



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  
 CSE80625

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  
 CHILD SUPPORT ENFORCEMENT  
 ROOM 147  
 350 CAPITOL STREET  
 CHARLESTON, WV  
 25301-3703 304-558-1649

| DATE PRINTED                 | TERMS OF SALE | SHIP VIA                 | F.O.B. | FREIGHT TERMS |
|------------------------------|---------------|--------------------------|--------|---------------|
| 06/19/2007                   |               |                          |        |               |
| BID OPENING DATE: 06/28/2007 |               | BID OPENING TIME 01:30PM |        |               |

| LINE                                                                                                                                                                       | QUANTITY | UOP | CAT NO | ITEM NUMBER   | UNIT PRICE   | AMOUNT |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|--------|---------------|--------------|--------|
| ADDENDUM NO. 2                                                                                                                                                             |          |     |        |               |              |        |
| 1. QUESTIONS AND ANSWERS 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 NO. 2                                                                                                                                                      |          |     |        |               |              |        |
| 0001                                                                                                                                                                       | 1        | JB  |        | 990-52-01-001 | PER ATTACHED |        |
| OPEN END CONTRACT FOR PROCESS SERVERS                                                                                                                                      |          |     |        |               |              |        |

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

## RFQ# CSE80625

## RESPONSE TO VENDOR QUESTIONS, AS FOLLOWS:

1. Question: What is "unit cost"?  
Response: "Unit cost" refers to the cost of service for each packet of documents to be served to an individual or business.
2. Question: What is "total cost"? Does "total cost" mean the unit cost multiplied by the estimated quantities?  
Response: "Total cost" refers to the unit cost multiplied by the estimated quantities for each county as stated in the RFQ.
3. Question: Will Vendors still be paid for unserved summonses once a minimum of 3 attempts have been made?  
Response: No, there will be no payment for unsuccessful service.
4. Question: Are vendors going to only be paid for those summonses that are served?  
Response: That is correct. Vendors will be paid for successful service only.
5. Question: In the request for quotation packet, there is no actual bid form to submit. Nowhere on any form do I see the location to submit a bid, or do I have to request an entire new packet?  
Response: The RFQ contains a "cost sheet" on page 14-15. A Vendor can submit a bid for multiple regions and/or counties on the same "cost sheet".
6. Question: Are all of the regions except region 4 now having open bids to secure new contracts, or is it just my region?  
Response: All regions except Region 4 are accepting bids.
7. Question: Can a vendor submit bids for more than one region and, if so, does the Vendor need to request more than one packet to do so?  
Response: Vendors can submit bids for any desired region or county. The RFQ contains a "cost sheet" on page 14-15. The Vendor can submit a bid for multiple regions and/or counties on the same "cost sheet". Only one packet is necessary.

**PURCHASING CONTINUATION SHEET**

|                  |           |                               |
|------------------|-----------|-------------------------------|
| Buyer:<br>RW #22 | Page<br>3 | Req. or P.O. No.:<br>CSE80625 |
| Spending Unit:   |           |                               |

Vendor:

Requisition No.: CSE80625

**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) may be cause for rejection of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date