



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
DMV70102

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED 02/12/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 02/20/2007		BID OPENING TIME		01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED AT THE MANDATORY PRE-BID MEETING AND THOSE QUESTIONS SUBMITTED PRIOR TO THE FEBRUARY 5, 2007 DEADLINE. SEE ATTACHED.						
BID OPENING DATE IS EXTENDED TO: 02/20/2007 BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	EA		070-12		
MOTORCYCLE SAFETY AND AWARENESS PROGRAM						
***** THIS IS THE END OF RFQ DMV70102 ***** 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'

**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

**Pre-Bid Conference
DMV70102
Motorcycle Safety**

Q-1. Page 9

Can the \$100.00 charged to the student for the basic course be reduced to \$75.00?

A-1. NO

Q-2. Page 9

“The contract will be awarded to the vendor that submits the lowest bid based as shown in the above example under training costs.” Is this the only criteria for awarding the contract?

A-2. Yes, the contract will be awarded to lowest bidder who meets all the specifications of the contract.

Q-3. Page 9

Can part ‘B’ under “Services to be Performed” be divided into two parts with the first part dealing with the regular training sites and the second part dealing with the mobile training sites? Then would DMV please clarify what they are expecting the vendor to provide for the mobile training site?

A-3. DMV is not sure that part ‘B’ needs to be written in two parts. To clarify the paragraph the vendor will be expected to provide class scheduling and the instructors.

Q-4. Page 9

Last sentence in part ‘B’ - would DMV change the wording in the last line from “classes will be conducted in each of the four locations’ to read ‘classes will be offered in each of the four locations’?

A-4. No, we will leave it worded as is.

Q-5. Page 10

First paragraph - “All areas designated will be in operation on the dates specified in the contract.” What are the dates?

A-5. Contract becomes effective June 1, 2007 and extends for a period of 12 months.

Q-6. Page 10

Part (H) - Would DMV allow riders to use ADA modified motorcycles and allow scooters to be used in the Experienced Rider Course?

A-6. ADA students will be allowed to use their modified motorcycles while participating in the Experienced Riders Course; provided that said motorcycle is properly registered to the student and the motorcycle has a valid West Virginia state motorcycle inspection sticker affixed.

Students will be allowed to use their scooters provided that the scooter is registered to the student and has a valid state inspection sticker affixed and is greater than 50cc in displacement.

Q-7. Page 11

First paragraph - Is the DMV willing to delete the words "at least ten (10) days prior to any class schedule" and insert in its place "prior to the first day of class"? Also can the next sentence be deleted in its entirety, "Any additional classes must have approval from the WVMSP Coordinator or WVMSP Administrative Office"?

A-7. DMV agrees.

Q-8. Page 11

Paragraph after part (P) - Is the students drivers license number needed?

A-8. Yes

Q-9. Page 12

First paragraph - Will the DMV insert the dates January 31 and August 15 as the dates for the two reports?

A-9. DMV agrees.

Q-10. Page 12

(T) - Is the DMV willing to add to the sentence "Enough classes must be offered at all locations to satisfy the demands of the public" "after a reasonable waiting period."?

A-10. No

Q-11. Page 12

Part IV - "The vendor agrees that any person hired by the vendor as an instructor must have a valid West Virginia driver's license". Will the DMV change the wording to a valid driver's license and delete the words West Virginia?

A- 11. No; will review on a case by case basis.

Q-12. Page 13

Parts 1, 2, 3, 4 - Is DMV willing to change the list and insert after the end of number 2 the heading "Vendor Must Provide:" and then change the numbers 3 and 4 to 1 and 2 under the new heading?

A-12. DMV agrees

Q-13. Page 14

Can the first full paragraph under the heading "Experienced Course: that pertains to Number of Students in Classroom" be deleted? Class room work no longer applies to this course.

A-13. DMV agrees

Q-14. Page 15

Part VII - Will the DMV please explain what they are referring to in the" \$25,000 per each accident" statement?

A-14. Strike out \$5,000 for medical payments, \$25,000 per each accident and replace it with "the limits under this policy are \$10,000 for medical expense benefits and accidental loss of life, limb, or sight."

Q-15. Page 18

"Contract will be awarded to the vendor that submits the lowest bid under the Total Cost for training in Basic Course and also total Cost for training in Experienced Course." Is this the only criteria?

A-15. The contract will be awarded to lowest bidder who meets all the specifications of the contract.

Pre-Bid Conference
SIGN IN SHEET

[Please Print]

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Request for Proposal No.: DMV 7102 Date: 2-2-07

Firm & Representative Name	Mailing Address	Telephone & FAX Numbers
1. <u>Motorcycle Safety Foundation</u> <u>Bob McKeethen</u>	<u>2 Jenner St.</u> <u>Ste 150</u> <u>Irvine, Ca</u>	T: <u>949-727-3227</u> F: _____
2. <u>Motorcycle Safety Foundation</u> <u>David F. Smith</u>	<u>2 Jenner St, Ste 150</u> <u>IRVINE, CA 92618</u>	T: <u>505-892-9813</u> F: _____
3. <u>WVMSD</u> <u>Donnie Hale</u>	<u>1029 North Randolph Ave</u> <u>Elkins WV 26241</u>	T: <u>304-637-0320</u> F: _____
4. <u>WVMSD</u> <u>Joseph M. Tyler</u>	<u>472 Hale Street</u> <u>Charleston, WV 25360</u>	T: <u>304-558-1041</u> F: _____
5. <u>Rick Johnston</u> <u>DMV</u>	<u>Building 3 Room 337</u>	T: <u>558-0022</u> F: _____
6. _____	_____	T: _____ F: _____
7. _____	_____	T: _____ F: _____
8. _____	_____	T: _____ F: _____
9. _____	_____	T: _____ F: _____
10. _____	_____	T: _____ F: _____

RECEIVED
2007 FEB - 9 A 9: 27
PURCHASING DIVISION
STATE OF WV

Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.