



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  
**COR61351**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**JOHN ABBOTT**  
**304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

P-O

**DIVISION OF CORRECTIONS**  
**617 LEON SULLIVAN WAY**  
**CHARLESTON, WV**  
**25301 304-558-8045**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/13/2007				

BID OPENING DATE: **07/05/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDEDNUM #01</b>  THIS ADDENDUM IS ISSUED TO CLARIFY, MODIFY, ADD TO, AND/OR DELETE REQUIRMENTS OF THE ORIGINAL REQUEST QUOTATION.  ATTACHMENTS: 1. ADDENDUM #01 2. REVISED BID FORMS						

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.
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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

## Addendum #01 – COR61351

Vendor must supply 200,000 cubic feet of gas annually to the State. If at any time the gas well(s) are not producing sufficient quantities of gas to meet the 200,000 cubic feet of gas, Vendor shall notify the State of any reduction or elimination of the free gas. Vendor shall provide meter statements to substantiate the reduction or elimination. Vendor agrees to sell additional quantities of gas to the State. Said price for additional volumes shall be the Henry Hub Index plus \$0.75.

Delete Contractor License requirement

Page 9 – Change last sentence under “Bond” from “by” to “to”

Cost Summary Page – Change – See attached revised Bid Forms

Oil Royalty - \_\_\_\_\_% of Barrel x \$70.00 – See attached revised Bid Forms

\$70.00 amount only be used for evaluation purposes.

Bid Opening date is extended to July 5, 2007; 1:30 PM.

**“Lakin Property” – Bid Form**

Mason County, West Virginia

Total Acreage = 642 acres, more or less

**Deed References:**

Deed Book 259, Page 62

**Vendor’s Quote:**

Bonus Payment	-	\$ _____ /per acre x 642 acres = \$ _____
Yearly Delay Rental	-	\$ _____ /per acre x 642 acres = \$ _____
Oil Royalty Payment	-	_____ % per barrel X \$70.00 = \$ _____
Gas Royalty Payment	-	_____ % of 1,000 MCF X \$6.59 = \$ _____
<b>Total Bid</b>		<b>\$ _____</b>

**NOTES:**

1. Vendor agrees to pay the oil and gas industry standard 1/8<sup>th</sup> royalty to the State for all oil and gas produced and sold.
2. Free Gas shall be delivered to the State in marketable condition. For evaluation purposes of this bid, the estimated average wellhead price (\$6.59) for March 2007 is being used as a calculation factor to arrive at a total value of the free gas. Source for average price from the Natural Gas Weekly, Energy Information Administration, Office of Oil and Gas.
3. The quantities specified for oil and gas payments are being used for bid evaluation purposes only. The State of West Virginia shall be entitled to royalties on all volumes produced and sold. The \$6.59/MCF price is the estimated average well-head price. This amount is only for bid evaluation purposes.

**“Huttonsville Property” – Bid Form**

Randolph County, West Virginia

Total Acreage = 2,843.57; more or less

**Deed References:**

Deed Book 146, Pages 437, 438, 453, 467, 482

Deed Book 147, Pages 398-399

Deed Book 148, Pages 79, 98, 112, 297-298

Deed Book 149, Page 107

Deed Book 172, Pages 226-228

Deed Book 182, Pages 571-573

**Vendor’s Quote:**

Bonus Payment	-	\$ _____ /per acre x 2,844 acres = \$ _____
Yearly Delay Rental	-	\$ _____ /per acre x 2,844 acres = \$ _____
Oil Royalty Payment	-	_____ % per barrel X \$70.00 = \$ _____
Gas Royalty Payment	-	_____ % of 1,000 MCF X \$6.59 = \$ _____
<b>Total Bid</b>		<b>\$ _____</b>

**NOTES:**

1. Vendor agrees to pay the oil and gas industry standard 1/8<sup>th</sup> royalty to the State for all oil and gas produced and sold.
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