



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  
**AGR06106**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**RON PRICE**  
**304-558-0492**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF AGRICULTURE  
 ADMINISTRATIVE SERVICES  
 BUILDING 2, ROOM 106  
 4720 BRENDA LANE  
 CHARLESTON, WV  
 25312 558-2222

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/30/2006				

BID OPENING DATE: **06/14/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		983-22		
UNIFORM RENTAL AND VARIOUS ITEMS  OPEN END CONTRACT  UNIFORM RENTAL AND VARIOUS CLEANING ITEMS FOR THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE PER THE ATTACHED SPECIFICATIONS  EXHIBIT 3  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.  UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.  RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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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 registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
  5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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 §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) 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

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



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05/30/2006				

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>CANCELLATION:</b> THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p><b>OPEN MARKET CLAUSE:</b> THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p><b>QUANTITIES:</b> QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p><b>ORDERING PROCEDURE:</b> SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p><b>BANKRUPTCY:</b> IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) 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</p> <p>( ) 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</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR</p>						

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<p>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 BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT</p>						

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<p>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) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU AR</p>						

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<p>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="text-align: center;">DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>THE BID MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 41</p> <p>RFQ. NO.: AGR06106</p> <p>BID OPENING DATE AND TIME</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p style="text-align: center;">-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p>						

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***** THIS IS THE END OF RFQ AGR06106 ***** TOTAL: _____						

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## UNIFORMS

### GENERAL REQUIREMENTS

Uniform service is to be priced on a per employee per week basis. The vendor shall furnish five (5) uniforms per employee each week, unless otherwise designated. All uniforms shall be 65% polyester, 35% cotton, and in accordance with the following specification:

**MEN'S SHIRTS:** Lenoweave; durable press; stitched down front facing; lined two piece collar with slotted stays; lined cuffs; extra wide pencil stall; vertical button holes stitched. Must provide both short and long leave shirts.

**MEN'S PANTS:** Pockets to have extra deep facing, approximately 2"; waist band sewn on; dress style belt loops; dressy appearance; tapered legs.

**WOMEN'S SHIRTS:** Staved, open-collar style; wide lapel facing; polyester/taffeta collar interlining for shape retention; single open pocket on left; straight bottom to be worn in or out; core yard thread; rounded corner barrel cuffs on long sleeves. Must provide both short and long sleeved shirts.

**WOMAN'S PANTS:** Button front; square bottom; 128 x 72 fine thread count broadcloth for long wear; permanent press.

Uniforms shall be in good condition, neat in appearance, properly fitted, and free of holes, rips, tears, ravels, wear, spotting, or any other characteristics making them unattractive or non-functional.

Then vendor shall measure each employee to obtain proper fittings. Upon request, the vendor shall furnish name and title patches for each employee's uniform at no additional charge.

Uniforms shall be cleaned weekly with a pickup and delivery time mutually agreed upon by the vendor and participating divisions.

In addition to uniforms, the vendor shall furnish related items in accordance with the following specifications:

**MEN AND WOMEN'S JACKETS:** Slash Pocket style or similar; quilted lining; zipper; adjustable tabs around waist; large slash pockets...

**MEN'S OR WOMEN'S LAPEL COATS:** Fashioned with wide lapels and a heavy modern collar treatment; right and left pockets on chest; button front closure.

LABORATORY COATS: Knee length; button front closure; one left breast pocket; two lower patch pockets; side openings; notched collar; permanent press; white...

These related items are to be priced per piece, rather than per employee.

PRINT SHOP TOWELS: 100% cotton, must be of superior quality; lint free; no metal or glass fragments on towels; approximate size 12" x 12", to be used in cleaning state printing equipment.

SODA/KITCHEN TOWELS: 100% cotton; approximate size of 15" x 25"...

TOWELS: 86% cotton, 14% blend; approximate size of 15" x 25"...

HAND DUST CLOTHS: 100% cotton; approximate size of 18" x 18"...

### SPECIFIC REQUIREMENTS

**ALL UNIFORMS FURNISHED MUST BE NEW AT INCEPTION OF CONTRACT.**

Specific requirements are based on current needs. The number of employees per division, as well as usage of related items, may change as is deemed necessary by each Division Director.

### UNIFORMS BUILDING & GROUNDS/REGULATORY PROTECTION/COMMUNICATIONS LAND DIVISION

The vendor shall furnish five (5) uniforms per employee per week. The uniform shall consist of gray pants and gray shirts. Jackets and lapel coats shall be dark gray and match uniform for Building and Grounds employees. Lapel coats shall be white for Laboratory Services employees.

Each shirt shall be personalized by employee number. One emblem shall be sewn about the right breast pocket. The emblem shall be navy blue with white letters and border and shall bear the employees first name. The cost of the emblem should be included with the per item cost. No separate charge shall be assessed for the emblem.

The vendor must provide the participating Division a separate delivery receipt for each delivery. The contract item number and price shall be listed on the delivery receipt. This is not the invoice the Department will pay from. Vendor shall provide a single monthly Invoice for all delivery sites. UNIFORM SERVICE SHALL BE PRICED PER EMPLOYEE PER WEEK AND RELATED ITEMS SHALL BE PRICED PER PIECE.

Estimated usage:

**ANIMAL HEALTH DIVISION**

7	Laboratory Coats (One per employee per week)	_____ Each
12	Soda/Kitchen Towels per week	_____ Each

**BUILDING AND GROUNDS**

12	Male employee(s) to be uniformed per week (Five uniforms per employee)	_____ Each
2	Female employee(s) to be uniformed per week	_____ Each
2	Women's Lapel Coats, rental price per coat per week.	_____ Each
12	Men's Jackets, rental price per jacket per week	_____ Each
48	Hand Dust Clothes per week	_____ Each

**COMMUNICATIONS DIVISION**

100	Print shop Towels per week	_____ Each
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**PLANT INDUSTRIES DIVISION**

16	Massage Towels per week	_____ Each
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**REGULATORY PROTECTION**

12	Laboratory Coats (Two coats per employee per week)	_____ Each
100	Soda/Kitchen Towels per week	_____ Each

**LAND DIVISION  
HUTTONSVILLE**

5 Male employee(s) to be uniformed per week \_\_\_\_\_ Each  
(Five uniforms per employee)

**LAND DIVISION  
PRUNTYTOWN**

3 Male employee(s) to be uniformed per week \_\_\_\_\_ Each  
(Five uniforms per employee)

**LAND DIVISION  
LAKIN STATE FARM**

3 Male employee(s) to be uniformed per week \_\_\_\_\_ Each  
(Five uniforms per employee)

**REPLACEMENT COSTS**

All uniforms and related items, excluding emblems, shall remain the exclusive property of the vendor. In the event an item is lost or stolen while in the care of a participating division, the Department of Agriculture will pay the vendor's replacement costs as follows:

Men's Shirt	_____	Each
Men's Pants	_____	Each
Women's Shirt	_____	Each
Women's Pants	_____	Each
Men's Jacket	_____	Each
Men's lapel Coat	_____	Each
Women's Lapel Coat	_____	Each
Laboratory Coat	_____	Each

Print Shop Towel	_____	Each
Massage Towel	_____	Each
Hand Dust Cloth	_____	Each

**DAMAGED COSTS**

All uniforms and related items, excluding emblems, shall remain the exclusive property of the vendor. In the event and item is damaged while in the care of a participating division, the Department of Agriculture will pay the vendor's fee as follows:

Men's Shirt	_____	Each
Men's Pants	_____	Each
Women's Shirt	_____	Each
Women's Pants	_____	Each
Men's Jacket	_____	Each
Men's lapel Coat	_____	Each
Women's Lapel Coat	_____	Each
Laboratory Coat	_____	Each
Print Shop Towel	_____	Each
Massage Towel	_____	Each
Hand Dust Cloth	_____	Each

**II. MATS ( OR FLOOR MATS)**

**SPECIFICATIONS**

This portion of the contract is to furnish fifty-one (51) floor mats for the Gus R. Douglass Agricultural Center at Guthrie.

1. Floor mats are to have slip-resistant vinyl backing and are to be of nylon loop-pile construction, which are stain resistant and dry rapidly. All mats will match in color and style. Color to be brown.
2. Pick-up and placement of fifty-one (51) mats every month year-round. Contact for this contract is:

Michael E Steadman, Assistant Director  
 Administrative Services Division, Building & Grounds

West Virginia Department of Agriculture  
 4720 Brenda Lane  
 Charleston, WV 25312-9310  
 Phone: 304-558-4058  
 Fax: 304:558-2417  
 E-Mail: [msteadman@ag.state.wv.us](mailto:msteadman@ag.state.wv.us)

3. Provide your monthly rental bid and a replacement cost if mats are lost or stolen as follows:

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
<u>REPLACEMENT COST</u>			
3x4 Mat	37 each		
3x10 Mat	2 each		
4x6 Mat	12 each		

TOTAL MONTHLY COST \_\_\_\_\_

4. Locations and placement by size as follows:

Building 1

Main N 4x6

Building 2

Main Stairwells SE 3x4      SW 3x4  
 1<sup>st</sup> Lobby      2 @ 4x6      3 @ 3x4  
 Basement      N 4x6

Building 5

Main      E 3x4      W 3x4  
 Basement      E 3x4      W 3x4

Building 6

Main      E 3x4 & 3x4      S 3x4

Building 7

1<sup>st</sup> Floor      SE 4x6      NE 4x6      NW 3x4      SW  
 4x6  
 2<sup>nd</sup> Floor      N 3x4 & 3x4

Building 9				
Main	<u>E</u> 3x10	<u>S</u> 3x4	<u>N</u> 4x6	<u>W</u> 3x4
Building 11				
1 <sup>st</sup> Floor	<u>NE</u> 3x4		<u>N</u> 3x4	<u>NW</u> 3x10 & 3x4
1 <sup>st</sup> Floor	<u>SE</u> 3x4	<u>SW</u> 3x4		<u>W</u> 3x4
2 <sup>nd</sup> Floor	<u>NE</u> 3x4 & 3x4		<u>NW</u> 3x4	
Building 12				
Main	<u>S</u> 3x4 & 3x4			
Building 13				
1 <sup>st</sup> Floor	<u>E</u> 3x4		Breezeway <u>W</u> 3x4	Breezeway <u>E</u>
3x4				
2 <sup>nd</sup> Floor	<u>NE</u> 3x4		<u>NW</u> 3x4	
Building 14				
Main	<u>W</u> 4x6			
Building 15				
Main	Center <u>E</u> 4x6	<u>NE</u> 4x6	<u>SE</u> 3x4	<u>W</u> 3x4
2 <sup>nd</sup> Floor	<u>S</u> 3x4			
Building 17				
Main	<u>SE</u> 4x6		<u>NE</u> 3x4	

**Invoicing:** Vendor shall provide a single monthly invoice for all delivery sites. The invoice shall itemize each purchase by contract item number, quantity, description, price, and total charge per purchase. The invoice shall contain a subtotal for each WVDA Division's charges.

## PARTICIPATING DIVISIONS

SHIPPING ADDRESSES/  
CONTACT PERSON:BILLING ADDRESS &  
TELEPHONE NO:

Animal Health Division  
Building 12  
4720 Brenda Lane  
Charleston, WV 25312  
Dr. Joe Starcher

1900 Kanawha Blvd. East  
Charleston, WV 25305-0172  
558-2214

Building and Grounds  
Building 17  
4720 Brenda Lane  
Charleston, WV 25312  
Mike Steadman

1900 Kanawha Blvd. East  
Charleston, WV 25305-0174  
558-4058

Communications Division  
Building 15  
4720 Brenda Lane  
Charleston, WV 25312  
Chris Kelley-Dye

1900 Kanawha Blvd East  
Charleston, WV 25305-0192  
558-3708

Plant Industries Division  
Building 6, 7 & 9  
4720 Brenda Lane  
Charleston, WV 25312  
Gary Gibson

1900 Kanawha Blvd. East  
Charleston, WV 25305-0191  
558-2212

Regulatory Protection Division  
Building 11  
4720 Brenda Lane  
Charleston, WV 25312  
Jim Campbell

1900 Kanawha Blvd. East  
Charleston, WV 25305-0177  
558-2208

Huttonsville Farm  
Rt. 250 South  
Huttonsville, WV 25273  
Tom Carson

250 Charles Street 2<sup>nd</sup> Floor  
Wesbanco Building  
Sistersville, WV 26175  
652-5380



Pruntytown State Farm  
Rt. 4, Box 74A  
Grafton, WV 26354  
Tom Carson

250 Charles Street 2<sup>nd</sup> Floor  
Wesbanco Building  
Sistersville, WV 26175  
652-5380

Lakin Farm  
Box 9, Plant Lane Road  
Lakin, WV 25287  
Tom Carson

250 Charles Street 2<sup>nd</sup> Floor  
Wesbanco Building  
Sistersville, WV 26175  
652-5380

# 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: \_\_\_\_\_