



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

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

## Header 1

List View

### General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 269409	SO Doc Code: CRFQ
Procurement Type: Central Purchase Order	SO Dept: 0211
Vendor ID: <input type="text" value="00000202582"/> <input type="button" value="Go"/>	SO Doc ID: GSD170000011
Legal Name: MIDDLETOWN TRACTOR SALES	Published Date: 1/18/17
Alias/DBA:	Close Date: 2/15/17
Total Bid: \$37,950.93	Close Time: 13:30
Response Date: <input type="text" value="02/15/2017"/> <input type="button" value="Calendar"/>	Status: Closed
Response Time: <input type="text" value="10:24"/>	Solicitation Description: <input type="text" value="Compact Utility Tractor, Attachments and Accessories"/>
Total of Header Attachments: 1	
Total of All Attachments: 1	



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 269409  
**Solicitation Description :** Compact Utility Tractor, Attachments and Accessories  
**Proc Type :** Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-02-15 13:30:00	SR      0211 ESR02151700000003864	1

<b>VENDOR</b>
000000202582 MIDDLETOWN TRACTOR SALES

**Solicitation Number:** CRFQ 0211 GSD1700000011

**Total Bid :** \$37,950.93      **Response Date:** 2017-02-15      **Response Time:** 10:24:53

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Linda B Harper  
 (304) 558-0468  
 linda.b.harper@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	John Deere 3039R (or equal) Compact Tractor with Attachments	1.00000	LS	\$37,950.930000	\$37,950.93

Comm Code	Manufacturer	Specification	Model #
25101901			

<b>Extended Description :</b>	Lump sum price for John Deere 3039R (or equal) Compact Utility Tractor with Attachments per the specifications
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**Comments:** ALL ITEMS IN THIS BID MEET PUBLISHED BID SPECIFICATIONS..

**ADDITIONAL INFORMATION:**

The West Virginia Purchasing Division for the Agency, The West Virginia Department of Administration's, General Services Division is soliciting bids from qualified vendors to establish a "One-Time" contract for the purchase of Compact Utility Tractor with Attachments per the Specifications, Terms & Conditions and bid requirements as attached.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 53 153 WEST MAIN ST CLARKSBURG WV 26301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	John Deere 3039R (or equal) Compact Tractor with Attachments	1.00000	LS	\$37,950.93	\$37,950.93

Comm Code	Manufacturer	Specification	Model #
25101901	John Deere & Curtis	As Requested	3039R Tractor, 60 Broom, Fast-Cast 400 Spreader, H165 Loader

**Extended Description :**

Lump sum price for John Deere 3039R (or equal) Compact Utility Tractor with Attachments per the specifications

**SCHEDULE OF EVENTS**

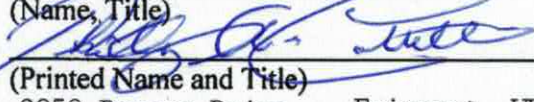
Line	Event	Event Date
1	Question Deadline 5:00 p.m.	2017-02-02

GSD170000011	<b>Document Phase</b> Final	<b>Document Description</b> Compact Utility Tractor, Attachments and Accessories	<b>Page 3</b> <b>of 3</b>
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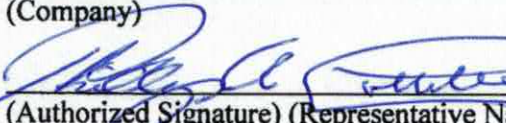
**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**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.

Phillip A. Cottrille, Sales Consultant  
(Name, Title)  
 Sales Consultant  
(Printed Name and Title)  
2050 Boyers Drive Fairmont, WV 26554  
(Address)  
304-366-4690 (Ext. 242) 304-366-4698  
(Phone Number) / (Fax Number)  
phil@middletowntractor.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.

Middletown Tractor Sales  
(Company)  
 Phillip A. Cottrille, Sales Consultant  
(Authorized Signature) (Representative Name, Title)

Phillip A. Cottrille, Sales Consultant  
(Printed Name and Title of Authorized Representative)

15 February 2017  
(Date)

304-366-4690 (Ext. 242) 304-366-4698  
(Phone Number) (Fax Number)

**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)*


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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Middletown TRactor Sales

Company

Authorized Signature

 Phillip A. Cottrille, Sales Consultant

15 February 2017

Date

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



## **Attachment A: Specification Checklist**

To ensure the vehicle you are bidding meets all of the mandatory specifications required, please use this checklist to verify that you have included all mandatory components, including accessories, in your **one (1) Lump Sum bid**. This document is not required with the bid, but may be requested prior to award.

**Note:** All mandatory specifications may not be listed below. Be sure to thoroughly review the specifications in their entirety before submitting your bid.

- Does the vehicle being bid include an enclosed cab?
  - Does the cab come equipped with an air ride seat?
  - Does the cab come equipped with heating and air conditioning?
  - Does the cab come equipped with front and rear windshield wipers?
  - Does the cab come equipped with a beacon light?
  - Does the cab come equipped with horn and external mirror kit?
- Does this vehicle being bid include forward and rear (x2) work lights?
- Does this vehicle being bid include dual mid AND single electrohydraulic rear selective control valves (SCV)?
- Does this vehicle being bid have hydrostatic transmission?
- Does this vehicle being bid have mid Power Take-off (PTO)?
- Does this vehicle being bid have at least 38hp diesel engine?
- Does this vehicle being bid come equipped with with front 15-19.5 (6PR, R4 Industrial, 2-position) tire and rear 25x8.5-14 (6PR, R4 Industrial, 2-position) tires?
- Does this vehicle being bid come equipped with 110volt engine coolant heater?
- Does this vehicle being bid come equipped with front three-point hitch?
- Does this vehicle being bid come equipped with minimum 2000rpm front PTO?
- Does this vehicle being bid come equipped with LED work light and warning light brush guard kit? Not an option that is available on Cab Tractors

Does this vehicle being bid come equipped with backup alarm?

Does this vehicle being bid come equipped with a loader?

Does the loader have minimum lift capacity of 1500lbs at pivot pin?

Can the loader be mounted/demounted without tools?

Can loader control be locked out when not in use?

Does the loader include a minimum 61-inch bucket with holes for cutting edges?

Does this vehicle being bid come equipped with a 60" rotary broom?

Does the rotary broom have brush with minimum 26-inch diameter?

Is the rotary broom operational from any position up to 30-degrees left or right?

Can the rotary broom be mounted/demounted without tools?

Does this vehicle being bid come equipped with fork attachment?

Does the fork attachment include two (2) 48" tines?

Does this vehicle being bid include an electric salt spreader?

Does the electric salt spreader have a minimum volume capacity of 3.0 cubic feet?

Does the electric salt spreader have a minimum weight capacity of 180 pounds?

Does the electric salt spreader have adjustable spreading width, from 4' to 24'?

Does the electric salt spreader include adjustable deflector and weather cover?

Does the electric salt spreader have variable speed control?

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

**1. Application is made for 2.5% vendor preference for the reason checked:**

Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

**2. Application is made for 2.5% vendor preference for the reason checked:**

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

**3. Application is made for 2.5% vendor preference for the reason checked:**

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

**4. Application is made for 5% vendor preference for the reason checked:**

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

**5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

**6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

**7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *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: Middletown TRactor Sales

Signed: 

Date: 15 February 2017

Title: Sales Consultant

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: Middletown Tractor Sales

Authorized Signature: *[Signature]* Date: 15 February 2017

State of West Virginia

County of Marion, to-wit:

Taken, subscribed, and sworn to before me this 15<sup>th</sup> day of February, 2016.

My Commission expires August 4, 2020

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

*Penny S. Merrifield*

*Purchasing Affidavit (Revised 08/01/2015)*

