input type="checkbox"/> Please Recycle

• **Comments:**

06/22/16 09:38:58
WV Purchasing Division

ALLIED
Agent for Allied Van Lines



Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation
33 - Service - Misc

Proc Folder: 215825

Doc Description: Professional Moving Services for the Tax Dept. -Clarksburg

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-05-26	2016-06-23 13:30:00	CRFQ 0702 TAX1600000014	1

BID RECEIVING DIVISION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR INFORMATION

Vendor Name, Address and Telephone Number:

Central Van & Storage of Charleston, Inc.
301 Jacobson Dr

Poca WV 25159 304-769-3552

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers
(304) 558-2083
michelle.l.childers@wv.gov

Signature

FEIN # 55 0752625

DATE 6/21/16

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

The West Virginia State Purchasing Division is soliciting bids, on behalf of the West Virginia Tax Division of the Department of Revenue, to establish a one-time contract for professional moving services to relocate the WV State Tax Department, Clarksburg Regional Office from 200 West Main Street, Clarksburg, WV to 153 West Main Street, Clarksburg, WV. The project is to be completed between June 1, 2016 and August 1 2016. The Vendor will be given a 2 week notice, once the moving date is determined.

OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748 CHARLESTON WV25339-1748 US		OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 3 CHARLESTON WV 25301-1726 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Professional Moving Services for the Tax Department Phase 1				\$1,433.75
Comm Code	Manufacturer	Specification	Model #		
78000000					

Extended Description :
Professional Moving Services for the Tax Department

TAX1600000014	Document Phase Draft	Document Description Professional Moving Services for the Tax Dept. -Clarksburg	Page 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
Request for Quotation
33 - Service - Misc

Proc Folder: 215825

Doc Description: Addendum No. 01-Professional Moving Services for the Tax Dep

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-08-10	2016-06-23 13:30:00	CRFQ 0702 TAX1600000014	2

BIDDING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Name, Address and Telephone Number:

Central Van & Storage of Charleston, Inc.
301 Jacobson Dr
POCA WV 25159 304-769-3552

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers
(304) 558-2063
michelle.l.childers@wv.gov

Signature X

FEIN # 550752625

DATE 6/21/16

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

ADDITIONAL INFORMATION

Addendum

Addendum No. 1 issued to publish and distribute the attached information to the vendor community.

The West Virginia State Purchasing Division is soliciting bids, on behalf of the West Virginia Tax Division of the Department of Revenue, to establish a one-time contract for professional moving services to relocate the WV State Tax Department, Clarksburg Regional Office from 200 West Main Street, Clarksburg, WV to 153 West Main Street, Clarksburg, WV. The project is to be completed between June 1, 2016 and August 1, 2016. The Vendor will be given a 2 week notice, once the moving date is determined.

OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748 CHARLESTON WV25339-1748 US	OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 3 CHARLESTON WV 25301-1725 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Professional Moving Services for the Tax Department Phase 1	0.00000			#1,433.75

Comm Code	Manufacturer	Specification	Model #
78000000			

Extended Description :
Professional Moving Services for the Tax Department

TAX1600000014		Document Phase Draft	Document Description Addendum No. 01-Professional Moving Services for the Tax Dep	Page 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

TAX DIVISION OF THE DEPARTMENT OF REVENUE
REQUEST FOR QUOTATION
ATTACHMENT A

26

Clarksburg Regional Office Inventory for Moving

From: 200 West Main Street, Clarksburg, WV

To: 153 West Main Street, Clarksburg, WV

APPRAISAL SERVICES

7	OFFICE DESK CHAIRS
4	PRINTERS
3	HARD DRIVES
4	DOCKING STATIONS
6	PHONES
2	6' BOOK SHELVES
300 (APPROXIMATE)	BOXES OF FILES
3	SHREDDERS
4	TRASH CANS

TAXPAYER SERVICES

50 (APPROXIMATE)	BOXES
2	HARD DRIVES
4	MONITORS
2	PRINTERS
2	PHONES
2	CHAIRS
2	TRASH CANS
1	4-DRAWER FILE

COMPLIANCE

5	DESK CHAIRS
4	4 DRAWER FILING CABINETETS
2	SUPPLY CABINETS
1	3.5 FT X 2 FT TABLE
1	SHREDDER
1	POSTAGE MACHINE
75 (APPROXIMATE)	BOXES
4	LAPTOPS/DOCKING STATIONS
1	CPU
5	COMPUTER MONITORS
5	SCANNERS
6	PRINTERS
5	KEYBOARDS

EXHIBIT A
TAX DIVISION OF THE DEPARTMENT OF REVENUE
REQUEST FOR QUOTATION
CRQS TAX16000000015

Item	Description	Unit of Measure	Qty	Unit Cost	Extended Cost
4.1.1	Move	Lump Sum	1	\$	\$
Total Bid Amount For Move					\$1,433.75

WV-10
Approved / Revised
12/16/15

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;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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 that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's 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 *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 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) rescind the contract or purchase order; 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.

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: Contractor & Storage of Charleston Inc

Signed: [Signature]

Date: 6/21/16

Title: Gm

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

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)

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

- Addendum No. 6
- Addendum No. 7
- Addendum No. 8
- Addendum No. 9
- 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.

Central Van & Storage of Charleston Inc

Company

[Handwritten Signature]

Authorized Signature

6/21/16

Date

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

Revised 05/04/2016

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Rich Harmon GM
 (Name, Title)
Rich Harmon GM
 (Printed Name and Title)
1385 Grafton Rd
 (Address)
MORGANTOWN WV 26508
 (Phone Number) / (Fax Number) 304-769-3552
 (email address) r.harmon@centralvan.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated 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.

Central Van & Storage of Charleston Inc.
(Company)

 Rich Harmon GM
(Authorized Signature) (Representative Name, Title)

Rich Harmon GM
(Printed Name and Title of Authorized Representative)

6/21/16
(Date)

304-769-3552 304-291-8901
(Phone Number) (Fax Number)

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: Central Van and Storage of Charleston, Inc

Authorized Signature: [Signature] Date: 6/8/16

State of West Virginia

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 10 day of June, 2016

My Commission expires September 25, 2020

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Purchasing Affidavit (Revised 08/01/2015)

