



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

State of West Virginia  
 Request for Quotation  
 21 - Info Technology

Proc Folder: 222607

Doc Description: OT16148 - UPS Battery Replacement and Maintenance

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2016-09-07	2016-10-05 13:30:00	CRFQ 0210 ISC1700000005	1

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

GRUBER TECHNICAL INC.  
 21439 N. 2nd AVE  
 PHOENIX, AZ 85027  
 602-863-2655

10/05/16 09:52:15  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Stephanie L Gale  
 (304) 558-8801  
 stephanie.l.gale@wv.gov

Signature X *A. Powell*

FEIN # 86-1001733

DATE 10/03/2016

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

**ADDITIONAL INFORMATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology to establish a contract for a complete one time replacement of seventy two (72) - 12V UPS (Uninterruptable Power System) batteries and a continuing maintenance agreement for a MGE Galaxy 5000 UPS system (serial number 3AFL42042001) for one year with options to renew maintenance agreement annually for three additional years.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.1.1 Battery Replacement	72.00000	EA	\$319.-	\$22,968.-

Comm Code	Manufacturer	Specification	Model #
26111700			

**Extended Description :**

4.1.1.1 Battery Replacement: The Vendor must replace the existing Seventy-Two (72) batteries using: C&D Technologies, Inc. part number UPS12-490MR, "or Equal". All requirements listed under 4.1.1.1 shall be included proportionally in the bid price for each battery provided.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.1.3 UPS Maintenance Agreement	1.00000	YR	\$3,478.-	\$3,478.-

Comm Code	Manufacturer	Specification	Model #
81112300			

**Extended Description :**

Maintenance agreement for the MGE Galaxy 5000 (serial number 3AFL42042001).

<b>INVOICE TO</b>		<b>SHIP TO</b>	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.4.1 Renewal of UPS Maintenance Agreement - Year "2"	1.00000	YR	\$3,478.-	\$3,478.-

Comm Code	Manufacturer	Specification	Model #
81112300			

**Extended Description :**  
4.1.4.1 Optional Renewal of the maintenance agreement for the MGE Galaxy 5000 (all items listed under 4.1.1.3) Year 2.

<b>INVOICE TO</b>		<b>SHIP TO</b>	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.4.2 Renewal of UPS Maintenance Agreement - Year "3"	1.00000	YR	\$3,478.-	\$3,478.-

Comm Code	Manufacturer	Specification	Model #
81112300			

**Extended Description :**  
4.1.4.2 Optional Renewal of the maintenance agreement for the MGE Galaxy 5000 (all items listed under 4.1.1.3) Year 3.

<b>INVOICE TO</b>		<b>SHIP TO</b>	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	4.1.4.3 Renewal of UPS Maintenance Agreement - Year "4"	1.00000	YR	\$3,478.-	\$3,478.-

Comm Code	Manufacturer	Specification	Model #
81112300			

**Extended Description :**

4.1.4.3 Optional Renewal of the maintenance agreement for the MGE Galaxy 5000 (all items listed under 4.1.1.3) Year 4.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	4.1.1.2 Battery Disposal	72.00000	EA	\$3,478.-	\$3,478.-

Comm Code	Manufacturer	Specification	Model #
76121900			

**Extended Description :**

4.1.1.2 Proper UPS Battery Disposal. This is the bid amount for disposal of each battery unit that will be removed (72 units in all). The total cost for each battery "disposal" should be entered into the Exhibit A pricing sheet. Battery removal/disposal shall be performed according to all applicable regulations: local, state, federal, etc...

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical Questions Due	2016-09-21

<b>ISC1700000005</b>	<b>Document Phase</b> Final	<b>Document Description</b> OT16148 - UPS Battery Replacement and Maintenance	<b>Page 5</b> <b>of 5</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**Exhibit A  
Pricing Sheet**

Line Item Number	Item Name	Description	Alternative Item SKU	Alternative Item Name and Description	Unit of Measure	Quantity	Unit Price	Extended Unit Price
		<b>Mandatory Contract Item Requirements</b>						
4.1.1.1	<b>Battery Replacement</b>	All items provided for under the listed line item number. All requirements listed under 4.1.1.1 shall be included proportionally in the bid price for each battery provided.			Each	72		0.00
4.1.1.2	<b>Battery Disposal</b>	All items provided for under the listed line item number.			Each	72		0.00
4.1.1.3	<b>UPS Maintenance</b>	All items provided for under the listed line item number.			Each	1		0.00
		<b>Renewal of the Maintenance Agreement (MGE Galaxy 5000)</b>						
4.1.4.1	<b>UPS Maintenance</b>	OPTIONAL RENEWAL YEAR 2			Each	1		0.00
4.1.4.2	<b>UPS Maintenance</b>	OPTIONAL RENEWAL YEAR 3			Each	1		0.00
4.1.4.3	<b>UPS Maintenance</b>	OPTIONAL RENEWAL YEAR 4			Each	1		0.00
						<b>Total Bid Price</b>		<b>0.00</b>

REQUEST FOR QUOTATION  
UPS Battery Replacement and Maintenance (OT16148)

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology to establish a contract for a complete one time replacement of seventy two (72) - 12V UPS (Uninterruptable Power System) batteries and a continuing maintenance agreement for a MGE Galaxy 5000 UPS system (serial number 3AFL42042001) for one year with options to renew maintenance agreement annually for three additional years.

**CURRENT ENVIRONMENT:** The State currently owns one (1) MGE Galaxy 5000 UPS (serial number 3AFL42042001) located at the State's Secondary Data Center in Flatwoods, WV. The (72) batteries are near the end of their usable life and must be replaced. Replacement of the (72) batteries type: 12V UPS12-490MR, and maintenance of the MGE Galaxy 5000 (serial number 3AFL42042001) are codependent.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 **"Agency"** means the West Virginia Office of Technology (WVOT).

2.2 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the items requested in this solicitation.

2.3 **"Contract Services"** means component replacement and services as more fully described in these specifications.

2.4 **"Pricing Page"** or pricing sheet means the page(s) attached hereto as Exhibit A, upon which Vendor should list its proposed price for Goods and Contract Services.

2.5 **"RFQ"** means the official request for quotation published by the Purchasing Division.

2.6 **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.7 **"Vendor"** means any entity submitting a bid in response to this solicitation, the entity that has been selected as the lowest responsible vendor, or the entity that has been awarded the Contract as context requires.

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**3. QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

**3.1. Authorization:** Vendor must be certified (where required), authorized and qualified to perform the battery replacement, repairs, testing, maintenance and services listed in this solicitation by the UPS Original Equipment Manufacturer (OEM) and appropriate governing organizations.

**4. MANDATORY REQUIREMENTS:**

**4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

**4.1.1 General Specifications.** The Vendor shall provide all hardware, software, and services necessary for the one time replacement of the existing seventy two (72) batteries (type:12V UPS12-490MR) and provide maintenance to the MGE Galaxy 5000 UPS (serial number 3AFL42042001) for one year which may be renewed annually for three additional years.

**4.1.1.1 Battery Replacement:** The Vendor must replace the existing Seventy-Two (72) batteries using: C&D Technologies, Inc. part number UPS12-490MR, "or Equal". Requirements include:

**4.1.1.1.1** The vendor shall configure the UPS system for continuation of inline power to the equipment serviced by the MGE Galaxy 5000 (serial number 3AFL42042001) throughout the entire replacement process.

**4.1.1.1.2** Batteries shall have a minimum of ten (10) year design life.

**4.1.1.1.3** Battery warranty: minimum of a three (3) year agreement.

**4.1.1.1.4** Batteries must meet or exceed MGE Galaxy 5000 (serial number 3AFL42042001) Original Equipment Manufacturer (OEM) requirements.



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- 4.1.1.1.5 Battery submittal shall utilize the same hardware, the same cabling and shall require no "fitting" of mounting area for use.
- 4.1.1.1.6 Battery shall not require changes to the system for use. The existing UPS system must accept the units with no alterations (hardware or software) required.
- 4.1.1.1.7 Battery submittal shall include appropriate recombination, thermal runaway prevention, gassing and flame retardant characteristics.
- 4.1.1.1.8 Battery submittal shall be a Valve Regulated Lead Acid Battery type, and, shall be designed for UPS Standby Power Applications.
- 4.1.1.1.9 Batteries: Watts per Cell @ 77 degrees F. rated at 484 to 490. Operating time (to 1.67 end voltage per cell) is 15 minutes for this rating.
- 4.1.1.1.10 Batteries shall have UL recognized flame arresting ventilation.
- 4.1.1.1.11 Batteries shall have a flame retardant enclosure.
- 4.1.1.1.12 Batteries shall be acceptable for operation in any orientation.
- 4.1.1.1.13 Battery Enclosure Dimensions (not to exceed): (13.57") Cover Length x (6.80") Cover Width x (10.81") Cover Height, (12.74") Base Length x (6.63") Base Width, (10.93") Terminal Height.
- 4.1.1.1.14 Terminal Fastener Thread Specification: ¼-20 UNC (female).
- 4.1.1.1.15 The proposed replacement of the (72) batteries shall include delivery of new units to the interior of the building, installation in the system and removal of existing batteries. Note: The building has no delivery dock and will require the appropriate means necessary for inside delivery/removal to be met by Vendor.
- 4.1.1.1.16 Replacement of batteries within forty-five (45) days of the award of this contract.
- 4.1.1.1.17 The Vendor shall warrant and maintain the (72) batteries for (36) months after installation. During this (36) month period, the Vendor shall make any necessary repairs, replace any defective parts, perform

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preventative maintenance, install engineering changes and modifications, and otherwise maintain the (72) batteries at no cost to the Agency.

**4.1.1.2 Proper UPS Battery Disposal.** This is the bid amount for disposal of each battery unit that will be removed (72 units in all). The total cost for each battery "disposal" should be entered into the Exhibit A pricing sheet. Battery removal/disposal shall be performed according to all applicable regulations: local, state, federal, etc...

**4.1.1.3 The maintenance agreement for the MGE Galaxy 5000 (serial number 3AFL42042001) must include:**

**4.1.1.3.1** One (1) UPS preventative maintenance visit, to be accomplished at the midpoint of the first year of that maintenance coverage.

**4.1.1.3.2** One (1) separate preventative battery maintenance visit to be scheduled no more than one (1) month following MGE Galaxy 5000 UPS (serial number 3AFL42042001) preventative maintenance visit.

**4.1.1.3.3** UPS maintenance must include the tasks identified in ATTACHMENT C.

**4.1.1.3.4** The maintenance agreement for the MGE Galaxy 5000 (serial number 3AFL42042001) will begin once the (72) batteries type: 12V UPS12-490MR have been installed and accepted (this applies to the first year of the maintenance agreement only).

**4.1.2 Service and Support:**

**4.1.2.1** The Vendor must provide support services. This service must be 24 hours a day, 7 days a week, 365 days a year critical-response time of eight (8) hours. (excluding original installation of (72) batteries type: 12V UPS12-490MR) The determination of what qualifies as a critical event is at the sole discretion of the WVOT.

**4.1.3 System Acceptance:**

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**UPS Battery Replacement and Maintenance (OT16148)**

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4.1.3.1 The agency will formally accept the batteries after they have been installed and confirmed to be working properly for 30 days without any problems, outages or failures.

**4.1.4 Renewal of the Maintenance Agreement for the MGE Galaxy 5000 (serial number 3AFL42042001) :**

4.1.4.1 Optional Renewal of the maintenance agreement for the MGE Galaxy 5000 (all items listed under 4.1.1.3) – Year “2”.

4.1.4.2 Optional Renewal of the maintenance agreement for the MGE Galaxy 5000 (all items listed under 4.1.1.3) – Year “3”.

4.1.4.3 Optional Renewal of the maintenance agreement for the MGE Galaxy 5000 (all items listed under 4.1.1.3) – Year “4”.

**5. CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide the Agency with a purchase price for the Items listed and Contract Services. The Contract shall be awarded to the Vendor that provides the Items listed and Contract Services meeting the required specifications for the lowest overall total cost.

**5.2 Pricing Page:** Vendor should complete the Pricing Sheet (Exhibit A) by inserting the unit price values in the cells provided. The Extended Unit Price value will be the result of multiplying the quantity by the unit price. Vendor should complete the Pricing Sheet in full as failure to complete the Pricing Sheet, Exhibit A, in its entirety may result in Vendor’s bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Sheet and submit as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Sheet for bid purposes by sending an email request to the following address: [Stephanie.L.Gale@wv.gov](mailto:Stephanie.L.Gale@wv.gov)

Note: The Vendor must list the costs of all items (hardware, software, and services) being bid in its response to this RFQ in Exhibit A (the pricing sheet provided) or wvOASIS. The bid response must include UPS Maintenance, for the covered period, which is for one year (renewable annually for up to a total of four years).

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6. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
  
7. **PAYMENT:** Agency shall pay flat fees as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
  
8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
  
9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  
  - 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  
  - 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
  
  - 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  
  - 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

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**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.** Immediate cancellation of the Contract.

**10.2.2.** Immediate cancellation of one or more release orders issued under this Contract.

**10.2.3.** Any other remedies available in law or equity.

**11. DELIVERY AND RETURN:**

**11.1. Shipment and Delivery:** Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items (hardware and software necessary for replacement of the (72) batteries) within thirty (30) working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 89 Richard Minnich Dr., Sutton, WV 26601 (inside the computer room). Vendor shall verify the West Virginia State contact and shipping information prior to shipment. It will be the Vendor's responsibility to provide for all shipping provisions, vehicles and/or equipment necessary to deliver equipment to a facility without a loading dock.

**11.2. Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

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

**REQUEST FOR QUOTATION**  
**UPS Battery Replacement and Maintenance (OT16148)**

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**11.3. Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

**11.4. Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items 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.

**11.5. Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 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.

**12. MISCELLANEOUS:**

**12.1. 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: AILINE NORRELL  
Telephone Number: 602-863-2655 \*344  
Fax Number: 623-879-7341  
Email Address: NOR@GRUBER.COM

## **UPS Battery Replacement and Maintenance (OT16148)**

### **ATTACHMENT C – UPS MAINTENANCE**

- 1) Perform a temperature check on all breakers, connections, and associated controls. Repair and/or report all high temperature areas.
- 2) Perform a complete visual inspection on the equipment including subassemblies, wiring harnesses, contacts, cables, and major components. Check air filters for cleanliness.
- 3) Check Rectifier and Inverter Snubber Boards for discoloration and broken wires.
- 4) Check power capacitors for swelling or leaking oil.
- 5) Check DC capacitor vent caps that have extruded more than 1/8".
- 6) Record all voltage and current meter readings from module display.
- 7) Measure and record harmonic trap filter currents.
- 8) Check all accessible nuts, bolts, screws, and connectors for integrity and heat discoloration.
- 9) Check fuses on the DC capacitor deck for continuity (if applicable).
- 10) With customer approval, perform operational test of the system including unit transfer and battery discharge.
- 11) Calibrate and record all electronics to system specifications.
- 12) Install or perform Engineering Field Change Notices (FCN) and field alerts as necessary.
- 13) Measure and record all low-voltage power supply levels.
- 14) Measure and record electrical readings for input, output, and DC.
- 15) Review system performance with customer to address any questions and to schedule any repairs.
- 16) Check all mechanical connections for tightness and heat discoloration, making corrections where necessary.
- 17) Clean any foreign material and dust from internal compartments.
- 18) Perform a status check of all alarm circuits (if applicable).
- 19) Operational checkout of the system to include transfers and proper status indications.
- 20) Return unit to operations service with normal load then measure and verify display indications.

## **INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.



Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: **September 21, 2016**

Submit Questions to: **Stephanie Gale**

2019 Washington Street, East

Charleston, WV 25305

Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)

Email: [Stephanie.L.Gale@wv.gov](mailto:Stephanie.L.Gale@wv.gov)

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:  
BUYER:  
SOLICITATION NO.:  
BID OPENING DATE:  
BID OPENING TIME:  
FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus \_\_\_\_\_ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical  
 Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: October 5, 2016 @ 1:30pm

Bid Opening Location: Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

## GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
  - 2.1. **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
  - 2.2. **"Bid" or "Proposal"** means the vendors submitted response to this solicitation.
  - 2.3. **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
  - 2.4. **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
  - 2.5. **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
  - 2.6. **"Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
  - 2.7. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.8. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
  - 2.9. **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on Award and extends for a period of One (1) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to Three successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed Thirty Six (36) months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional \_\_\_\_\_ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. 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.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c). All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \_\_\_\_\_ or more.

**Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.



**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**8. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**9. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of

for \_\_\_\_\_

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**12. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

**13. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**14. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**16. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**17. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**18. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**19. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**20. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**21. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**22. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**23. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**24. 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 full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**25. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**26. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

**27. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**28. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**29. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor 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, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

**34. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project;
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.



**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.

A. Norrell SENIOR ACCOUNT MANAGER  
(Name, Title)  
AILINE NORRELL SENIOR ACCOUNT MANAGER  
(Printed Name and Title)  
21439 N. 2nd AVE PHOENIX, AZ 85027  
(Address)  
602-863-2655 \*344 623-879-7341  
(Phone Number) / (Fax Number)  
NOR@GRUBER.COM  
(email address)

**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.

GRUBER TECHNICAL INC.  
(Company)

A. Norrell SENIOR ACCOUNT MANAGER  
(Authorized Signature) (Representative Name, Title)

AILINE NORRELL SENIOR ACCOUNT MANAGER  
(Printed Name and Title of Authorized Representative)

10/03/16  
(Date)

602-863-2655 \*344 623-879-7341  
(Phone Number) (Fax Number)



**Gruber  
Power  
Services**  
Critical Power Specialists

**Request  
for  
Quote Form**

Please route to -----> State of West Virginia

Item	Qty	Part Number	Description of Parts or Service	Cost	Extended
1	1	82-FSLBR	<u>Battery replacement</u> : all items provided for under the listed line item number. All requirements listed under 4.1.1.1 are included proportionally in the bid price for each battery provided. (quoting UPS12-490MR – specs are attached)	\$319.00	\$22,968.00
2	1	82-Dispo	<u>Battery Disposal</u> : All items provided for under the listed line item number	Included	included
3	1	82-FSNCTR	<u>UPS Maintenance</u> : All items provided for under the listed line item number	\$3,478.00	\$3,478.00
		82-FSNCTR	<u>UPS Maintenance – optional renewal year 2</u> : All items provided for under the listed line item number	\$3,478.00	optional
		82-FSNCTR	<u>UPS Maintenance – optional renewal year 3</u> : All items provided for under the listed line item number	\$3,478.00	optional
		82-FSNCTR	<u>UPS Maintenance – optional renewal year 4</u> : All items provided for under the listed line item number	\$3,478.00	optional
We understand price quotes are subject to product on-hand. Please list any additional applicable charges separately, warranty terms and conditions, any additional taxes, freight, shipping, etc.				<b>Total</b>	<b>\$26,446.00</b>

**Vendor Information**

<b>Vendor</b>	Gruber Technical Inc		<b>PO Number</b>	
<b>Department</b>	GPS		<b>Contact</b>	Ailine Norrell
<b>Address</b>	21613 N 2 <sup>nd</sup> Ave		<b>Voice Number</b>	602-863-2655 x344
<b>Suite</b>			<b>Fax Number</b>	623-879-7341
<b>City</b>	Phoenix		<b>Cell Phone</b>	
<b>State</b>	AZ	<b>Zip</b>	85027	<b>E-mail</b> nor@gruber.com

**Notes**

Company Info:

Federal Tax ID# 86-1001733  
Cage Code: 35BX6  
Duns# 04-009-5882

<b>Prepared by:</b>	Ailine Norrell	<b>Quote Date:</b>	10/03/16	<b>Solicitation#</b>	OT16148
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Maintenance Plans	E-Stores	Services
<u>Depot UPS Service</u> <u>Large UPS Service Plans</u> <u>Small UPS Service Plans</u> <u>Board and Module Repair</u>	<u>Website</u> <u>Batteries</u> <u>Refurbished UPS</u> <u>Cabling Products</u>	<u>Rental Units</u> <u>Free Auto-Notify</u> <u>Recycling your Units</u> <u>Online Service Quote</u>

**UPS12-490MR**

**HIGH  
RATE  
MAX**



Valve Regulated Lead Acid Battery  
Designed for UPS Standby Power Applications.

**APPLICATIONS**

- Data Centers
- Network Operations Centers
- Industrial Process Control Facilities
- Internet Housing Sites
- Semiconductor Manufacturing
- Banks & Financial Markets
- Power Generation Plants
- Hospitals & Testing Laboratories
- Emergency 911 Response Centers

**FEATURES & BENEFITS**

- 10 year design life @ 25°C
- Absorbent Glass Mat (AGM) technology for efficient gas recombination of up to 99% and freedom from electrolyte maintenance.
- 3 Year Warranty (refer Dynasty warranty card, 41-9027)
- Patented Long Life Alloy having the lowest calcium levels in the industry - minimizing grid growth, reducing gassing, and extending battery life.
- Patented UL Recognized Flame-arresting vents in each cell for safety and long life.
- Designed with the same recombination, thermal runaway prevention, gassing and flame retardant characteristics of the Bellcore 4228 compliant Dynasty Telecom products.
- Flame retardant polypropylene case and cover compliant with UL94-V2
- Proprietary Fixed Orifice Plate Pasting technology applying active materials on both sides of the grid for consistent cell-to-cell performance, higher capacity and uniform grid protection.
- Thermally welded case-to-cover bond to eliminate leakage.
- Can be operated in any orientation, Upright, side or end mounting recommended.
- Not restricted for air transport - Complies with IATA/CAO Special Provisions A67.
- Not restricted for surface transport - Classified as non-hazardous material as related to DOT-CFR Title 49 parts 171-180.
- Not restricted for water transport - Classified as non-hazardous material per IMDG Amendment 27.

**TECHNICAL DATA**

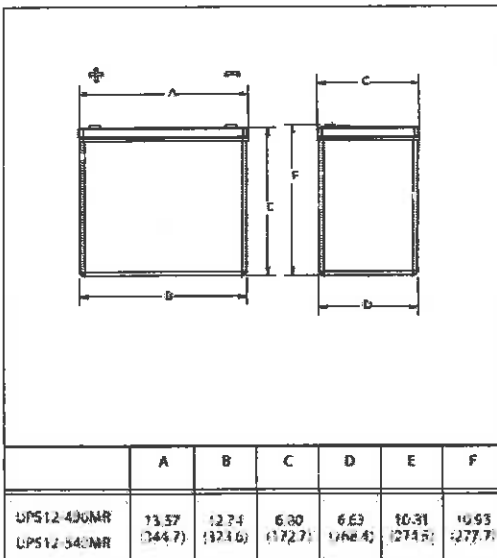
Model	Voltage	AH 20 hr*	Constant Power Discharge Ratings - Watts per Cell @ 77°F (25°F)									Weight	
			Operating Time (in minutes) to 1.67 Volts per Cell									lbs	kg
			5	10	15	20	30	40	50	60	90		
UPS12-490MR	12	141	771	593	488	411	317	258	218	189	135	100.0	45.0

\* Nominal 20 hr rate to 1.75 VPC in Ampere Hours.

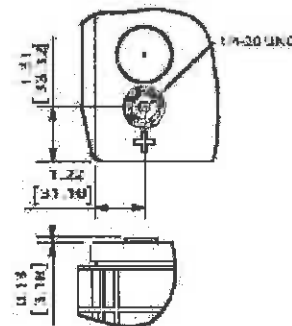
**SPECIFICATIONS**

<b>Operating Temperature Range with temperature compensation</b>	Discharge: -40°F (-40°C) to +160°F (71°C) Charge: -10°F (-23°C) to +140°F (60°C)
<b>Nominal Operating Temperature Range</b>	+74°F (23°C) to +80°F (27°C)
<b>Recommended Maximum Charging Current Limit</b>	C/5 amperes @ 20hr rate
<b>Float Charging Voltage</b>	13.65 ± 0.15 VDC average per 12V unit (6.75 to 6.90 per 6V unit)
<b>Maximum AC Ripple (Charger)</b>	0.6% RMS or 1.5% P-P of float charge voltage recommended for best results. Max voltage allowed = 1.4% RMS (4% P-P) Max current allowed = C/20
<b>Self Discharge</b>	Battery can be stored up to 6 months at 77°F (25°C) before a freshening charge is required. Batteries stored at temperatures greater than 77°F (25°C) will require recharge sooner than batteries stored at lower temperatures. See C&D brochure 41-7272, Self-Discharge and Inventory Control for details.
<b>Equalize charge and cycle service voltage</b>	14.40 to 14.80 VDC average per 12V unit @ 77°F (25°C) (7.20 to 7.40 VDC per 6V unit)
<b>Terminal: Flag</b>	0.22 in. clearance hole to accept 0.1875 in. or 10-32 bolt (UPS12-100MR)
<b>Terminal: Inserted</b>	Threaded copper alloy insert terminal to accept 10-32 UNF bolt (UPS12-150MR, UPS12-210MR) ¼-20 UNC bolt (UPS12-300MR, UPS12-350MR, UPS12-400MR, UPS12-490MR, UPS12-540MR, UPS6-620MR)
<b>Terminal Hardware Annual Retorque</b>	32 in.-lbs. (3.48 N-m) (UPS12-100MR)
<b>Terminal Hardware Initial Torque: Inserted Terminal</b>	40 in.-lbs. (4.5 N-m) (UPS12-100MR) 30 in.-lbs. (3.4 N-m) (UPS12-150MR, UPS12-210MR) 110 in.-lbs. (12.4 N-m) (UPS12-300MR, UPS12-350MR, UPS12-400MR, UPS12-490MR, UPS12-540MR, UPS6-620MR)

**DIMENSIONS**



**UPS12-490MR/UPS12-540MR**



\*All dimensions in inches (mm). All dimensions are for reference only. Contact a C&D Representative for complete dimension information.  
NOTE: Batteries to be mounted with 0.5 in (1.25 cm) spacing minimum and free air ventilation.

## UPS12-490MR

Constant Power Discharge Ratings - Watts Per Cell @ 77°F (25°C)										
End Point Volts/Cell	Operating Time to End Point Voltage (In minutes)									
	5	10	15	20	30	48	48	50	60	90
1.75	655	527	443	382	300	247	227	210	183	132
1.70	740	573	470	400	310	253	233	219	187	134
1.67	771	593	488	411	317	258	237	218	189	135
1.65	798	614	497	419	321	261	239	220	191	137
1.60	838	640	519	429	325	264	241	222	193	138

Constant Current Discharge Ratings - Amperes @ 77°F (25°C)										
End Point Volts/Cell	Operating Time to End Point Voltage (in hours)									
	1	2	3	5	8	10	12	20	24	72
1.85	80.8	48.4	34.8	22.4	15.8	12.3	10.5	6.66	5.64	1.93
1.80	86.4	51.3	36.7	23.4	15.8	12.7	10.8	6.98	5.82	1.99
1.75	91.0	53.5	38.2	24.4	16.2	13.1	11.1	7.06	5.98	2.03

Note: Batteries to be mounted with 0.5 in. (1.25 cm) spacing minimum and free air ventilation. Specifications subject to change without notification. Above ratings do not include inrush current, connector voltage drops.

## SPECIFICATIONS

Model	Cells per Unit	Maximum Discharge Current (AMPS)	Short Circuit Current (AMPS @ 0.1 sec)	Ohms Impedance 60 Hz (Ω)
UPS12-490MR	6	800	5000	0.0023

High Rate Max Part Number	Manufacturer Approved Premium Replacement for:
UPS12-100MR	UPS12-100FR
UPS12-150MR	UPS12-140FR & MR12-150
UPS12-210MR	UPS12-170FR, UPS12-200FR & MR12-210
UPS12-300MR	UPS12-270FR & MR12-300
UPS12-350MR	UPS12-310FR & MR12-350
UPS12-400MR	UPS12-370FR & MR12-400
UPS12-490MRLP	UPS12-475FR, MR12-490 & UPS12-490MR (Low profile high rate applications)
UPS12-490MR	UPS12-475FR & MR12-490 (Extended run applications)
UPS12-540MR	UPS12-530FR & MR12-540
UPS6-620MR	UPS6-620FR

1400 Union Meeting Road  
P.O. Box 3053 • Blue Bell, PA 19422-0858  
(215) 619-2700 • Fax (215) 619-7899 • (800) 543-8030  
customersvc@cdtechno.com  
www.cdtechno.com

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# 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,
5. **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) 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: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

RFQ No. OT16148

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 §31-5-3) 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: GIRUBER TECHNICAL INC.

Authorized Signature: [Signature] Date: 10/03/16

State of Arizona

County of Maricopa, to-wit:

Taken, subscribed, and sworn to before me this 3 day of October, 2016

My Commission expires June 28, 2019.

**AFFIX SEAL HERE**

NOTARY PUBLIC [Signature]

*Purchasing Affidavit (Revised 07/01/2012)*

