



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
 DNR80033

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 BUYER 32
 304-558-0492

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES
 PROCUREMENT OFFICE
 CAPITOL COMPLEX
 BUILDING 3, ROOM 630
 CHARLESTON, WV
 25305 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/13/2006				

BID OPENING DATE: 09/20/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM 02		
				THIS ADDENDUM IS ISSUED TO: 1. DELETE THE REQUEST FOR QUOTATION FOR "REPLACEMENT COSTS OF PARK OWNED LINENS" FROM THE BID FORM; 2. EXTEND THE BID OPENING DATE TO SEPTEMBER 20, 2006, 1:30 PM.		
				ATTACHMENTS:		
				1. REVISED BID FORM		
				2. ADDENDUM ACKNOWLEDGEMENT		
				***** END OF ADDENDUM 02 *****		

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

Vendor:	Spending Unit:
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Requisition No.: _____

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) is cause for rejection of bids.

Signature

Company

Date

SPECIFICATIONS / BID FORM

**REVISED - BID FORM - DNR80033 - Linen Rentals for Twin Falls State Park Bid Opening
September 20, 2006, 1:30 PM**

Item No:	Quantity	Description	Unit/Each Price	Amount
		<u>LINEN RENTAL ITEMS</u>		
		For use in Lodge and Cottage rental units. Color: WHITE		
1	2400	Sheets, Double, Flat. 81" x 108/110"	\$	\$
2	2400	Pillowcases, Standard Cut size 42" x 36"	\$	\$
3	2400	Towel, Bath (aka King Towel) 24" x 48" Wt. 8 lb./doz.	\$	\$
4	2400	Towel, Hand (aka Massage) 16" x 27" Wt. 3 lb./doz.	\$	\$
5	2400	Wash Cloth 12" x 12" Wt. 1 lb./doz.	\$	\$
6	600	Bath Mat 18" x 24" (minimum size) Wt. 5 lb./doz.	\$	\$
7	100	Queen sheets	\$	\$
8	200	Dish Cloth/Soda Towel Wt. 1 lb./doz.	\$	\$
		For use in Pro Shop. Color: BONE		
9	150	Towel, Bath 20" x 24" Wt. 6.5 lb./doz.	\$	\$
		<u>MISCELLANEOUS RENTAL ITEMS</u>		
10	50	Tablecloths 52" x 120" (50% polyester/50% cotton) Color: White	\$	\$
		Other Items:		
		Walk-off Mats, Rubberized back, cotton. Colors: Brown, Blue, Charcoal. Provide other colors if available.		
11	14	Size: 3' x 5'	\$	\$
12	16	Size: 4' x 6'	\$	\$
13	1	Size: 3' x 10'	\$	\$
TOTAL THIS PAGE				\$

Item No:	Est. Qty.	Description	Unit Price	Amount
		<u>REPLACEMENT COSTS OF RENTAL ITEMS</u>		
		Lost or missing items. Price to be quoted per piece.		
		For use in Lodge and Cottage rental units. Color: WHITE		
14	50	Sheets, Double, Flat, White 81" x 108/110"	\$	\$
15	50	Pillowcases, Standard, White Cut size 42" x 36"	\$	\$
16	100	Towel, Bath (aka King Towel), White 24" x 48" Wt. 8 lb./doz.	\$	\$
17	100	Towel, Hand (aka Massage), White 16" x 27" Wt. 3 lb./doz.	\$	\$
18	100	Wash Cloth, White 12" x 12" Wt. 1lb./doz.	\$	\$
19	100	Bath Mat , White 18" x 24" (minimum size) Wt. 5 lb./doz.	\$	\$
20	100	Towel, Kitchen, Absorbent, White 15" x 26" Wt. 24-27 oz./doz.	\$	\$
21	100	Dish Cloth, White Wt. 1 lb./doz.	\$	\$
22	100	Towel, Bath, Bone 20" x 24" Wt. 6.5 lb./doz.	\$	\$
23	25	Tablecloths (50% polyester/50% cotton), White 52" x 120"	\$	\$
24	25	Walk-off Mats, Rubberized back, cotton 3' x 5'	\$	\$
		Brown, Blue, Charcoal, other colors if available		
25	25	Walk-off Mats, Rubberized back, cotton 4' x 6'	\$	\$
		Brown, Blue, Charcoal, other colors if available		
26	25	Walk-off Mats, Rubberized back, cotton 3' x 10'	\$	\$
		Brown, Blue, Charcoal, other colors if available		
		<u>PURCHASE ITEMS</u>		
27	500 lb	Box Rags - Price per pound. To be used in cleaning and machine shop use -	\$	\$
		should be absorbent and in pieces no less than washcloth size - larger preferred		
TOTAL THIS PAGE				\$

Item No:	Est. Quantity	Description	Unit Price	Amount
		LAUNDRY SERVICES		
		To provide laundry service for park owned items. Vendor shall be responsible for replacement of items in the event of vendor loss, missing or damaged items.		
28	150	Blankets, Acrylic Blend, Full Size. Assorted Colors.	\$	\$
29	200	Mattress Pads, Poly/Cotton Blend. Double, Flat.	\$	\$
30	200	Mattress Pads, Poly/Cotton Blend. Single, Flat.	\$	\$
		TOTAL THIS PAGE		\$
		Quantities listed are provided as an estimate of inventory to be on hand and vendor should not assume these numbers are actual. Contract shall cover and provide actual requirements of spending units as demand increases or decreases.		
		The delivery schedule will be adjusted according to the season. We will require pickup and delivery three (3) times per week during the summer months and will have to cut that back during the off seasons. The schedule of delivery shall be determined by the park superintendent or his representative in coordination with the linen service.		
		Linen service delivery shall occur in the morning and should be aware of a noise problem that occurs when cages roll beside guest overnight rooms. Linen company must make every effort to provide cages with low noise, walk pads to reduce roll noise or hand carry delivery to linen area to insure park guests of reasonable noise levels by service personnel. A cage shall be provided for the second floor linen room. Vendor to provide ample linen bags for soiled linen necessary for weekly use. These bags shall have a minimum size of 30" x 40".		
		In case of an error in delivered supplies or shortage of linens due to a high volume of use by spending union, the vendor will arrange for additional linens to be delivered to the spending unit within a 24-hour or less period upon notification of the vendor by the spending unit.		
		Phone: _____ If no answer, then: _____		
		Vendor will provide an original or certified copy of the delivery invoice for park operations. Linen credits shall be on an invoice and issued at the time of shortage.		
		GRAND TOTAL	\$	

BIDDER INFORMATION

Company Name: _____

Contact Name: _____

Address: _____

Phone#: _____ Fax#: _____

Email: _____