



# Francis Enterprises, Inc.

PO Box 2284  
Westover, WV 26502

Phone: 304-296-8331  
Fax: 304-296-8339  
Email: [sales@fent.us](mailto:sales@fent.us)

2009 Pleasant Valley Road  
Pleasant Valley, WV 26554

Date: 10/25/2017

## Fax cover Letter

SEALED BID:	Ellis Creek Structural Steel
BUYER:	Mark Atkins, File #33
SOLICITATION NO.	CRFQ DOT1800000032
BID OPENING DATE:	10/25/2017
BID OPENING TIME:	1:30 PM
FAX NUMBER:	304-558-3970

Thank you for asking Francis Enterprises, Inc. to present this proposal, we appreciate every opportunity to provide our services to WV OASIS.

Fred Boyce Sales Manager  
Mark Willard Sales Representative

[fred@fent.us](mailto:fred@fent.us)  
[markw@fent.us](mailto:markw@fent.us)

10/25/17 12:39:00  
WV Purchasing Division



Purchasing Division  
2019 Washington Street East  
Post Office Box 60130  
Charleston, WV 26306-0130

State of West Virginia  
Request for Quotation  
06 - Building Supply

Proc Folder: 373921

Doc Description: Structural Steel for Ellis Creek Bridge (DOT07180815)

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2017-10-12	2017-10-25 13:30:00	CRFQ 0803 DOT1800000032	1

**BIDDER/VEHICLE**

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

**VENDOR**

Vendor Name, Address and Telephone Number:  
Francis Enterprises Inc.  
21 Monongahelia Ave  
Westover, WV 26502  
304-296-8331

**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins  
(304) 558-2307  
mark.a.atkins@wv.gov

Signature X

FEIN # 55-0647197

DATE 10/25/2017

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 Division of Highways (WVDOT), to establish a contract for the one-time purchase of Structural Steel for Piling for Ellis Creek Bridge State Project No. S311-13-3.10 per attached documents.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS DISTRICT SEVEN DRAWER 1228 WESTON WV26452 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	W 12 x 65 Steel Piling	27300.00000	LB	0.50	\$13,650.00

Comm Code	Manufacturer	Specification	Model #
30102803			

**Extended Description :**  
 The beams shall be 20 feet long and the total number of beams shall be 21.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS DISTRICT SEVEN DRAWER 1228 WESTON WV26452 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	#5 Epoxy Coated Bent Rebar	2414.00000	LB	3.33	\$8,038.62

Comm Code	Manufacturer	Specification	Model #
30103623			

**Extended Description :**  
 Epoxy coated rebar shall be manufactured to match the specifications listed in the accompanying set of pertinent plans.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS DISTRICT SEVEN DRAWER 1228 WESTON WV26452 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	#5 Epoxy Coated Straight Rebar	1231.00000	LB	0.80	\$984.80

Comm Code	Manufacturer	Specification	Model #
30103623			

**Extended Description :**

#5 Epoxy Coated Straight Rebar must be in 20 foot lengths and have a total weight of 1,231 pounds. The total number of 20 foot lengths shall be 59 pieces.

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT SEVEN DRAWER 1228 WESTON WV26452 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	#8 Epoxy Coated Straight Rebar	2777.00000	LB	0.79	\$2,193.83

Comm Code	Manufacturer	Specification	Model #
30103623			

**Extended Description :**

#8 Epoxy Coated Straight Rebar must be in 20 foot lengths and have a total weight of 2,777 pounds. The number of 20 foot lengths shall be 52 pieces.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical Questions due by 2:00pm:	2017-10-17

DOT180000032	<b>Document Phase</b> Final	<b>Document Description</b> Structural Steel for Ellis Creek Bridge (DOT07180815)	<b>Page 4</b> of 4
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

Pricing Page					
CRFQ DOT1800000032					
Item Number	Quantity	Unit of Measure	Description	Unit Cost	Total
1	27,300	LB	12 X 65 steel beams in 20 foot lengths; The total number of beams shall be 21.	\$ 0.50	\$ 13,650.00
2	2,414	LB	#5 Epoxy Coated Bent Rebar; Manufactured to meet the specifications listed in the accompanying set of plans.	\$ 3.33	\$ 8,038.62
3	1,231	LB	#5 Epoxy Coated Straight Rebar in 20 foot lengths; Total number of 20 foot lengths shall be 59 pieces.	\$ 0.80	\$ 984.80
4	2,777	LB	#8 Epoxy Coated Straight Rebar in 20 foot lengths; The total number of 20 foot lengths shall be 52 pieces;	\$ 0.79	\$ 2,193.83
<b>Grand Total</b>					\$ 24,867.25

2017/OCT/25/WED 13:19

FRANCIS ENTERPRISES

FAX No. 3042968339

Received: 3042968339

Oct 25 2017 12:39pm P. 006

P006

WV-10  
Approved / Revised  
12/16/15

# State of West Virginia VENDOR PREFERENCE CERTIFICATE

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

- 1.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;  
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
- 2.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 3.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
- 4.  **Application is made for 5% vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- 5.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- 6.  **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
- 7.  **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**  
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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

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

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

Bidder: Francis Enterprises Inc      Signed: Donald F. Boye  
 Date: 10/25/2017      Title: Sales Manager / Vice President

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

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL OTHER CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Francis Enterprises Inc.

Authorized Signature: *Donald F. Rose Jr.* Date: 10/25/2017

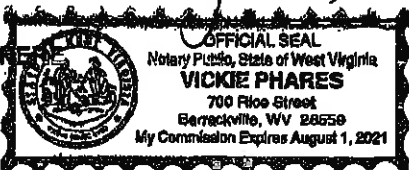
State of WV

County of Marion, to-wit:

Taken, subscribed, and sworn to before me this 25 day of October, 2017

My Commission expires August 1, 2021 20  

AFFIX SEAL



NOTARY PUBLIC

*Vickie Phares*



**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: October 17, 2017 due by 2:00pm EST

Submit Questions to: Mark Atkins, Senior Buyer

2019 Washington Street, East

Charleston, WV 25305

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

Email: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@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.

10/25/17 12:39:16  
WV Purchasing Division