



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  
**LABSUP06A**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BETTY FRANCISCO**  
**304-558-0468**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED <b>03/21/2006</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **04/11/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM NO. 01</b>						
<p>1. REVISED SPECIFICATIONS COVERING THIS REQUEST FOR QUOTATION ARE ATTACHED, 3 PAGES, REVISED 3/15/2006.</p> <p>2. REVISED PRICING PAGES DATED 3/15/2006 ARE ATTACHED. VENDORS SHOULD USE THESE PRICING PAGES FOR THEIR BID.</p> <p>3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS ACKNOWLEDGEMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>*****END OF ADDENDUM NO. 01*****</p>						

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 \$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 §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. **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

## Lab Supplies - Specifications LABSUP06A

The contract awarded from this request for quotation shall cover the entire catalog of lab supplies for all types of research and clinical laboratories – glassware, plastic ware, chemicals, measuring devices, etc., where our discount from list cost is \$1,000.00 or less for any single item.

### General Information

1. A mandatory pre-bid meeting was held on Tuesday, March 14, 2006, at 11:00 a.m. This meeting was held at the Purchasing Division Conference Room located at 2019 Washington Street, East, Charleston, West Virginia 25305 (Building 15 at the Capitol Complex). Only vendors represented at this meeting and who submit a bid shall be considered for award
2. Successful Vendor to mail catalogs/price lists to any agency requesting such information at no cost to the State. Such information may be requested on CD. Vendor may be supplied with list of agencies desiring such catalogs.
3. Bidders shall complete the pricing on "LABSUP06A Pricing Pages", Rev. 3-15-06. Bidders should complete all columns. This is a list of the most frequently purchased items. Quantities for each item represent the approximate volume of anticipated purchases. No future use of contract is guaranteed or implied. The "unit price" must be the final price that will be charged to the State of West Virginia. Please type these pages to prevent errors in the evaluation. This pricing page is an excel document and is on the enclosed disk.
4. Vendor shall quote a percentage discount from the lowest price listed in the price list(s)/catalogs submitted. Bids that are not clearly identified by easily identified categories may be disqualified.
5. Bids that have multiple discounts by category **MUST** list a discount for a miscellaneous category that would be applied to any lab supply not identified by a category discount shown. For evaluation purposes, an estimate of quantity has been inserted to give the miscellaneous category a value in the bid evaluation.
6. **NOTE:** Bidders should mark the items in the catalogs and earmark the pages for the items that appear on the pricing pages, to assist in the evaluation and verification of the bids. If any discrepancies exist in the prices and the bid schedule and the actual price list and percentage

## Lab Supplies Specifications

discount bid, the actual price list and percentage bid shall prevail and be corrected by the buyer for evaluation purposes. This catalog/price list will be used with any resulting contract. The selected vendor must provide a second of price books or CD's prior to award.

7. This award will not be split and will be made based on the lowest total of all items listed on the attached pricing page.
8. The catalog/price list may be updated at renewal. If the Purchasing Division extends the offer to renew and the new catalogs have significant price increase, Purchasing may reject the offer and rebid the commodity.

### Special Conditions

1. Orders shall be delivered within five (5) working days after orders are received. Emergency orders shall be delivered within one (1) working day after orders are received. Spending units must be advised in writing if orders will be delayed for any reason. Vendor shall carry an adequate stock to insure such delivery service for the duration of the contract.
2. All bids are to be quoted as F.O.B. destination to any West Virginia location. The minimum order for prepaid shipping to one, in-state destination shall be \$250.00. For orders less than \$250.00, transportation charges (if any) will be invoiced as a separate charge with the original freight bill attached to the invoice. Agencies may make purchases that fall under the \$250.00 limit at a local source to avoid the delivery charges. Note: Stringing orders to circumvent purchasing regulations is expressly prohibited.
3. Vendor shall supply only products contained in the catalogs bid and may not substitute.
4. Bidders (at the time of the bid) must be either a manufacturer or a regular stocking dealer for the products they propose to offer and must carry a reasonable inventory of these products to meet the needs of state agencies.
5. Successful vendor shall provide quarterly reports and annual summaries showing the quantities, dollar value and agencies (including political subdivisions) which have used this contract. Successful vendor shall also be able to provide report showing the top 50 items purchased during the contract period and the quantities of each of those items. This report is **mandatory** and failure of the

## Lab Supplies Specifications

successful bidder to supply such reports may be grounds for cancellation of contract.

6. Internet Access – Vendor should be able to provide internet ordering access. If vendor has such capabilities, this should be so noted in their quotation and describe the process for setting up such ordering for state agencies. Internet access is not a requirement for bidding.
7. Successful vendor shall provide catalogs/price lists and/or CDs at no charge, upon request from various state agencies. Additional price lists/catalogs may be required from the vendor at any time. These shall be provided at no cost to the State. State agencies may obtain the catalogs/price lists by contacting the contract coordinator.

### **IMPORTANT**

**Discount categories must be easily identifiable. Additionally, the contract pricing (discount from list) must be identified in a manner that will allow the Auditor's Office to understand and process invoices. Bids that do not conform to identifiable categories (by vendor, by catalog, etc.) shall be disqualified.**

**Identifying such categories is the sole responsibility of bidder.**

**You may add additional sheets to your pricing pages if needed to adequately explain the discount categories you are bidding.**

WV-36a <b>STATE OF WEST VIRGINIA</b> <b>PURCHASING CONTINUATION SHEET</b>	Buyer:	Page	Req. or P. O. No.:
Vendor:	Spending Unit:		

Requisition No.: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum No.'s:**

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date