



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
GSD066433

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32
304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES
 BUILDING EIGHT - MANSION
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 558-2317

DATE PRINTED 06/27/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **07/07/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DEPARTMENT OF ADMINISTRATION TO PROVIDE WINDOW SHADES FOR THE STATE OF WEST VIRGINIA GOVERNOR'S MANSION PER THE ATTACHED SPECIFICATIONS.						
ATTACHMENTS:						
1. SPECIFICATIONS						
2. BID FORM						
3. AFFIDAVIT						
QUESTIONS:						
QUESTIONS AND A SITE VISIT MAY BE SCHEDULED WITH SHEREE KESLER AT (304) 558-3588 PRIOR TO THE BID OPENING.						
DELIVERY: DELIVERY AND INSTALLATION IS PER THE ATTACHED SPECIFICATIONS.						
0001	1	LS		870-90		
WINDOW SHADES FOR MANSION RENOVATIONS						
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).						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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 \$125.00 registration fee.
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.

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. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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.

SIGNED BID TO:

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



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06/27/2006				

BID OPENING DATE: 07/07/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 HEADQUARTERS 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 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</p>						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PRECEDING SUBMISSION OF THIS BID; OR () 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 & 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 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</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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>NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ GSD066433 ***** TOTAL:						_____

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WINDOW SHADES SPECIFICATIONS
 GSD066433 – Bid Opening: July 7, 2006, 1:30 PM

Quotations must include materials and installation. Measurements listed below are estimates only; it is the responsibility of the bidder to arrange a site visit to verify exact measurements with Sheree Kesler at (304) 558-3588. The bid opening is scheduled for July 7, 2006, 1:30 PM.

Delivery & Installation shall be completed within 14 working days upon receipt of the purchase order. The window shades will be delivered and installed in the State of West Virginia Governor's Mansion, Kanawha Boulevard, Charleston, WV 25305.

The following information represents the type shades, room locations and estimated sizes.

Serenade Roman Shades: Teardrop 6 inch width

**Fabric: Torino Marble
 6216101 Sparkling Wine**

Room 319:

Qty.

1 30 1/8" x 37"

Room 302:

Qty.

1 30 1/8" x 37"

Room 300:

Qty.

2 30 1/8" x 37"

Room 307:

Qty.

2 30 1/8" x 37"

Room 200:

Qty.

2 36 7/8" x 63"

2 18" x 68"

Room 203:**Qty.**

1 24 7/8" x 62"
2 18" x 68"

Room 205:**Qty.**

2 36 3/4" x 62 1/2"

Room 207:**Qty.**

3 37 1/4" x 62 1/2"
2 33 3/8" x 29 1/2"

Room 210:**Qty.**

2 37" x 62 1/2"

Room 216:**Qty.**

2 37" x 62 1/2"

Room 221:**Qty.**

3 37 x 62 1/2"
2 28 7/8" x 62 1/2"

Room 224:**Qty.**

3 37" x 62 1/2"

Room 227:**Qty.**

2 18" x 68"

Room 231:**Qty.**

2 37" x 62 1/2"
2 18" x 68"

Room 215:

Qty.

2 20 ¼" x 62"

2 Inch Faux White Wood Blinds:

Room 319:

Qty.

1 30 1/8" x 37"

Room 303:

Qty.

1 30" x 37"

Room 202:

Qty.

1 27" x 45 ½"

Room 206:

Qty.

1 36 7/8" x 47"

Room 223:

Qty.

1 36 1/8" x 47"

Room 229:

Qty.

1 30" x 48 ½"

Cordless Honey Comb Shade:

Room 215:

Qty.

1 27" x 61"

2 9 3/8" x 60 ½"

**BID FORM – WINDOW SHADES FOR THE STATE OF WEST VIRGINIA
GOVERNOR’S MANSION – BID OPENING JULY 7, 2006, 1:30 PM**

Bid prices shall include all materials & labor for the installation of the below listed shades.

Note: Reference is made to the specifications, whereas the below list of shade measurements are rough estimates only; the vendor is responsible to verify exact measurements for complete accuracy prior to the bid opening.

Installation: Measurements & installation shall be made inside of the window frames. Absolutely no shades will be installed on trim or walls.

Serenade Roman Shades: Teardrop 6 inch width
Fabric: Torino Marble – 6216101 Sparkling Wine

Room 319:

<u>Qty.</u>		<u>Unit Price</u>	<u>Extended Price</u>
1	30 1/8" x 37"	\$ _____	\$ _____

Room 302:

<u>Qty.</u>		<u>Unit Price</u>	<u>Extended Price</u>
1	30 1/8" x 37"	\$ _____	\$ _____

Room 300:

<u>Qty.</u>		<u>Unit Price</u>	<u>Extended Price</u>
2	30 1/8" x 37"	\$ _____	\$ _____

Room 307:

<u>Qty.</u>		<u>Unit Price</u>	<u>Extended Price</u>
2	30 1/8" x 37"	\$ _____	\$ _____

Room 200:

<u>Qty.</u>		<u>Unit Price</u>	<u>Extended Price</u>
2	36 7/8" x 63"	\$ _____	\$ _____
2	18" x 68"	\$ _____	\$ _____

Room 203:

<u>Qty.</u>		<u>Unit Price</u>	<u>Extended Price</u>
1	24 7/8" x 62"	\$ _____	\$ _____
2	18" x 68"	\$ _____	\$ _____

Room 205:

<u>Qty.</u>		<u>Unit Price</u>	<u>Extended Price</u>
2	36 3/4" x 62 1/2"	\$ _____	\$ _____

Room 207:

Qty.

3	37 1/4" x 62 1/2"	\$ _____	\$ _____
2	33 3/8" x 29 1/2"	\$ _____	\$ _____

Room 210:

Qty.

2	37" x 62 1/2"	\$ _____	\$ _____
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Room 216:

Qty.

2	37" x 62 1/2"	\$ _____	\$ _____
---	---------------	----------	----------

Room 221:

Qty.

3	37 x 62 1/2"	\$ _____	\$ _____
2	28 7/8" x 62 1/2"	\$ _____	\$ _____

Room 224:

Qty.

3	37" x 62 1/2"	\$ _____	\$ _____
---	---------------	----------	----------

Room 227:

Qty.

2	18" x 68"	\$ _____	\$ _____
---	-----------	----------	----------

Room 231:

Qty.

2	37" x 62 1/2"	\$ _____	\$ _____
2	18" x 68"	\$ _____	\$ _____

Room 215:

Qty.

2	20 1/4" x 62"	\$ _____	\$ _____
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2 Inch Faux White Wood Blinds:

↓

Room 319:

Qty.

1	30 1/8" x 37"	\$ _____	\$ _____
---	---------------	----------	----------

Room 303:

Qty.

1	30" x 37"	\$ _____	\$ _____
---	-----------	----------	----------

Room 202:

Qty.

1	27" x 45 1/2"	\$ _____	\$ _____
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Room 206:

Qty.

1	36 7/8" x 47"	\$ _____	\$ _____
---	---------------	----------	----------

Room 223:

Qty.

1	36 1/8" x 47"	\$ _____	\$ _____
---	---------------	----------	----------

Room 229:

Qty.

1	30" x 48 1/2"	\$ _____	\$ _____
---	---------------	----------	----------

Cordless Honey Comb Shade:

Room 215:

Qty.

1	27" x 61"	\$ _____	\$ _____
2	9 3/8" x 60 1/2"	\$ _____	\$ _____

Grand Total \$ _____

Bidder Information:

Name: _____

Address: _____

Phone#: (____) _____ - _____

Fax#: (____) _____ - _____

Email: _____

RFQ No. _____

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 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: _____