



JEFFERSON
CORPORATION
www.jefferson.com

03/15/22 13:07:20
UW Purchasing Division

We're the Materials Handling Specialists.

**Solving moving and storage problems through
innovative systems design, equipment sales,
parts, rental, installation and service.**

Our Quality Adds Value.

TO : ACBA Warehosue
97 Independent Ave
Nitro, WV 25143

Date : 3/15/2022
Quotation : KM 00095
Estimated DOD : Will Advise At Time of Order

Attention : Ronnie Briscoe



We propose to furnish the following equipment subject to the terms and conditions attached to this proposal.

(3) Crown PE4500-60 6,000 lb. Capacity, AC Traction 24 Volt, End Control, Rider Pallet Truck

Standard Equipment:

Crown's Access 1 2 3 Comprehensive System Control
Access Display includes BDI w/ Lift Lockout and PIN Code Access
Crown Built AC traction motor
One-Touch High Speed
Anti-Tie Down Feature
Performance Tuning through Access Display
Exclusive Urethane Floormat and Integrated Knee Pad Design
Soft Urethane Covered Twist Grips and Grab Bar

Full Width Raise / Lower, Horn and End Mounted Safety Reversing Buttons in Control Handle
Raise / Lower, Horn and High Speed Buttons in Grab Bar
Crown's Shim-Free Casters
Regenerative Motor Braking
Heavy-Duty Drive Unit is top and bottom mounted
Steel Power Unit Doors
Industries Most Durable Fork Assembly
Lift-off Left and Right Battery Retainers
InfoPoint System
Color Coded Wiring
Key Switch

Continue to page 2

JEFFERDS CORPORATION

Accepted: _____
CUSTOMER NAME

SALESMAN

ADDRESS

By _____

This proposal is offered for your acceptance within thirty days of date. It shall constitute a contract of sale after being accepted by the buyer and the seller from St. Albans office acknowledges acceptance. Your attention is invited to the "Conditions and Terms of Sale" which are attached hereof and which are a part of this contract.

| | |
|------------------------------------|--|
| Control Handle | Electronic Power |
| Forks | Standard Tip Length 48.0" Width 9.12" |
| Fork Spread (Out-To-Out) | 27" Outside (Standard Tip) |
| Power Source Type | Lead Acid |
| Maximum Battery Height | 23.38" |
| Maximum Battery Size | 13.19" x 31.12" x 23.38" |
| Battery Spacer | 31.12" |
| Traction Control | Access 123"® Controller |
| Battery Connector Type | SB-175 |
| Battery Connector Color | Red |
| Battery Connector Side | Right |
| Drive Tires | Poly - High Crown |
| Casters | Standard Independent - Shim Free |
| Load Wheels | Polyurethane Single Wheel with Single Axle |
| Load Wheel Compound | -302 Moderate Cut/Tear Resistance with Higher Capacity |
| Battery Discharge Indicator | Crown Access 123"® Display |
| Key Switch | Standard |
| Picking Aid | Quick Pick |
| Storage Module | Storage Module - Battery Cover Mount |
| Coast Control | Quick Coast |
| Platform Mat | Cushioned |
| Paint | Crown Beige/Gray |
| Language | English |
| Warranty | Standard - One Year/Unlimited Hours |
| Surcharge | Surcharge |

Other Equipment & Accessories
Energys Battery 12-E100-13
Energys Charger EI3-HL-4Y
Service Manual
Parts Manual

SALE PRICE FOR 3 UNITS AS STATED ABOVE.....\$ 54,504.00

FOB : Delivered
TERMS: NET 10 DAYS

THIS PROPOSAL DOES NOT INCLUDE APPLICABLE SALES TAX

**THANK YOU FOR CONSIDERING JEFFERDS CORPORATION FOR YOUR
MATERIAL HANDLING NEEDS!**



www.jefferds.com

Saint Albans

652 Winfield Road
St. Albans, WV 25177
304-755-8111
800-735-8111

Huntington

1025 10th St. West
Huntington, WV
800-735-8111

Parkersburg

514 29th Street
Parkersburg, WV
26101
304-422-6491
800-511-5160

Clarksburg

Stonewood Ind. Park
409 Water Street
Stonewood, WV 26301
304-623-6541
800-300-4020

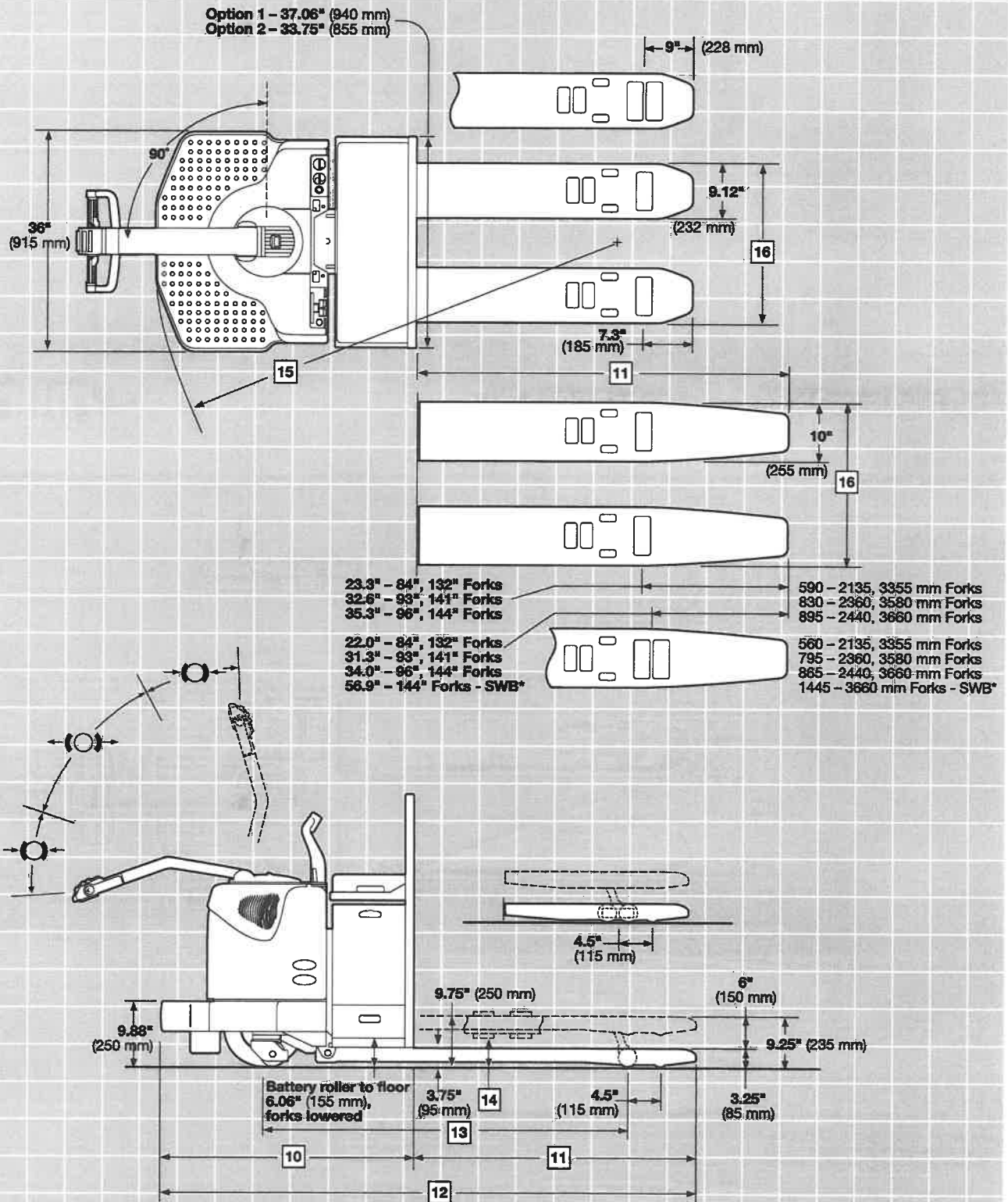
CROWN

PE 4500 SERIES

Specifications

End Control Pallet Truck





*SWB = Short Wheelbase

PE 4500 Series

Specifications

| | | | <i>Imperial</i> | <i>Metric</i> |
|---------------------|----|----------------------------|---|--|
| General Info | 1 | Manufacturer | Crown Equipment Corporation | |
| | 2 | Model | PE 4500 | |
| | 3 | Load Capacity | lb kg | 6000 / 8000 2730 / 3640 |
| | 4 | Power | Electric | 24 Volts |
| | 5 | Operator Type | Stand-up | Walk / Ride |
| Dimensions | 8 | Lift Height | in mm | 9.25 235 |
| | 9 | Lift | in mm | 6 150 |
| | 10 | Head Length | Option 1 / Option 2 in mm | 36.7 / 43.2 930 / 1095 |
| | 16 | Outside Fork Spread | Standard Tip in mm Extended Tip* in mm | 22 / 27 560 / 685 23 / 28 585 / 710 |
| Performance | 17 | Speed Travel | Power Unit First / Forks First | |
| | | Empty | mph km/h | 9.0 / 6.5 14.5 / 10.5 |
| | | 4000 lb (1820 kg) | mph km/h | 7.0 / 5.7 11.3 / 9.2 |
| | | 6000 lb (2730 kg) | mph km/h | 6.3 / 5.1 10.1 / 8.2 |
| | | 8000 lb (3640 kg) | mph km/h | 6.0 / 5.0 9.7 / 8.0 |

*Add .5" (15 mm) for forks above 102" (2590 mm)

| | | <i>Imperial</i> | <i>Metric</i> | |
|-------------------------|--------------------|---|---|--|
| Wheels and Tires | Model | PE 4500 | | |
| | Drive Tire | in mm | 13 x 4.5 x 8 Poly 330 x 115 x 205 Poly | |
| | Casters | in mm | 2 - 4 x 2.5 Poly 2 - 100 x 65 Poly | |
| | Load Wheels | in mm | 2 - 3.25 x 6.5 (-302) 2 - 85 x 165 (-302) | |
| | | -301 | Moderate cut/tear resistance, high capacity. High capacity transport. Not for dock use. | |
| | | -302 | Highest cut/tear resistance offered. Extremely high capacity, low rolling resistance. Docks, rough floors and floor debris. | |
| | -401 | Combines good cut/tear resistance and very high capacity. Use where nothing else works. | | |

PE 4500 Series

Specifications

| PE 4500 Series | | | | Standard-Tip Forks | | | | | | | | |
|----------------------------------|-----------------------------------|----------|-------|--------------------|-------|--------|-------|----------|-------|--------|-------|----------|
| | | | | Imperial | | Metric | | Imperial | | Metric | | Imperial |
| Forks | Nominal Fork Length | | in mm | 36 | 915 | 42 | 1065 | 48 | 1220 | 54 | 1370 | |
| | 11 Actual Fork Length | | in mm | 35.75 | 910 | 41.75 | 1060 | 47.75 | 1215 | 53.75 | 1365 | |
| | 12 Overall Length | Option 1 | | in mm | 72.44 | 1840 | 78.44 | 1990 | 84.44 | 2145 | 90.44 | 2295 |
| | | Option 2 | | in mm | 78.94 | 2005 | 84.94 | 2155 | 90.94 | 2310 | 96.94 | 2460 |
| | 13 Wheelbase – Forks Raised | Option 1 | | in mm | 43.12 | 1095 | 49.12 | 1250 | 55.12 | 1400 | 61.12 | 1550 |
| | | Option 2 | | in mm | 49.62 | 1260 | 55.62 | 1415 | 61.62 | 1565 | 67.62 | 1720 |
| | 14 Grade Clearance – Forks Raised | Option 1 | | % | 44 | 44 | 38 | 38 | 34 | 34 | 30 | 30 |
| | | Option 2 | | % | 38 | 38 | 33 | 33 | 30 | 30 | 27 | 27 |
| 15 Turning Radius – Forks Raised | Option 1 | | in mm | 60.95 | 1550 | 66.93 | 1700 | 72.90 | 1850 | 78.88 | 2005 | |
| | Option 2 | | in mm | 67.43 | 1715 | 73.40 | 1865 | 79.38 | 2015 | 85.38 | 2170 | |
| 7 Truck Weight without Battery | 6000 lb (2730 kg) | lb | kg | 1496 | 680 | 1512 | 690 | 1528 | 700 | 1544 | 700 | |
| | 8000 lb (3640 kg) | lb | kg | 1515 | 690 | 1539 | 700 | 1563 | 710 | 1587 | 720 | |

| PE 4500 Series | | | | Standard-Tip Forks | | | | Extended-Tip Forks | | | | |
|----------------------------------|-----------------------------------|----------|-------|--------------------|--------|--------|--------|--------------------|--------|--------|--------|----------|
| | | | | Imperial | | Metric | | Imperial | | Metric | | Imperial |
| Forks | Nominal Fork Length | | in mm | 60 | 1525 | 96 | 2440 | 84 | 2135 | 93 | 2360 | |
| | 11 Actual Fork Length | | in mm | 59.75 | 1520 | 95.75 | 2430 | 83.75 | 2125 | 93 | 2360 | |
| | 12 Overall Length | Option 1 | | in mm | 96.44 | 2450 | 132.44 | 3365 | 120.44 | 3060 | 129.69 | 3295 |
| | | Option 2 | | in mm | 102.94 | 2615 | 138.94 | 3530 | 126.94 | 3225 | 136.19 | 3460 |
| | 13 Wheelbase – Forks Raised | Option 1 | | in mm | 67.12 | 1705 | 103.12 | 2620 | 75.12 | 1910 | 75.12 | 1910 |
| | | Option 2 | | in mm | 73.62 | 1870 | 109.62 | 2785 | 81.62 | 2075 | 81.62 | 2075 |
| | 14 Grade Clearance – Forks Raised | Option 1 | | % | 27 | 27 | 18 | 18 | 24 | 24 | 24 | 24 |
| | | Option 2 | | % | 25 | 25 | 17 | 17 | 22 | 22 | 22 | 22 |
| 15 Turning Radius – Forks Raised | Option 1 | | in mm | 84.88 | 2155 | 120.8 | 3070 | 92.90 | 2360 | 92.90 | 2360 | |
| | Option 2 | | in mm | 91.38 | 2320 | 127.3 | 3235 | 99.30 | 2520 | 99.30 | 2520 | |
| 7 Truck Weight without Battery | 6000 lb (2730 kg) | lb | kg | 1560 | 710 | 1710 | 780 | 1643 | 750 | 1724 | 780 | |
| | 8000 lb (3640 kg) | lb | kg | 1611 | 730 | 1775 | 805 | 1703 | 775 | 1784 | 810 | |

| PE 4500 Series | | | | Extended-Tip Forks | | | | | | | | | | |
|----------------------------------|-----------------------------------|----------|-------|--------------------|--------|--------|--------|----------|--------|--------|--------|----------|--------|--------|
| | | | | Imperial | | Metric | | Imperial | | Metric | | Imperial | | Metric |
| Forks | Nominal Fork Length | | in mm | 96 | 2440 | 132 | 3355 | 141 | 3580 | 144 | 3660 | 144** | 3660** | |
| | 11 Actual Fork Length | | in mm | 95.75 | 2430 | 131.75 | 3345 | 140.75 | 3575 | 143.75 | 3650 | 144 | 3660 | |
| | 12 Overall Length | Option 1 | | in mm | 132.44 | 3365 | na | na | na | na | na | na | na | na |
| | | Option 2 | | in mm | 138.94 | 3530 | 174.94 | 4445 | 183.94 | 4670 | 186.94 | 4750 | 187.19 | 4755 |
| | 13 Wheelbase – Forks Raised | Option 1 | | in mm | 75.12 | 1910 | na | na | na | na | na | na | na | na |
| | | Option 2 | | in mm | 81.62 | 2075 | 129.62 | 3290 | 129.62 | 3290 | 129.62 | 3290 | 107.8 | 2740 |
| | 14 Grade Clearance – Forks Raised | Option 1 | | % | 24 | 24 | na | na | na | na | na | na | na | na |
| | | Option 2 | | % | 22 | 22 | 17 | 17 | 17 | 17 | 17 | 17 | 7.6 | 7.6 |
| 15 Turning Radius – Forks Raised | Option 1 | | in mm | 92.90 | 2360 | na | na | na | na | na | na | na | na | |
| | Option 2 | | in mm | 99.30 | 2520 | 147.30 | 3740 | 147.30 | 3740 | 147.30 | 3740 | 125.7 | 3195 | |
| 7 Truck Weight without Battery | 6000 lb (2730 kg) | lb | kg | 1739 | 790 | 2156 | 980 | 2237 | 1015 | 2252 | 1025 | 2401 | 1090 | |
| | 8000 lb (3640 kg) | lb | kg | 1799 | 820 | | | | | | | | | |

**Shorter wheelbase and turning radius.

Maximum Battery Size

Option 1 - 6.69" wide x 34.44" long x 31.62" high (170 wide x 875 long x 805 mm high)

Option 2 - 13.19" wide x 31.12" long x 31.62" high (335 wide x 790 long x 805 mm high)

Batteries

Option 1 - 24-volt, 330 amp hour, 7.7 kWh

Min/Max weight 360/900 lb (160/410 kg)

Option 2 - 24-volt, 930 amp hour, 21.5 kWh

Min/Max weight 975/1500 lb (440/680 kg)

Standard Equipment

- 24-volt fused electrical system
- Access 1 2 3® Comprehensive System Control with AC Traction (Includes BDI with lift lockout, hour meters, PIN codes and event codes)
- Polyurethane load wheels
- Heavy-duty articulating shim free casters
- Full width, raise, lower, horn, and end mounted reversing button in control handle
- Raise, lower, horn and high speed button on operator grab bar
- 175 amp battery connector
- Key switch
- Horn
- Lift-off left and right battery retainers
- Anti-tie down
- Platform cushion (non-freezer conditioned trucks)
- Rubber knee pad
- One-touch high speed
- Steel doors
- Color-coded wiring
- InfoPoint® - Quick reference guide and maps support diagnostics

Optional Equipment

- Electronic power steering
- Coast control
- Quick Coast™
- QuickPick® control handle
- Quick adjustment caster
- Quick adjustment caster with torsion bar package
- Battery retainer interlock switch
- Quick battery disconnect handle (right side only)
- Left side battery connector
- Battery compartment rollers
- Lift-off load backrest
- Hinged load backrest with quick release (48", 60" or 72" high) (1220, 1525 or 1830 mm high)

- Bolt-on load backrest
- Work Assist® Accessories:
 - LED flashing light
 - Work lights
 - Fan
 - Storage pouch
 - Pad clip and hook
 - Shrink wrap tray (Option 2 battery only)
 - Shrink wrap holder (mounted on backrest)
- Storage module (Option 2 battery only)
- 7" (180 mm) wide fork (6000 lb [2730 kg] only)
- Drive tire and load wheel options
- Toggle switch in lieu of key
- Tandem axle load wheels
- Dual or triple load wheels
- Cold and corrosion conditioning
- Special color paint
- Skid adapter
- Rubber skirt extension
- EE Rating
- InfoLink®
- Pallet stop
- Static strap
- SB 350, SBX 350 battery connector

Operator Area and Controls

The PE 4500 Series has an operator platform which increases operator comfort and productivity. Rounded edges and careful placement of operator contact points make the PE 4500 Series user friendly. Contoured steel doors allow for maximum operator and foot room.

The Crown PE 4500 Series has a microcellular composition floor mat and a rubber knee pad for improved operator comfort.

The Crown PE 4500 Series has dual, soft urethane twist grips with automatic return to neutral when released. Two textures and a unique "cam" design aid in plugging, steering and long distance travel. On the control pod are full width raise, lower, and horn buttons for easy actuation. Reversing button in control handle reverses direction of travel if button should come in contact with operator. Soft urethane operator grab bar provides operator security and comfort. Grab bar has raise, lower, horn and high speed controls for improved productivity.

One touch high speed allows operators to activate the high speed button once and not have to hold the button down to travel in high speed. High speed is deactivated when the twist grip returns to neutral or when the brake is applied.

Crown's electronic power steering option is ideal for dock work or any application that requires frequent turning and maneuvering in tight spaces. Operators experience greater comfort and reduced fatigue compared to manual steering, making them more productive.

The Quick Coast option allows the truck to coast as the operator walks down the aisle performing low-level order picking. The Quick Coast switch is conveniently placed on the grab bar for easy activation. The Quick Coast option includes infinitely variable handle positioning within the coast range, and the audible and visual feedback features remind operators the Quick Coast option is activated. The Quick Coast option meets current ANSI/ASME requirements.

The QuickPick control handle option, normally used in conjunction with coast control or Quick Coast, assists an operator to perform low-level order picking. The QuickPick control handle has two switches on each side of the handle. The QuickPick control handle activation allows the truck to travel, power unit first, at walking speed.

Many optional features for the operator area and controls are available to suit a wide range of applications.

Electrical System

Heavy-duty, 24-volt electrical system for demanding warehouse, dock and transport applications. The Access 3™ traction control system and Crown-manufactured AC drive motor provide unmatched reliability in the toughest applications.

Access 1 2 3® Comprehensive System Control with AC Traction

This system provides unmatched truck control and system performance in:

- Traction control
- Operator interface
- Diagnostics

Crown's technology provides a closed-loop traction control system which maintains top speed throughout the battery charge. The large Crown-manufactured AC traction motor specifically designed for lift truck applications, provides improved acceleration and plug reversal which may be an advantage in some applications. The Access™ display offers six hour meter readouts and odometer. The operator message mode includes BDI, truck hours, odometer, trip odometer, or timer.

The Access display also includes a full featured on-board service tool. The service technician can actively view inputs and outputs during truck operation. Event code history including the last 16 event codes are accessible. No service key, laptop, or handset required.

Access 3 controller has full-time management control of traction and other system inputs and outputs. Access 3 simplifies the system by reducing componentry including contactors, relays, and other hard-wired components.

Performance Tuning

Performance Tuning can be accessed at the display to customize truck performance for specific applications or operator requirements. Crown's Integrated System Control provides a responsive, energy efficient and reliable machine.

The proven Access 1 2 3 diagnostics has been extensively developed to address the real world of troubleshooting and repair.

InfoPoint®

InfoPoint System allows your technician to troubleshoot without complicated schematics, wiring diagrams or cumbersome service manuals for over 95% of your repairs. Simplicity is complete with InfoPoint Quick Reference Guide, color-coded component maps, and "information nuggets" located on the truck.

Information on time consists of clearly labeling each component and providing an area map showing the component location. A Quick Reference Troubleshoot Guide is supplied with each truck showing display operation, code definitions, and an overall component ID of the entire truck.

Hydraulics

Heavy-duty pump, motor, reservoir and control are assembled into one unit. A centrally located lift cylinder, mounted vertically, is equipped with long life polyurethane packings. A pressure compensating flow control valve is an integral part of the valve block and regulates lowering speed. Overload valve protects hydraulic components.

Power Steering System

The optional electronic power steering system includes the Access 5 steer control module and an AC steer motor integrated with the Access 1 2 3® system.

The system provides superior handling and stability through traction control software that increases steer assist at lower speeds and automatically reduces truck speed in turns.

Drive Unit

All gear drive from drive motor to drive wheel axle. Drive tire axle is mounted in the drive unit on both sides for maximum strength in rough floor or docking applications. Drive unit is top and bottom mounted. Top mount is a large, tapered roller bearing for vertical or horizontal forces. Bottom mount has four shock mounted rollers on drive unit running in a hardened steel roller race. Gear train runs in oil-filled, sealed housing.

Caster System

Standard on the PE 4500 Series are shim free, spring-loaded, articulating, stabilizing casters designed and manufactured by Crown for increased truck performance and service life.

Crown has designed two optional caster systems for the PE 4500 Series to meet high-volume warehouse requirements:

Option 1: Quick adjustment casters enable braking, traction, steer effort and stability to be "balanced" based on your specific applications. This system can also increase drive tire life by as much as 60 percent by permitting more tire wear.

Option 2: All of the advantages of quick adjustment casters are yours, in addition to a torsion bar suspension that maximizes stability on tall, unwieldy and less stable loads.

Fork Assembly

Fork width - 9.12" (230 mm) on standard-tip fork models, 10" (255 mm) on extended-tip fork models. Fork spread - 22" and 27" (560 and 685 mm) standard on

standard-tip models. 23" - 26" (585 - 660 mm) spread available in one-inch (25 mm) increments. 23" and 28" (585 and 710 mm) standard on models with extended-tip models. Fork spreads from 24" - 27" (610 - 685 mm) available in one-inch (25 mm) increments. Fork lengths - 36, 42, 48, 54, 60, 96" (915, 1065, 1220, 1370, 1525, 2440 mm) with standard tip; 84, 93, and 96" (2135, 2360, and 2440 mm) forks available with extended-tip design for shorter wheelbase.

To facilitate pallet entry/exit Crown has engineered several features into the fork assembly. Standard-tip forks have pallet entry rollers to lift fork over bottom board of pallet. Rollers are made of high molecular weight polyethylene with .75" (20 mm) axle and roll pin.

Extended-tip fork design has totally enclosed tip, with full length convex bottom surface creating an entry ramp. Ramp design helps fork glide over bottom boards of pallet and keeps welded edges from touching bottom boards of pallet.

Abrasion resistant steel entry/exit slides on both sides of each fork have convex bottom surfaces to prevent snagging as forks move over bottom boards of pallet. One piece design with radiused edges are welded away from contact point of slide.

Exit roller design prevents load wheel from dropping after crossing bottom board. The 4" (100 mm) wide, steel exit roller is positioned directly behind the load wheel to keep the fork rolling. Entry/exit slide design also assists in trouble-free pallet entry/exit.

Fork adjustment is done at the toe with no need to remove a cover plate. Fork heel height adjustment is done quickly without removing battery. Quick and easy fork adjustment promotes servicing of fork assembly to keep pallet entry/exit productive.

Pull rod design incorporates a replaceable "tenon" design for fast servicing of pull rod while still in the truck.

Power Unit Structure

Rugged steel doors are suspended on heavy-duty pin hinges. Doors swing wide for good access. Doors also can be lifted off for unrestricted service access. Door bolts have exclusive convex design that mates with concave door holes for fast reinstallation of bolts. Heavy steel skirt surrounds entire area.

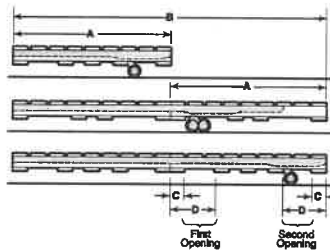
Brake

Manual Steering: Internal expanding mechanical brake with fin-cooled 6" (150 mm) drum. Braking on PE is actuated by control handle position.

Electronic Power Steering Option: e-GEN® braking system replaces the mechanical brake. e-GEN braking uses the powerful torque of the Crown AC drive motor to perform braking and virtually eliminates brake maintenance. While moving, e-GEN braking is applied if the operator moves the tiller handle into the brake zone, removes travel input request or reverses direction. A two-stage electric brake serves as a park brake.

Pallet Planning Guide

On standard-tip fork models, the load wheel will drop in the second opening of the pallet when "A" or "B" dimension equals the nominal fork length. On extended-tip fork models, the load wheel will drop in the first opening of the second pallet. On models with a single load



wheel, the "C" dimension should be 6" (150 mm) maximum and the "D" dimension should be 14" (355 mm) minimum. On models with tandem load wheels, the "C" dimension should be 6" (150 mm) maximum and the "D" dimension should be 17" (430 mm) minimum. Customers that need tandem load wheel trucks, but use pallets with smaller openings, may be accommodated if the maximum lift height of the truck is reduced. Contact your local Crown dealer for details.

Warning Device Options

Audible or Visual Alerts

Safety considerations and dangers associated with audible travel alarms and lights include:

- Multiple alarms and/or lights can cause confusion.
- Workers ignore the alarms and/or lights after day-in and day-out exposure.
- Operator may transfer the responsibility for "looking out" to the pedestrians.
- Annoys operators and pedestrians.

Other Options Available

Contact factory for additional options.

Dimensions and performance data given may vary due to manufacturing tolerances. Performance is based on an average size vehicle and is affected by weight, condition of truck, how it is equipped and the conditions of the operating area. Crown products and specifications are subject to change without notice.

CROWN

You can count on Crown to build lift trucks designed for safe operation, but that's only part of the safety equation. Crown encourages safe operating practices through ongoing operator training, safety-focused supervision, maintenance and a safe working environment. Go to crown.com and view our safety section to learn more.

Crown Equipment Corporation

New Bremen, Ohio 45869 USA

Tel 419-629-2311

Fax 419-629-3796

crown.com

Because Crown is continually improving its products, specifications are subject to change without notice.

Crown, the Crown logo, the color beige, the Momentum symbol, Access, Access 3, Access 1 2 3, e-GEN, InfoLink, InfoPoint, Quick Coast, QuickPick, and Work Assist are trademarks of Crown Equipment Corporation.

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

State of West Virginia
Centralized Request for Quote
Equipment

| | | | |
|---|----------------------------|---------------------------------|----------------|
| Proc Folder: 1009573 | | Reason for Modification: | |
| Doc Description: RFQ- 3 HYSTER MODEL B60ZAC or EQUAL PALLET TRUCKS | | | |
| Proc Type: Central Purchase Order | | | |
| Date Issued | Solicitation Closes | Solicitation No | Version |
| 2022-02-28 | 2022-03-15 13:30 | CRFQ 0708 ABC2200000003 | 1 |


BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:
Vendor Name : *Jefferds Corporation*
Address : *2070*
Street : *Winfield Road*
City : *St. Albans*
State : *WV* Country : *US* Zip : *25177*
Principal Contact : *Frankie Ball*
Vendor Contact Phone: *304-755-8111* Extension: *357*

FOR INFORMATION CONTACT THE BUYER
Joseph E Hager III
(304) 558-2306
joseph.e.hageriii@wv.gov

Vendor Signature X  FEIN# *55-0336065* DATE *3/15/22*

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 WV Alcohol Beverage Control Administration to establish a contract for the one time purchase of THREE (3) HYSTER MODEL B60ZAC (OR EQUAL) BATTERY POWERED PALLET TRUCK WALKIE/RIDER per the attached specifications and terms and conditions.

INVOICE TO**SHIP TO**

ALCOHOL BEVERAGE
CONTROL COMMISSION
4TH FLOOR
900 PENNSYLVANIA AVE
CHARLESTON WV
US

ABCA WAREHOUSE

HUB INDUSTRIAL PARK
97 INDEPENDENT AVE
NITRO WV
US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|---------|------------|------------|-------------|
| 1 | RFQ- 3 HYSTER MODEL B60ZAC or EQUAL PALLET TRUCK | 3.00000 | EA | | |

Comm Code**Manufacturer****Specification****Model #**

24101603

Extended Description:

RFQ- 3 HYSTER MODEL B60ZAC or EQUAL PALLET TRUCK
PER ATTACHED SPECIFICATIONS

SCHEDULE OF EVENTS

| <u>Line</u> | <u>Event</u> | <u>Event Date</u> |
|-------------|--------------|-------------------|
|-------------|--------------|-------------------|

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 **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 individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying 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
Revised 02/08/2022

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 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: 03/07/2022 @ 4:00 PM ET

Submit Questions to: Josh Hager
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-3970
Email: Joseph.E.HagerIII@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: 3 Hyster Model B60ZAC ir Equal Pallet Trucks
BUYER: Josh Hager
SOLICITATION NO.: CRFQ 0708 ABC2200000003
BID OPENING DATE: See next page
BID OPENING TIME: See next page
FAX NUMBER: 304-558-3970

Revised 02/08/2022

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 a 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 prior to the bid opening date and time identified in Section 7 below, plus ^{NA} _____ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

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: 3/15/2022 @ 1:30 PM ET

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. ALTERNATE MODEL OR BRAND: Unless the box below is checked, 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.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

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 be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

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 and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and 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 to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

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.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award.

A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

24. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, 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: The Initial Contract Term will be for a period of _____. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

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 delivered to the Agency and then 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. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

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 of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

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: Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked in Section 3 above. If either “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

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/Award Document 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 in this section must be provided to the Purchasing Division by the Vendor as specified:

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 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

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. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

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.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: _____ per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: 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.

10. [Reserved]

11. LIQUIDATED DAMAGES: 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. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. 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.

13. 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. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. 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.

17. 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, included in the Contract, 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.

18. 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. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. 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.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. 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.

22. COMPLIANCE WITH LAWS: 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.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

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. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. 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.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

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 and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. 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.

39. 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.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, 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.

41. 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.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

1. 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; or
2. 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.

42. 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.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES – This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

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.

J. Adkins - Risk Manager
(Name, Title)
Jerry L. Adkins Jr - Risk Manager
(Printed Name and Title)
2070 Winfield Road, St. Albans, WV 25177
(Address)
304-755-8111 / 304-755-7544
(Phone Number) / (Fax Number)
Frankie Ball@jefferds.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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Jefferds Corporation
(Company)

J. Adkins, Risk Manager
(Authorized Signature) (Representative Name, Title)

Jerry L. Adkins Jr, Risk Manager
(Printed Name and Title of Authorized Representative)

3/15/22
(Date)

304-755-8111, 304-755-7544
(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.

Jeffers Corporation
Company


Authorized Signature

3/15/22
Date

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

REQUEST FOR QUOTATION
THREE (3) HYSTER MODEL B60ZAC (OR EQUAL) BATTERY POWERED PALLET
TRUCK WALKIE/RIDER

SPECIFICATIONS

1. PURPOSE AND SCOPE: The West Virginia Purchasing Division is soliciting bids on behalf of WV Alcohol Beverage Control Administration to establish a contract for the one time purchase of THREE (3) HYSTER MODEL B60ZAC (OR EQUAL) BATTERY POWERED PALLET TRUCK WALKIE/RIDER.

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 “Contract Item” means THREE (3) HYSTER MODEL B60ZAC 2022 (OR EQUAL) BATTERY POWERED HAND TRUCK WALKIE/RIDER as more fully described by these specifications.

2.2 “Pricing Page” means the pages, contained in wvOASIS or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.

2.3 “Solicitation” means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

3. GENERAL REQUIREMENTS:

3.1 Mandatory Contract Item Requirements: Contract Item must meet or exceed the mandatory requirements listed below.

3.1.1 THREE (3) HYSTER MODEL B60ZAC (OR EQUAL) BATTERY POWERED PALLET TRUCK WALKIE/RIDER.

| | |
|------------------------|---------------------|
| LOAD CAPACITY | 6000 LBS |
| FORK LENGTH | 48 INCHES |
| LOWERED FORK HEIGHT | 3.25 INCHES |
| FORK SPRED | 27 INCHES |
| ELEVATED FORK HEIGHT | 9.3 INCHES |
| INDIVIDUAL FORK WIDTH | 9.0 INCHES |
| LIFT | 6.0 INCHES |
| DRIVE WHEELS | 10”X5” CROWNED POLY |
| LOAD WHEELS | 3.25”X6.5” POLY |
| CASTER WHEELS | 4”X2.5” POLY |
| ANTI-FATIGUE FLOOR MAT | |
| BATTERY CONNECTOR | SB 175 RED |

REQUEST FOR QUOTATION
THREE (3) HYSTER MODEL B60ZAC (OR EQUAL) BATTERY POWERED PALLET
TRUCK WALKIE/RIDER

BATTERY – 24 VOLT 510 AMP HOURS- NOT TAR SEALED
CHARGER & ACCESSORIES
SERVICE MANUAL
PARTS MANUAL
CONTROL HANDLE WITH DAMPENED RETURN
BATTERY DISCHARGE INDICATOR WITH HOUR METER
12 MONTH/2000 HOUR WARRANTY
LOAD BACK REST NOT REQUIRED

3.1.1.1 THREE (3) HYSTER MODEL B60ZAC (OR EQUAL) BATTERY
POWERED PALLET TRUCK WALKIE/RIDER MUST BE
MODEL YEAR 2022 AND MUST BE NEW AND UNUSED.

3.1.1.2 MUST BE DELIVERED TO WVABCA DISTRIBUTION
CENTER LOCATED AT 97 INDEPENDENT AVENUE, HUB
INDUSTRIAL PARK, NITRO, WV 25143

3.1.1.3 MUST PROVIDE TRAINING AND CERTIFICATION TO
WVABCA STAFF

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5. PAYMENT:

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

REQUEST FOR QUOTATION
THREE (3) HYSTER MODEL B60ZAC (OR EQUAL) BATTERY POWERED PALLET
TRUCK WALKIE/RIDER

6. DELIVERY AND RETURN:

6.1 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 within Ninety (90) working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at **WVABCA DISTRIBUTION CENTER, 97 Independent Avenue, Hub Industrial Park, Nitro, WV 25143.**

6.2 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.

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

6.4 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.

6.5 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.

REQUEST FOR QUOTATION
THREE (3) HYSTER MODEL B60ZAC (OR EQUAL) BATTERY POWERED PALLET
TRUCK WALKIE/RIDER

7 VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

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

7.2.3 Any other remedies available in law or equity.

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: JEFFERDS CORPORATION

Authorized Signature: [Signature] Date: 3/15/22

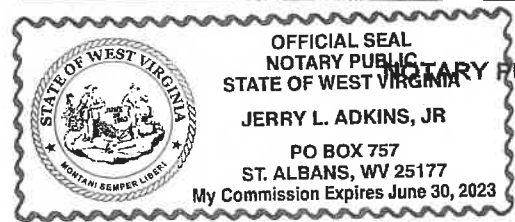
State of West Virginia

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 15th day of March, 2022

My Commission expires June 30, 2023.

AFFIX SEAL HERE



[Signature]

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|---|------------------------------------|------------------------|
| PRODUCER USI Ins Svcs C/L Charleston 1 Hillcrest Drive East Charleston, WV 25311 304 347-0611 | CONTACT NAME: Sherry Hersman PHONE (A/C, No, Ext): 304 347-0631 E-MAIL ADDRESS: Sherry.hersman@usi.com | FAX (A/C, No): 304 347-0605 | |
| | INSURER(S) AFFORDING COVERAGE INSURER A : Motorists Mutual Insurance Company | | NAIC # 14621 |
| INSURED Jefferds Corporation DBA Homestead Materials Handling Co. Bobcat of Advantage Valley PO Box 757 Saint Albans, WV 25177 | INSURER B : | | |
| | INSURER C : | | |
| | INSURER D : | | |
| | INSURER E : | | |
| | INSURER F : | | |
| | | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|----------------------------|--------------------------|--------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:1,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | Y | Y | 5000102959 5000103382VA | 04/01/2021 04/01/2021 | 04/01/2022 04/01/2022 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY | Y | Y | 5000102959 | 04/01/2021 | 04/01/2022 | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$1,000,000 BODILY INJURY (Per accident) \$1,000,000 PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | 5000102959 | 04/01/2021 | 04/01/2022 | EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | <input checked="" type="checkbox"/> Equipment Floater | | | 5000102959 | 04/01/2021 | 04/01/2022 | \$21,135,531 Limit \$2,500 Deductible |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is an additional insured as respects General Liability, when required by written contract.

| | |
|--|--|
| CERTIFICATE HOLDER State of WV Dept. of Administration Purchasing Division 2019 Washington Street, East Charleston, WV 25305-0130 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>James P. Crouse</i> |
|--|--|

CONTRACTOR LICENSE

Authorized by the
West Virginia Contractor Licensing Board

Number: WV002496

Classification:
SPECIALTY

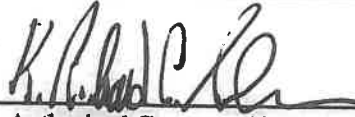
JEFFERDS CORPORATION
DBA JEFFERDS CORPORATION
PO BOX 757
SAINT ALBANS, WV 25177-0757

Date Issued

Expiration Date

AUGUST 29, 2021

AUGUST 29, 2022



Authorized Company Signature



Chair, West Virginia Contractor
Licensing Board



**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferrable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.



**HOMESTEAD
MATERIALS
HANDLING
COMPANY
LOCATIONS**



11250 Hopson Road
Ashland, VA 23005
(804) 299-3393
Fax (804) 299-3402



3218 Salem Turnpike, NW
P.O. Box 6218
Roanoke, VA 24017
(540) 344-0911
Fax (540) 342-2403



420 Bradley Drive
P.O. Box 10546
Lynchburg, VA 24501
(434) 845-4699
Fax (434) 528-3036



1101 International Plaza
Chesapeake, VA 23323
(757) 606-2673
Fax (757) 673-0002



961 Laurel Hill Road
P.O. Box 587
Verona, VA 24482
(540) 248-3600
Fax (540) 248-5173



223 Lee Highway
Chilhowie, VA 24319
(276) 646-0240
Fax (276) 646-0245

Winchester 540-597-7020



614 New Goff Mountain Road
Cross Lanes, WV 25313
(304) 776-9100
Fax (304) 776-0285



514 29th Street
Parkersburg, WV 26101
(304) 422-6491
Fax (304) 422-6475



8360 Water Street
Stonewood, WV 26301
(304) 623-6541
Fax (304) 622-9721