



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

# Request for Quotation

RFQ NUMBER  
**85602056**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**JOHN JOHNSTON**  
**304-558-2402**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF HIGHWAYS  
 TRAFFIC ENG STORAGE FACILITY  
 D-1, I-64 SECT 3 MAINT GARAGE  
 US 119 NORTH OF CITY LIMITS  
 CHARLESTON, WV  
 25301 304-558-6266

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/26/2006				

BID OPENING DATE: **05/17/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		550-54		
BREAKAWAY SIGN SUPPORTS AND ASSOCIATED HARDWARE TO FURNISH BREAKAWAY SIGN SUPPORTS AND ASSOCIATED HARDWARE AS PER THE ATTACHED SPECIFICATIONS. VENDOR PREFERENCE CERTIFICATE CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS). A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: <input type="checkbox"/> BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR <input type="checkbox"/> BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**GENERAL TERMS & CONDITIONS  
(REQUEST FOR QUOTATION) RFQ AND (REQUEST FOR PROPOSAL) RFP**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$45 fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**ORIGINAL SIGNED BID TO:**

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

**DUPLICATE BID TO:**

State Auditor's Office  
Bid Observer  
Building 1 Room W114  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0230



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<p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH</p>						

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<p>BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S)</p>						

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<p>IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p style="text-align: center;">NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p style="padding-left: 40px;">DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>AN EXACT DUPLICATE MUST BE SUBMITTED TO:</p> <p style="padding-left: 40px;">STATE AUDITOR'S OFFICE          BID OBSERVER          BUILDING 1, ROOM W114          1900 KANAWHA BOULEVARD, EAST          CHARLESTON, WV 25305-0230</p> <p>BOTH BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 33</p> <p>RFQ. NO.: 85602056</p> <p>BID OPENING DATE AND TIME</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): -----  ***** THIS IS THE END OF RFQ 85602056 ***** TOTAL: _____						

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## **BREAKAWAY SIGN SUPPORT STUBS, SUPPORTS, AND ASSOCIATED HARDWARE**

### **SCOPE OF BID**

The purpose of this bid shall be to furnish a specified quantity of breakaway sign supports, stub posts, and associated hardware, to the West Virginia Division of Highways.

### **SPECIFICATIONS**

Materials and fabrication shall conform to the West Virginia Division of Highways' Standard Specifications Roads and Bridges, adopted 2000, and the latest supplemental specifications, as applicable. All structural steel posts and stubs shall conform to ASTM A-572, Grade 50. All galvanizing shall conform to ASTM A-123. Stubs and supports shall be manufactured in compliance with the West Virginia Division of Highways' Standard Details Book, Volume II, Signing, Signals, Lighting, and Marking, Sheets TE 1-3A and TE 1-3B, with the following exception:

- Holes for all keeper plates shall be drilled 1/8" larger than the bolt diameter

The above mentioned specifications and details are available on the web at the following address: [http://www.wvdot.com/engineering/TOC\\_engineering.htm](http://www.wvdot.com/engineering/TOC_engineering.htm)

Supports listed on this order with the post "BOTTOM LENGTH" only is "bottoms only" (portion of support below saw cut). All bottom only sign supports shall be furnished with two hinge plates, a base plate, properly drilled holes, a keeper plate, shims, and all associated hardware (bolts, nuts, washers) required for assembly and connection at the saw cut and at the base.

Supports listed on this order with the post "TOP LENGTH" only are "tops only" (portion of support above saw cut). All top only sign supports shall be furnished with properly drilled holes. No plates or hardware required.

All stub supports on this order shall be manufactured and supplied as shown on Standard Detail Sheet TE1-3A. No plates or hardware required.

### **PACKAGING**

Hardware and plates shipped with this order shall be "packaged" as follows:

- Hinge plates shall be delivered in separate containers (buckets) for each size plate. The size plate ("S4", "W6", "W8", or "W10") and quantity shall be marked clearly on each container. The quantity per each container shall be at the discretion of the supplier.
- Keeper plates shall be delivered in separate containers (buckets) for each size plate. Plates of the same size shall be bundled together in groups of 10 ea. The size plate ("S4", "W6", "W8", or "W10") and quantity shall be marked clearly on each container. The quantity per each container shall be at the discretion of the supplier.

- Bolts shall be delivered in separate containers (bags or buckets) for each size bolt. The quantity per each container shall be at the discretion of the supplier. The size bolt and quantity shall be marked clearly on each container.
- Flat washers shall be delivered in separate containers (bags or buckets) for each size washer. The quantity per each container shall be at the discretion of the supplier. The size washer and quantity shall be marked clearly on each container. ½" flat washers shall be packaged separately from ½" beveled washers.
- Nuts shall be delivered in separate containers (bags or buckets) for each size nut. The quantity per each container shall be at the discretion of the supplier. The size nut and quantity shall be marked clearly on each container.
- Brass shims shall be delivered in separate containers (bags or buckets). The quantity per each container shall be at the discretion of the supplier. The quantity shall be marked clearly on each container.

### **DELIVERY**

The successful bidder shall be allowed sixty (60) calendar days after award of this purchase for delivery. If the vendor can not supply the required material within the specified time frame, they shall be subject to a liquidated damages fee of \$150 per calendar day beyond the order due date.

Notification of shipment from vendor shall be received a minimum of 48 hours before delivery of material. Vendor shall contact either Richard Rawling at 304-558-6356 or Ted Whitmore at 304-558-3044.

All material shall be delivered to the following address:

WVDOH - Traffic Eng. Div. storage facility  
@ District 1 - I-64 Section 3 maintenance garage  
US-119, north of Charleston city limits  
Charleston, WV



Item #	Description	Length (inches)	Quantity
1	S4 slanted bottom	76	1
1	S4 slanted bottom	80	4
1	S4 slanted bottom	81	6
1	S4 slanted bottom	82	3
1	S4 slanted bottom	83	4
1	S4 slanted bottom	84	5
1	S4 slanted bottom	85	1
1	S4 slanted bottom	86	3
1	S4 slanted bottom	87	3
1	S4 slanted bottom	88	5
1	S4 slanted bottom	89	4
1	S4 slanted bottom	90	4
1	S4 slanted bottom	91	1
1	S4 slanted bottom	93	1
1	S4 slanted bottom	94	4
1	S4 slanted bottom	95	3
1	S4 slanted bottom	96	1
1	S4 slanted bottom	97	1
1	S4 slanted bottom	98	1
1	S4 slanted bottom	99	3
1	S4 slanted bottom	100	4
1	S4 slanted bottom	101	2
1	S4 slanted bottom	103	3
1	S4 slanted bottom	104	4
1	S4 slanted bottom	105	1
1	S4 slanted bottom	108	1
1	S4 slanted bottom	109	2
1	S4 slanted bottom	111	1
1	S4 slanted bottom	113	1
1	S4 slanted bottom	117	1
1	S4 slanted bottom	118	1
1	S4 slanted bottom	119	1
1	S4 slanted bottom	129	1
2	s4 tops	28	4
2	s4 tops	64	20
2	s4 tops	88	20
2	s4 tops	100	7
2	s4 tops	112	5
3	s4 flat bottom	93	1
3	s4 flat bottom	99	1
3	s4 flat bottom	107	2
3	s4 flat bottom	109	1
3	s4 flat bottom	111	2
3	s4 flat bottom	113	1

Item #	Description	Length (inches)	Quantity
4	W6 bottoms	89	2
4	W6 bottoms	91	1
4	W6 bottoms	93	2
4	W6 bottoms	97	1
4	W6 bottoms	98	1
4	W6 bottoms	99	1
4	W6 bottoms	100	1
4	W6 bottoms	101	2
4	W6 bottoms	107	1
4	W6 bottoms	109	1
4	W6 bottoms	112	2
4	W6 bottoms	116	1
4	W6 bottoms	117	2
4	W6 bottoms	120	1
4	W6 bottoms	121	1
4	W6 bottoms	124	1
4	W6 bottoms	125	1
4	W6 bottoms	132	1
4	W6 bottoms	138	1
4	W6 bottoms	141	1
5	W6 tops	88	2
6	W8 bottoms	86	1
6	W8 bottoms	97	1
6	W8 bottoms	98	1
6	W8 bottoms	99	1
6	W8 bottoms	101	1
6	W8 bottoms	103	1
6	W8 bottoms	104	1
6	W8 bottoms	106	1
6	W8 bottoms	108	1
6	W8 bottoms	110	1
6	W8 bottoms	117	1
6	W8 bottoms	132	1
6	W8 bottoms	161	1
7	W8 tops	160	1
7	W8 tops	196	3

	S4 X 7.7 COMPLETE	S4 X 7.7 BOTTOM	W6X12 COMPLETE	W6X12 BOTTOM	W8X18 COMPLETE	W8X18 BOTTOM	W10X22 COMPLETE	W10X22 BOTTOM	EXTRA HARDWARE	TOTAL
QUANTITY		89		25		13				
KEEPER PLATE S4X7.7	0	89	-	-	-	-	-	-		89
KEEPER PLATE W6X12	-	-	0	25	-	-	-	-		25
KEEPER PLATE W8X18	-	-	-	-	0	13	-	-		13
KEEPER PLATE W10X22	-	-	-	-	-	-	0	0		0
HINGE PLATE S4X7.7	-	178	-	-	-	-	-	-		178
HINGE PLATE W6X12	-	-	-	50	-	-	-	-		50
HINGE PLATE W8X18	-	-	-	-	-	26	-	-		26
HINGE PLATE W10X22	-	-	-	-	-	-	0	0		0
BRASS SHIMS 0.012	0	178	0	50	0	26	0	0		254
BRASS SHIMS 0.032	0	178	0	50	0	26	0	0		254
1/2"X1-3/4" HEAVY HEX BOLT	-	712	-	-	-	-	-	-		712
1/2"X2-1/2" HEAVY HEX BOLT	0	356	-	-	-	-	-	-		356
1/2" BEVEL WASHER	-	712	-	-	-	-	-	-		712
1/2" HEAVY HEX NUT	0	1068	-	-	-	-	-	-		1068
1/2" STRUCTURAL FLAT WASHER	0	1780	-	-	-	-	-	-		1780
5/8"X2-3/4" HEAVY HEX BOLT	-	-	0	100	-	-	-	-		100
5/8" HEAVY HEX NUT	-	-	0	100	-	-	-	-		100
5/8" STRUCTURAL FLAT WASHER	-	-	0	300	-	-	-	-		300
3/4"X3-1/2" HEAVY HEX BOLT	-	-	-	-	0	52	0	0		52
3/4"X2-1/4" HEAVY HEX BOLT	-	-	-	200	-	-	-	-		200
3/4" HEAVY HEX NUTS	-	-	-	200	0	52	0	0		252
3/4" STRUCTURAL FLAT WASHER	-	-	-	400	0	156	0	0		556
7/8"X2-1/4" HEAVY HEX BOLT	-	-	-	-	-	104	-	0		104
7/8" HEAVY HEX NUT	-	-	-	-	-	104	-	0		104
7/8" STRUCTURAL FLAT WASHER	-	-	-	-	-	208	-	0		208

**BID ITEMS**

Bid Items and quantities are as follows. The bidder shall submit a unit and total bid price for each of these Items. The actual length of each individual post to be supplied, and a breakdown of plates and hardware to be supplied, is attached as part of this package. The cost of all hardware and plates shall be included in the vendors prices for the listed bid items.

ITEM	DESCRIPTION	UNIT OF MEASURE	TOTAL QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	S4X7.7 BOTTOM ONLY (81 EA)	LF	629		
2	S4X7.7 TOP ONLY ( 56 EA)	LF	368		
3	S4X7.7 BOTTOM ONLY (FLAT CONNECTION AND LEFT HAND SLOT PLATE BEVEL) ( 8 EA)	LF	71		
4	W6X12 BOTTOM ONLY (25 EA)	LF	229		
5	W6X12 TOP ONLY (2 EA)	LF	15		
6	W8X18 BOTTOM ONLY (13 EA)	LF	119		
7	W8X18 TOP ONLY (4 EA)	LF	63		
8	S4X7.7 STUB POST	EA	50		
9	W6X12 STUB POST	EA	20		
<b>TOTAL BID</b>				—————→	

BID COMPLETED BY:

PRINT NAME \_\_\_\_\_ SIGN NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF VENDOR \_\_\_\_\_

# A F F I D A V I T

## West Virginia Code §5A-3-10a states:

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 the debt owned is an amount greater than one thousand dollars in the aggregate.

## 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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

"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.

## EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

## LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

## CONFIDENTIALITY:

The vendor agrees that he or she 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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_