



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
BPH70348

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER
304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BPH - TRAUMA & EMERGENCY CARE  
 SYSTEM  
 VARIOUS LOCALES AS INDICATED  
 ON PURCHASE ORDER

DATE PRINTED 01/16/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 02/06/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM #1*****						
1.				ANSWERS TO VENDOR QUESTIONS AS PER ATTACHED.		
2.				ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
*****END OF ADDENDUM #1*****						

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.

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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. **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

RESPONSE TO VENDOR QUESTIONS, AS FOLLOWS:

1. Question: Who installs the concrete generator pad referred to on P10?  
Response: The installation of the pad is not a part of the bid.
2. Question: Who supplies/installs the LP gas tank, gas piping, tank regulator and concrete tank pad?  
Response: The installation of the LP system is not a part of this bid.
3. Question: We need a list of the sites so that we can go to each site and determine what materials and labor are needed?  
Response: This is an open end contract and involves many different sites and many which are not yet determined. It is not practical to "visit" the sites. This is a generic open end bid for the generator and its installation and hook-up. All sites are essentially the same with only minor variations. This should be clear after reading response to questions 4 and 5, below.
4. Question: Should we include an allowance for a concrete pad or is it existing?  
Response: No. Do not include the cost of the concrete pad. It will already be in place. Also, the main large conduit from the generator to the building will be in place with pull cord in place. The average distance from the generator pad to the building is 50 feet.
5. Question: Are there any blueprints for this project?  
Response: There are drawings for some of the current sites. However, again this is an open end contract and my sites are not yet determined. For the purpose of this open end contract, there is adequate information with the above clarifications to provided a bid.
6. Question: What is the location of each Communication Tower Site? This is needed to determine freight.  
Response: As stated in the specifications, this is for many different sites throughout West Virginia. Since this is an open end contract, many of the sites are not known at this time.
7. Question: What are the Offloading conditions? This is needed to determine if boom truck or crane will be needed.  
Response: Off-loading is onto a concrete pad which is already provided. There is road access to the tower sites.
8. Question: Are these new generators replacing any old ones or are they all new installs?  
Response: All new.

9. Question: What is the layout of the project? We need this information to estimate materials for install, wiring, etc.

Response: As was answered before, each site could be slightly different, but for the purpose of the bid the generator will be an average of 50 feet from the building. The concrete pad will be in place and the large conduit from pad to building will be in place with pull string.

10. Question: What lead-time is required? The lead time may vary for each type, size of generator. What are your requirements?

Response: Lead time ASAP (4-6 weeks)

Vendor:	Spending Unit:
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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