



# 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** List View

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

<b>Procurement Folder:</b> 157938	<b>SO Doc Code:</b> CRFQ
<b>Procurement Type:</b> Central Purchase Order	<b>SO Dept:</b> 0310
<b>Vendor ID:</b> 00000202582	<b>SO Doc ID:</b> DNR160000045
<b>Legal Name:</b> MIDDLETOWN TRACTOR SALES	<b>Published Date:</b> 6/30/16
<b>Alias/DBA:</b>	<b>Close Date:</b> 7/14/16
<b>Total Bid:</b> \$96,966.47	<b>Close Time:</b> 13:30
<b>Response Date:</b> 06/30/2016	<b>Status:</b> Closed
<b>Response Time:</b> 9:44	<b>Solicitation Description:</b> Addendum No.03,Holly River Utility Tractor w/Loader/Backhoe
<b>Total of Header Attachments:</b> 0	
<b>Total of All Attachments:</b> 0	



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 157938

**Solicitation Description :** Addendum No.03;Holly River Utility Tractor w/Loader/Backhoe

**Proc Type :** Central Purchase Order

Date issued	Solicitation Closes	Solicitation No	Version
	2016-07-14 13:30:00	SR 0310 ESR06301600000006332	1

**VENDOR**

000000202582

MIDDLETOWN TRACTOR SALES

**FOR INFORMATION CONTACT THE BUYER**

Guy Nisbet  
 (304) 558-2596  
 guy.l.nisbet@wv.gov

Signature X FEIN # DATE

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	Agricultural Tractors	1.00000	EA	\$32,355.870000	\$32,355.87

Comm Code	Manufacturer	Specification	Model #
25101901			

**Extended Description :** Utility Tractor per specifications outlined in 3.1.1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Agricultural Tractors	1.00000	EA	\$32,305.300000	\$32,305.30

Comm Code	Manufacturer	Specification	Model #
25101901			

**Extended Description :** Front Loader per specifications outlines in 3.1.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Agricultural Tractors	1.00000	EA	\$32,305.300000	\$32,305.30

Comm Code	Manufacturer	Specification	Model #
25101901			

**Extended Description :** Backhoe per specifications outlines in 3.1.3



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
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State of West Virginia  
 Request for Quotation  
 13 - Equipment

Proc Folder: 218619

Doc Description: Purchase of Three (3) Diesel Tractors for Game Management

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-06-09	2016-06-30 13:30:00	CRFQ 0310 DNR1600000046	1

**BID RECEIVING LOCATION**

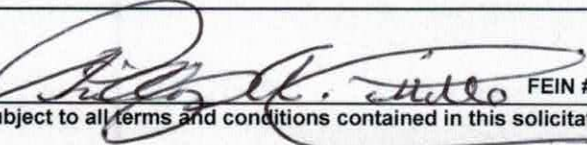
BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 JS

**VENDOR**

Vendor Name, Address and Telephone Number:  
 Middletown Tractor Sales  
 2050 Boyers Drive  
 Fairmont, WV 26554  
 304-366-4690

**FOR INFORMATION CONTACT THE BUYER**

Guy Nisbet  
 (304) 558-2596  
 guy.l.nisbet@wv.gov

Signature X  FEIN # 55-054-7175 DATE 29 June 2016  
 All offers subject to all terms and conditions contained in this solicitation



Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Natural Resources (WVDNR) to establish a contract for the one- time purchase of three (3) diesel tractors and compatible front loaders per the bid requirements, specifications and terms and conditions contained herein as part of this solicitation.

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION ELKINS OPERATIONS CENTER PO BOX 67 ELKINS WV26241 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	Diesel farm tractor with canopy and front loader	1.00000	EA	\$32,355.87	\$32,355.87

Comm Code	Manufacturer	Specification	Model #
5101901	John Deere	As Requested	2016 5065E & H240 Tractor/Loader

Extended Description :

55HP and front loader. Must be new (2016 or later model year). Please see attached specifications for additional requirements.

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION ELKINS OPERATIONS CENTER PO BOX 67 ELKINS WV26241 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	Diesel farm tractor and front loader	1.00000	EA	\$32,305.30	\$32,305.30

Comm Code	Manufacturer	Specification	Model #
5101901	John Deere	As Requested	2016 5065E & H240 Tractor/Loader

Extended Description :

55HP and front loader. Must be new (2016 or later model year). Please see attached specifications for additional requirements.

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION ELKINS OPERATIONS CENTER PO BOX 67  ELKINS WV26241  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	Diesel farm tractor and front loader	1.00000	EA	\$32,305.30	\$32,305.30

Comm Code	Manufacturer	Specification	Model #
5101901	John Deere	As REquested	2016 5065E & H240 Tractor Loader

**Extended Description :**

55HP and front loader. Must be new (2016 or later model year). Please see attached specifications for additional requirements.

DNR1600000046	<b>Document Phase</b> Final	<b>Document Description</b> Purchase of Three (3) Diesel Tractors for Game Management	<b>Page 4</b> <b>of 4</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



**Exhibit "A" Pricing Page**  
 West Virginia Division of Natural Resources  
 Wildlife Resources' Game Management Section Tractors

Item	Section	Description	Year, Make and Model bid	Unit of Measure	Quantity	Unit Price	Extended Cost
1	3.1.1	John Deere Model 5065E or Equal tractor with canopy and front loader.	2016 John Deere 5065E & H240 Tractor/Loader	each	1	0.00 \$32,355.87	0.00 \$32,355.87
SUBTOTAL - "A"							0.00

**Delivery Address:**  
 WV Division of Natural Resources - Tomblin Hill WMA  
 District 4 DNR Office  
 Beckley, WV (Raleigh County)

2	3.1.2	John Deere Model 5065E or Equal with front loader.	2016 John Deere 5065E & H240 Tractor/Loader	each	1	0.00 \$32,305.30	0.00 \$32,305.30
SUBTOTAL - "B"							0.00

**Delivery Address:**  
 WV Division of Natural Resources - Sideling Hill WMA  
 District 2 DNR Office  
 Romney, WV (Hampshire County)

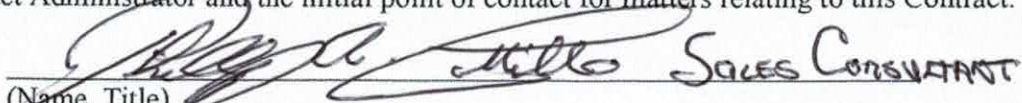
3	3.1.2	John Deere Model 5065E or Equal with front loader.	2016 John Deere 5065E & H240 Tractor/Loader	each	1	0.00 \$32,305.30	0.00 \$32,305.30
SUBTOTAL - "C"							0.00

**Delivery Address:**  
 WV Division of Natural Resources - East Lynn WMA  
 District 5 DNR Office  
 Pt. Pleasant, WV (Mason County)

\$96,966.47

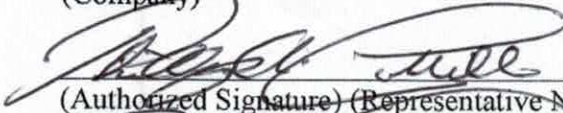
<b>TOTAL BID AMOUNT = A + B + C (INCLUDES SHIPPING CHARGES)</b>							<b>0.00</b>
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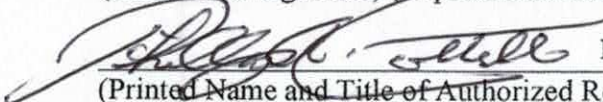
**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

  
 \_\_\_\_\_  
 (Name, Title) Phillip A. Cottrille, Sales Consultant  
 \_\_\_\_\_  
 (Printed Name and Title) Phillip A. Cottrille, Sales Consultant  
 \_\_\_\_\_  
 (Address) Middletown Tractor Sales, 2050 Boyers Drive  
 \_\_\_\_\_  
 Fairmont, WV 26554  
 \_\_\_\_\_  
 (Phone Number) / (Fax Number) 304-366-4690 (304-366-4698 FAX)  
 \_\_\_\_\_  
 (email address) phil@middletowntractor.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

\_\_\_\_\_ 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)

\_\_\_\_\_ 29 June 2016  
 (Date)

\_\_\_\_\_ 304-366-4690 (304-366-4698 FAX)  
 (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

29 June 2016

Date

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



State of West Virginia

**VENDOR PREFERENCE CERTIFICATE**

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

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

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
- Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

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

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

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

- Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,

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

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

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

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

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

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

7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: Middletown Tractor Sales

Signed: 

Date: 29 June 2016

Title: Sales Consultant

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



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: 29 June 2016

State of West Virginia

County of Marion, to-wit:

Taken, subscribed, and sworn to before me this 29<sup>th</sup> day of June, 2016.

My Commission expires Aug. 4, 2020

NOTARY PUBLIC *Penny S. Merrifield*  
*Penny S. Merrifield*

**AFFIX SEAL HERE**

