



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
DEFK7222

PAGE
1

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

RFQ COPY
TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIV ENGINEERING & FACILITIES
ORGANIZATIONAL MAINTENANCE
SHOP (OMS #2)
50 ARMORY ROAD
BUCKHANNON, WV
26201 **304-341-6443**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/10/2007				

BID OPENING DATE: **05/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		910-66		
REQUEST FOR QUOTATION THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE ADJUTANT GENERAL'S DIVISION OF ENGINEERING AND FACILITIES TO PROVIDE A ROOF SYSTEM ON THE FIELD MAINTENANCE SHOP, 2 ARMORY ROAD, BUCKHANNON, WV. ATTACHMENTS: 1. SPECIFICATIONS 2. AFFIDAVIT MANDATORY ON-SITE PRE-BID: 05/23/2007; 2:00 PM FIELD MAINTENANCE SHOP 2 ARMORY ROAD BUCKHANNON, WV 25311 CONTACT JERRY WAGNER AT (304) 473-5200 FOR NOTIFICATION OF ATTENDANCE. INSTALL ROOF SYSTEM EXHIBIT 5 NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 45 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO						

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



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
DEFK7222

PAGE
2

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

VENDOR

RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO

DIV ENGINEERING & FACILITIES
ORGANIZATIONAL MAINTENANCE
SHOP (OMS #2)
50 ARMORY ROAD
BUCKHANNON, WV
26201 **304-341-6443**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/10/2007				

BID OPENING DATE: 05/31/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR UPSHUR COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>() BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</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'



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
DEFK7222

PAGE
3

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIV ENGINEERING & FACILITIES
 ORGANIZATIONAL MAINTENANCE
 SHOP (OMS #2)
 50 ARMORY ROAD
 BUCKHANNON, WV
 26201
 304-341-6443

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/10/2007				

BID OPENING DATE: **05/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A PERFORMANCE AND LABOR & MATERIAL BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPCTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>(XX) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES</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'



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
DEFK7222

PAGE
4

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIV ENGINEERING & FACILITIES
ORGANIZATIONAL MAINTENANCE
SHOP (OMS #2)
50 ARMORY ROAD
BUCKHANNON, WV
26201 **304-341-6443**

DATE PRINTED 05/10/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **05/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED</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'



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
DEFK7222

PAGE
5

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIV ENGINEERING & FACILITIES
ORGANIZATIONAL MAINTENANCE
SHOP (OMS #2)
50 ARMORY ROAD
BUCKHANNON, WV
26201 **304-341-6443**

DATE PRINTED 05/10/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **05/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</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'



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
DEFK7222

PAGE
6

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

VENDOR

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

SHIP TO

**DIV ENGINEERING & FACILITIES
 ORGANIZATIONAL MAINTENANCE
 SHOP (OMS #2)
 50 ARMORY ROAD
 BUCKHANNON, WV
 26201 304-341-6443**

DATE PRINTED 05/10/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **05/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NOS.:						
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 THE BIDS.						
.....SIGNATURE						
.....COMPANY						
.....DATE						
REV. 11/96						
CONTRACTORS LICENSE						
WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.						

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'



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
DEFK7222

PAGE
7

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**DIV ENGINEERING & FACILITIES
 ORGANIZATIONAL MAINTENANCE
 SHOP (OMS #2)
 50 ARMORY ROAD
 BUCKHANNON, WV
 26201 304-341-6443**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/10/2007				

BID OPENING DATE: **05/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME:</p> <p>CONTRACTORS LICENSE NO.:</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p style="text-align: center;">APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULE AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</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'



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
DEFK7222

PAGE
8

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO
**DIV ENGINEERING & FACILITIES
 ORGANIZATIONAL MAINTENANCE
 SHOP (OMS #2)
 50 ARMORY ROAD
 BUCKHANNON, WV
 26201 304-341-6443**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/10/2007				

BID OPENING DATE: **05/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: JOHN ABBOTT-----</p> <p>REQ. NO.: DEFK7222-----</p> <p>BID OPENING DATE: 05/31/2007-----</p> <p>BID OPENING TIME: 1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:</p> <p>-----</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'



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
DEFK7222

PAGE
9

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

RFQ COPY
TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
H
I
P
T
O

DIV ENGINEERING & FACILITIES
ORGANIZATIONAL MAINTENANCE
SHOP (OMS #2)
50 ARMORY ROAD
BUCKHANNON, WV
26201 **304-341-6443**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/10/2007				

BID OPENING DATE: **05/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DEFK7222 ***** TOTAL:						_____

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'

PART I GENERAL

1.01 DESCRIPTION

THIS SURE-SEAL (BLACK) FULLY ADHERED ROOFING SYSTEM INCORPORATES .060-INCH THICK **NON-REINFORCED EPDM MEMBRANE (FIRE RATED)**. ACCEPTABLE INSULATION IS FASTENED TO THE ROOF DECK WITH CARLISLE FASTENERS AND 3" STEEL PLATES PER MANUFACTURERS SPECIFICATIONS AND THE EPDM MEMBRANE IS FULLY ADHERED TO THE INSULATION WITH SURE-SEAL BONDING ADHESIVE. ADJOINING SHEETS OF EPDM MEMBRANE ARE SPLICED TOGETHER A MINIMUM OF 6-INCHES USING SURE-SEAL SPLICE TAPE/PRIMER.

1.02 QUALITY ASSURANCE

- A. THIS ROOFING SYSTEM MUST BE INSTALLED BY A CARLISLE AUTHORIZED ROOFING APPLICATOR IN COMPLIANCE WITH SHOP DRAWINGS AS APPROVED BY CARLISLE. THERE MUST BE NO DEVIATIONS MADE FROM CARLISLE'S SPECIFICATIONS OR THE APPROVED SHOP DRAWINGS WITHOUT THE **PRIOR WRITTEN APPROVAL** OF CARLISLE.
- B. UPON COMPLETION OF THE INSTALLATION, AN INSPECTION WILL BE CONDUCTED BY A TECHNICAL REPRESENTATIVE OF CARLISLE TO ASCERTAIN THAT THE ROOFING SYSTEM HAS BEEN INSTALLED ACCORDING TO CARLISLE'S SPECIFICATIONS AND DETAILS.
- C. THIS ROOFING SYSTEM MEETS **UNDERWRITERS LABORATORIES (UL)** AND **FACTORY MUTUAL (FM)** REQUIREMENTS. FOR SPECIFIC CODE APPROVALS ACHIEVED WITH THIS SYSTEM, REFER TO CARLISLE'S CODE APPROVAL GUIDE, FACTORY MUTUAL APPROVAL GUIDE OR UNDERWRITERS LABORATORIES FIRE RESISTANCE AND ROOFING MATERIALS AND SYSTEMS DIRECTORIES.
- D. ANY ROOFING CONTRACTOR BIDDING THIS PROJECT MUST SUBMIT A LIST OF FIVE (5) SIMILAR SIZE EPDM PROJECTS COMPLETED AT LEAST FIVE (5) YEARS OLD.

1.03 SUBMITTALS

- A. TO ENSURE COMPLIANCE WITH CARLISLE'S MINIMUM WARRANTY REQUIREMENTS, THE FOLLOWING PROJECTS MUST BE FORWARDED TO CARLISLE FOR REVIEW:
- B. SUBMIT SHOP DRAWINGS OF MATERIALS AND DETAILS FOR REVIEW

TO CARLISLE SYNTEC COMPANY. SUBMIT COPIES OF MANUFACTURERS WRITTEN WARRANTIES FOR SYSTEM TO OWNER. NO PROPOSAL SHALL BE SUBMITTED ON SYSTEM OTHER THAN SPECIFIED WITHOUT PRIOR APPROVAL OF OWNER. ANY MATERIAL REFERRED TO IN THIS DOCUMENT SHALL BE OF THAT BRAND NAME OR OF EQUIVALENT QUALITY.

1.04 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. DELIVER MATERIALS TO THE JOB SITE IN THE ORIGINAL, UNOPENED CONTAINERS LABELED WITH THE MANUFACTURER'S NAME, BRAND NAME AND INSTALLATION INSTRUCTIONS.
- B. JOB SITE STORAGE TEMPERATURES IN EXCESS OF 90° F (32° C) MAY AFFECT SHELF LIFE OF CURABLE MATERIALS (i.e., UNCURED FLASHING, ADHESIVES, SEALANTS, PRIMERS, SPLICE TAPE, POURABLE SEALER AND PRESSURE-SENSITIVE FLASHINGS).
- C. WHEN LIQUID ADHESIVES AND SEALANTS ARE EXPOSED TO LOWER TEMPERATURES, RESTORE TO A MINIMUM OF 60° F (16° C) BEFORE USE.
- D. DO NOT STORE ADHESIVE CONTAINERS WITH OPENED LIDS DUE TO LOSS OF SOLVENT WHICH WILL OCCUR FROM FLASH OFF.
- E. INSULATION AND UNDERLAYMENT MUST BE STORED SO IT IS KEPT DRY AND IS PROTECTED FROM THE ELEMENTS. STORE INSULATION ON A SKID AND COMPLETELY COVER WITH A BREATHABLE MATERIAL SUCH AS TARP OR CANVAS. IF THE INSULATION IS LIGHTWEIGHT, IT SHOULD BE WEIGHTED TO PREVENT POSSIBLE WIND DAMAGE.
- F. ALL MATERIALS REMOVED AS PART OF ROOFING WORK SHALL BE DISPOSED OF OFF SITE IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL REGULATORY AGENCIES.

1.05 JOB CONDITIONS

- A. THERE IS NO MAXIMUM SLOPE RESTRICTION FOR THE APPLICATION OF THE FULLY ADHERED ROOFING SYSTEM.
- B. COORDINATION BETWEEN VARIOUS TRADES IS ESSENTIAL TO AVOID UNNECESSARY ROOFTOP TRAFFIC OVER SECTIONS OF THE ROOF AND TO PREVENT DAMAGE TO THE MEMBRANE.

1.06 WARRANTY: TOTAL SYSTEM WARRANTY – MANUFACTURER GUARANTEES TO THE OWNER FOR A PERIOD OF FIFTEEN (15) YEARS

COMMENCING FROM DATE OF SUBSTANTIAL COMPLETION, THAT MANUFACTURER WILL REPAIR ANY LEAKS CAUSED BY WORKMANSHIP OR SUPPLIED MATERIALS IN THE ROOFING SYSTEM. THIS WARRANTY IS A PERFORMANCE WARRANTY SUPPLIED BY THE MANUFACTURER WITH A NO DOLLAR LIMIT LIABILITY FOR THE OWNER. THE MEMBRANE WARRANTY SHALL BE TWENTY (20) YEARS.

PART 2 PRODUCTS

2.01 GENERAL: THE COMPONENTS OF THIS ROOFING SYSTEM ARE TO BE PRODUCTS OF CARLISLE SYNTEC OR STATE APPROVED EQUAL. THE INSTALLATION, PERFORMANCE OR INTEGRITY OF PRODUCTS BY OTHERS, **WHEN SELECTED BY THE SPECIFIER AND ACCEPTED BY CARLISLE**, IS NOT THE RESPONSIBILITY OF CARLISLE AND IS EXPRESSLY DISCLAIMED BY THE CARLISLE WARRANTY.

2.02 MEMBRANE: MAXIMUM 10 FOOT WIDE SURE-SEAL (BLACK) .060-INCH (1.5mm) THICK NON REINFORCED FIRE RATED EPDM (ETHYLENE, PROPYLENE, DIENE TERPOLYMER) MAY BE USED FOR THIS ROOFING SYSTEM. FOR PHYSICAL PROPERTIES OF THE MEMBRANE, REFER TO THE "PRODUCTS" SECTION OF THE CARLISLE TECHNICAL MANUAL.

2.03 RELATED MATERIALS

- A. 90-8-30A BONDING ADHESIVE, SPLICE CLEANER, SPLICING CEMENT, IN-SEAM SEALANT, LAP SEALANT, PRIMER, SECURTAPE™, UNCURED ELASTOFORM FLASHING, SEAM FASTENING PLATES AND RUSS™ (WITH THE CORRESPONDING FASTENERS) ARE REQUIRED FOR USE WITH THIS ROOFING SYSTEM.
- B. OTHER PRODUCTS: WALKWAY PADS/ROLLS, PRE-MOLDED PIPE SEALS, CLEAN CURED FLASHING, PRESSURE-SENSITIVE FLASHING, INSIDE/OUTSIDE CORNERS AND POURABLE SEALER POCKETS.
- C. POLY ISO INSULATION: INSTALL CARLISLE 3.3" ISO. MINIMUM AVERAGE "R" VALUE, 20.4.

PART 3 EXECUTION

3.01 GENERAL

- A. IT SHALL BE CONTRACTORS **SOLE** RESPONSIBILITY TO INSTALL ROOF SYSTEM TO MEET ALL MANUFACTURER'S CRITERIA FOR THE SYSTEM SPECIFIED AND TO INSTALL PER MANUFACTURER'S

SPECIFICATIONS FOR WARRANTY REQUIRED.

- B. WHEN FEASIBLE, BEGIN THE APPLICATION AT THE HIGHEST POINT OF THE HIGHEST ROOF LEVEL AND WORK TO THE LOWEST POINT TO PREVENT MOISTURE INFILTRATION AND TO MINIMIZE CONSTRUCTION TRAFFIC ON COMPLETED SECTIONS. THIS WILL INCLUDE COMPLETION OF ALL FLASHINGS AND TERMINATION.
- C. FOLLOW CRITERIA OUTLINED IN THE "DESIGN CRITERIA" SECTION OF CARLISLE'S TECHNICAL MANUAL TO PREPARE THE ROOF DECK OR THE SUBSTRATE PRIOR TO THE APPLICATION OF THE NEW ROOFING SYSTEM.

3.02 ROOF DECK CRITERIA

- A. A PROPER SUBSTRATE SHALL BE PROVIDED BY THE BUILDING OWNER. THE STRUCTURE SHALL BE SUFFICIENT TO WITHSTAND NORMAL CONSTRUCTION LOADS AND LIVE LOADS.
- B. DEFECTS IN THE ROOF DECK MUST BE REPORTED AND DOCUMENTED TO THE BUILDING OWNER FOR ASSESSMENT. THE CARLISLE AUTHORIZED ROOFING APPLICATOR SHALL NOT PROCEED UNLESS THE DEFECTS ARE CORRECTED.

3.03 SUBSTRATE PREPARATION

- A. THIS PROJECT REQUIRES A FULL TEAR OFF OF EXISTING EPDM AND BUR ROOF SYSTEM. INSTALL NEW POLY ISO AND .060 FULLY ADHERED ROOF SYSTEM OVER EXISTING TECTUM DECK.
- B. EXISTING ROOF ASSEMBLY IS TECTUM DECK, ½" PERLITE INSULATION, ½" GRAVEL BUR, 1" POLY ISO AND FULLY ADHERED EPDM.
- C. FOR ALL PROJECTS, THE SUBSTRATE MUST BE EVEN WITHOUT NOTICEABLE HIGH SPOTS OR DEPRESSIONS, AND MUST BE FREE OF ACCUMULATED WATER, ICE OR SNOW.
- D. CLEAR THE SUBSTRATE OF DEBRIS AND FOREIGN MATERIAL. FRESH BITUMEN BASED ROOF CEMENT MUST BE REMOVED OR CONCEALED.

3.04 INSTALLATION

REFER TO THE "SAFETY" SECTION IN CARLISLE'S TECHNICAL MANUAL AND THE APPLICABLE MATERIAL SAFETY DATA SHEETS

FOR APPLICABLE CAUTIONS AND WARNINGS.

A. INSULATION ATTACHMENT

1. INSULATION TO BE ATTACHED WITH CARLISLE APPROVED INSULATION ADHESIVE, FOR NON-PENETRATING ATTACHMENT TO TECTUM DECK.

B. MEMBRANE INSTALLATION

1. FULLY ADHERE THE EPDM MEMBRANE TO THE ACCEPTABLE SUBSTRATE WITH 90-8-30A BONDING ADHESIVE AT THE RATE SPECIFIED ON THE CONTAINER LABEL.
2. OVERLAP ADJACENT EPDM MEMBRANE SHEETS A MINIMUM OF 6-INCHES.
3. MEMBRANE SPLICING (ADHESIVE SPLICE)
 - a. WHEN USING **PRE-KLEENED EPDM MEMBRANE™**, CLEANING THE SPLICE AREA IS NOT REQUIRED UNLESS THE MEMBRANE HAS BEEN CONTAMINATED WITH FIELD DIRT, ADHESIVE OR OTHER RESIDUE. TO REMOVE ACCUMULATED DIRT, FOOTPRINTS, ETC., SCRUB THE MEMBRANE SHEETS WITH SPLICE CLEANER OR HP-250 PRIMER.
4. MEMBRANE SPLICING (TAPE SPLICE)
 - a. PRIME THE SPLICE AREA WITH SURE-SEAL PRIMER.
 - b. APPLY SPLICE TAPE TO BOTTOM MEMBRANE SHEET WITH THE EDGE OF THE RELEASE FILM ALONG A LINE MARKED 1/2-INCH (13 mm) OUT FROM THE TOP SHEET. PRESS TAPE ONTO SHEET USING HAND PRESSURE, OVERLAPPING TAPE ROLL ENDS A MINIMUM OF 1-INCH (2.5 cm).
 - c. REMOVE THE RELEASE FILM AND PRESS TOP SHEET ONTO TAPE USING HAND PRESSURE. ROLL THE SPLICE WITH A 2-INCH (5 cm) WIDE STEEL ROLLER.
 - d. INSTALL A 6-INCH (15.5 cm) WIDE SECTION OF PRESSURE SENSITIVE FLASHING OR ELASTOFORM FLASHING OVER ALL FIELD SPLICE INTERSECTIONS AND OVERLAPPED TAPE ENDS AND SEAL EDGES OF FLASHING WITH LAP SEALANT.

- e. THE USE OF LAP SEALANT WITH TAPE SPLICES IS OPTIONAL EXCEPT AT CUT EDGES OF REINFORCED MEMBRANE WHERE LAP SEALANT IS REQUIRED.

C. ADDITIONAL MEMBRANE SECUREMENT

EPDM MEMBRANE MUST BE SECURED AT THE PERIMETER OF EACH ROOF LEVEL, ROOF SECTION, EXPANSION JOINT, CURB, SKYLIGHT, INTERIOR WALL, PENTHOUSE, ETC., AT ANY ANGLE CHANGE WHICH EXCEEDS 2-INCHES IN ONE HORIZONTAL FOOT (16 cm/1 m), AND AT OTHER PENETRATIONS IN ACCORDANCE WITH CARLISLE'S DETAILS. ADDITIONAL MEMBRANE SECUREMENT MAY BE PROVIDED BY RUSST[™] (REINFORCED UNIVERSAL SECUREMENT STRIP) OR SEAM FASTENING PLATES.

D. MEMBRANE FLASHING

1. WHEN FEASIBLE, FLASH ALL PENETRATIONS AND WALLS WITH CURED EPDM MEMBRANE OR CLEAN CURED FLASHING.
2. UNCURED ELASTOFORM FLASHING SHALL BE LIMITED TO OVERLAY VERTICAL SEAMS (AS REQUIRED AT ANGLE CHANGES) OR TO FLASH INSIDE AND OUTSIDE CORNERS, SCUPPERS, POURABLE SEALER POCKETS AND OTHER PENETRATIONS OR UNUSUALLY SHAPED WALLS WHERE THE USE OF CURED MEMBRANE FLASHING IS NOT PRACTICAL.
3. CARLISLE'S PREFABRICATED ACCESSORIES (PRE-MOLDED PIPE FLASHINGS AND PRESSURE-SENSITIVE PRODUCTS; SUCH AS, FLASHING, POURABLE SEALER POCKETS, PIPE BOOTS AND INSIDE/OUTSIDE CORNERS) SHOULD BE USED, WHEN FEASIBLE, IN LIEU OF UNCURED ELASTOFORM FLASHING.
4. TERMINATE THE FLASHING IN ACCORDANCE WITH AN APPROPRIATE CARLISLE TERMINATION DETAIL.

E. OTHER RELATED WORK

1. WALKWAYS ARE REQUIRED AT ALL TRAFFIC CONCENTRATION POINTS (i.e., ROOF HATCHES, ACCESS DOORS, ROOFTOP LADDERS, ETC.), REGARDLESS OF TRAFFIC FREQUENCY. WALKWAYS ARE ALSO REQUIRED IF REGULAR MAINTENANCE (ONCE A MONTH OR MORE) IS NECESSARY TO SERVICE ROOFTOP EQUIPMENT. WALKWAYS ARE CONSIDERED A MAINTENANCE ITEM AND ARE EXCLUDED FROM THE CARLISLE WARRANTY.

- a. CARLISLE WALKWAY PADS/ROLLS MUST BE ADHERED TO THE MEMBRANE WITH SURE-SEAL/BRITE-PLY SPLICING CEMENT OR SPLICE TAPE.
 - b. GRAVEL STOP: FABRICATE AND INSTALL NEW .032 MILL FINISH ALUMINUM GRAVEL STOP. INSTALL NEW DRAIN BAR AT ALL GUTTER EDGES. REPLACE AN/OR ADD PRESSURE TREATED WOOD NAILERS AS NECESSARY.
 - c. COUNTERFLASHINGS: RAISE EXISTING VENTILATION CURBS TO MEET CARLISLE MINIMUM FLASHING REQUIREMENTS.
2. EXISTING BUR **DOES NOT** CONTAIN ASBESTOS.

PAYMENT: 1. SHALL BE 50% UPON AGENCY VERIFICATION THAT ALL MATERIALS ARE ON SITE.

2. SHALL BE 40% OF THE CONTRACT SUM LESS PVIOUS PAYMENT UPON AGENCY VERIFICATION THAT ALL WORK HAS BEEN COMPLETED.

3. SHALL BE 10% OF THE CONTRACT SUM LESS PVIOUS PAYMENTS UPON AGENCY RECEIPT OF MANUFACTURER WARRANTY AND RECEIPT OF PAID TAX CERTIFICATE FROM WEST VIRGINIA TAX COMMISSIONER.

4. INVOICES SUBMITTED FOR PAYMENT TO THE STATE OF WEST VIRGINIA FOR SERVICES SHALL SHOW THE KIND OF SERVICES, DATES WHEN PREFORMED AND NAMES OF PERSONS PERFORMING THE SERVICES; INVOICES FOR MATERIALS OR SUPPLIES SHALL SHOW IN DETAIL THE KIND OF MATERIAL OR SUPPLIES, THE QUANTITY, DATES OF DELIVERY. LABOR MUST SHOW NUMBER OF HOURS "X" THE AMOUNT PER HOUR. ORIGINAL

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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 exceed 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: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State’s Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

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: _____