



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
 DEP13749

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ADDRESS CORRESPONDENCE TO ATTENTION OF
 CHUCK BOWMAN
 304-558-2157

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ENVIRONMENTAL PROTECTION
 DEPARTMENT OF
 OFFICE OF WASTE MANAGEMENT
 601 57TH STREET SE
 CHARLESTON, WV
 25304 304-926-0499

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/11/2006				

BID OPENING DATE: 09/19/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
	ADDENDUM TO DISTRIBUTE VENDOR SUBMITTED QUESTIONS FOR THE ADVERTISEMENT OF EMPLOYEE PHYSICAL EXAMS. PLEASE NOTE THE ESTIMATED QUANTITIES ANTICIPATED AND NOTED IN THIS ADDENDUM DO NOT REPLACE THE QUANTITIES LISTED ON THE BID SCHEDULE FOR BID EVALUATION PURPOSES. BID DATE AND OPENING TIME REMAIN 09/19/06 AT 1:30 PM. ***** NO OTHER CHANGES *****					
0001	1	LS		948-42		
	HEALTH CARE MANAGEMENT					

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

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DEP13749 Vendor's Questions

1. Please provided the anticipated test counts for each of the listed exam components?

Test Procedure	# Of Req Test
01 Physical Examinations	80
02 Visual Acuity	80
03 Audiogram	80
04 Pulmonary Function Screen	80
05 Electrocardiogram	80
06 Routine Urinalysis	80
07 Complete Blood Count	80
08 Comprehensive Metabolic Panel	80
09 Lipid Profile	80
10 Hepatic Function Panel	5
11 Posterior and Anterior Chest X-ray	5
12 EKG Stress Test	20 every 2 yrs.
13 Heavy Metals	65 every 3 yrs.
14 PCB Level	5
15 Serum Tire For Hepatitis A&B	10
16 Hepatitis A and/orB Booster Shot	10
17 Tetanus Vaccination	10
18 Hep A Vaccination (Series Of Injections)	10
19 Hep B Vaccination (Series Of Injections)	10
20 Prostate exam including PSA	10

2. Statement-Page 7 Paragraph 1: All testing shall be conducted at one location only and shall be completed in one day. Does that statement suggest that all 85 employees must be tested at one location in one day or does that statement suggest that each DEP employee's medical exam must be conducted at one site and completed in a day?
 - A. Each employee's medical exam must be conducted at one site and completed in one day.

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3. Will the Department allow exam components such as the Hepatitis vaccinations and stress testing to be performed at secondary sites if the bulk on the testing is completed on-site utilizing a mobile health testing system?
 - A. All testing must be done in the same general area, but could be in different buildings or mobile units. Ex. A mobile unit parked by a hospital.

4. Could you identify the test sites that would be utilized for onsite testing and how many DEP employees would be scheduled for testing at each site? Based on your listed exam protocol, we like to schedule approximately 30 physical exams/day. Can the DEP provide 30 employees for exams in a day? Can exams be scheduled at a maximum of 3 schedule/test sites?
 - A. The number of employees at each test site is dependent upon the location. It would be good to have a test site in the Fairmont area as well as the Kanawha Valley area. We could provide 30 employees for exams in a day especially if the test sites are Fairmont and Kanawha Valley area. Three test sites would be OK.

5. Does the DEP currently utilize a network of fix site medical facilities for the desired services? If so, could the DEP provide a listing of those facilities and contact information?
 - A. DEP currently utilizes one fixed site for these services. The current facility used is: Occupational Health
1203 Hospital Drive #1203
Hurricane, WV 25526

6. Will you consider an alternate pricing schedule?
 - A. No, the one with this RFQ is in the style we will need to evaluate the returned bids.