



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
DNR80123

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
01/17/2007				

BID OPENING DATE: 02/02/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DIVISION OF NATURAL RESOURCES TO PROVIDE LINEN RENTAL, LAUNDRY, AND DRY CLEANING SERVICES TO VARIOUS STATE PARKS.						
THIS AGENCY OPEN-END CONTRACT MAY BE USED BY OTHER STATE AGENCIES SO LONG AS SERVICE IS MAINTAINED TO THE STATE PARKS.						
ATTACHMENTS: 1. SPECIFICATIONS / BID FORM 2. AFFIDAVIT						
***** NOTES *****						
* VENDORS MAY BID ON SINGLE OR MULTIPLE LOCATIONS DEPENDING ON THEIR ABILITY TO SERVICE THE LOCATION. QUANTITIES LISTED ARE ESTIMATES ONLY, AND FOR BIDDING PURPOSES.						
PAYMENT TERMS: THE AGENCY SHALL NOT BE HELD RESPONSIBLE FOR PAYMENT OF ITEMS WHICH ARE DELIVERED DAMAGED, IN AN UNUSABLE CONDITION, OR DO NOT MEET THE QUALITY AND SIZE SPECIFICATIONS CONTAINED HEREIN. DELIVERY SHALL BE INCLUDED IN THE BID PRICE FOR EACH ITEM.						
THE SUCCESSFUL VENDOR WILL PROVIDE AN ORIGINAL OR CERTIFIED ORIGINAL COPY OF THE DELIVERY INVOICE AFTER EACH DELIVERY. CREDITS SHALL BE ON AN INVOICE AND ISSUED AT THE TIME OF THE SHORTAGE.						

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
DNR80123

PAGE
2

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

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
01/17/2007				

BID OPENING DATE: **02/02/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		954-05		
LINEN RENTAL, LAUNDRY, & DRY CLEANING SERVICE EXHIBIT 1 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT. RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS. CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN						

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
DNR80123

PAGE
3

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

PURCHASER

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
01/17/2007				

BID OPENING DATE: 02/02/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</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>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</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
DNR80123

PAGE
4

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

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
01/17/2007				

BID OPENING DATE: **02/02/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID; OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT,</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
DNR80123

PAGE
5

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

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
01/17/2007				

BID OPENING DATE: **02/02/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</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
DNR80123

PAGE
6

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
01/17/2007				

BID OPENING DATE: **02/02/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <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>						

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
DNR80123

PAGE
7

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
01/17/2007				

BID OPENING DATE: **02/02/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				RFQ. NO.:	DNR80123-----	
				BID OPENING DATE:	FEBRUARY 2, 2007-----	
				BID OPENING TIME:	1:30 PM-----	
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ DNR80123 ***** 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'

DNR80123 – LINEN SERVICES FOR WEST VIRGINIA STATE PARKS**SPECIFICATIONS / BID FORM****BIDS DUE: FEBRUARY 2, 2007; 1:30 PM**

Delivery schedules will vary. Unless specified in the attached specifications for each facility, linens are to be delivered to the spending unit on a schedule mutually agreed upon by the vendor and area superintendent or his/her designee. Deliveries to each area shall be prior to 4:00 pm unless changed by approval of area superintendent or his/her designee.

Vendor to provide an ample supply of linen bags for soiled linens at each facility.

It is understood and agreed that the contract shall cover the quantities actually ordered for delivery during the term of this contract, whether more or less than the quantities shown.

In case of an error in delivered supplies or shortage of linens due to a high volume of use by the spending unit, the vendor will arrange for additional linens to be delivered to the spending unit within 24 hours of notification by the area superintendent or his/her designee. To avoid shortages or extra delivery, all dirty linen picked up on a given day will be returned to the area on the next delivery.

Payment

Orders under \$2,500.00 shall be paid using State of West Virginia issued Visa purchasing credit card as condition of award. Order in excess of \$2,500 shall be invoiced to the respective park. Original invoice is required with delivery or packing slip.

Bed linen thread count shall be a minimum of 180 thread count blended 50% cotton/50% polyester with 2" top and bottom hems. Standard pillow cases to have 2" hems and where noted, King pillows cases to have 3" hems.

Bath Linen

All terry products are a blend of 86% cotton/14% polyester allows for a 2% variance in both blend and specified weight. Double cam or woven dobby borders are acceptable.

Bed linen color – unless otherwise specified all bed linens and bath linens shall be white.

Agency shall be responsible for items lost, or damaged while in their possession. Contractor is to provide replacement cost for each item and agency shall only recognize replacement costs based upon the individual item prices of this contract. Replacement costs for lost or damaged items must be billed to the area within 30 days or the loss will not be the responsibility of the area. Damaged items shall be returned to the area for verification and ultimate possession.

Linen loss or removal from park inventory must be reported immediately to the area superintendent or his/her designated designee.

Linens delivered to each facility shall be high quality and free of odors and stains; shall be plain and free of property markings or ink labeling; shall not be thread bare; worn out or with holes and frayed edges.

Questions: Questions regarding this Request For Quotation (RFQ) will be accepted through January 30, 2007; 12:00 Noon. Please contact John Abbott at: (304) 558-2544; or preferably via email at: jabbott@wvadmin.gov.

		Cabwaylingo State Forest Rt. 1, Box 85 Dunlow, WV 25511 Telephone: 304-385-4255		
		Linens and dry-cleaning for cabin rental units. Color – Bone		
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount
1	4700	Queen Sheets, Flat & Fitted	\$	\$
2	400	Twin Sheets, Flat & Fitted	\$	\$
3	4000	Pillowcases 42" x 36"	\$	\$
4	3000	Bath Towels, 25" x 46"; 11 lbs/doz	\$	\$
5	3000	Face/Hand Towels, 16" x 24"; 3 lbs/doz	\$	\$
6	3000	Wash Cloths, 12" x 12"; 1 lbs/doz	\$	\$
7	3000	Kitchen/tea/dish towels, 15" x 25"	\$	\$
8	200	Dish Cloths/rags	\$	\$
9	1000	Walk-Off Mats, 3' x 5' rubberized	\$	\$
		Replacement costs for lost and/or missing items (Price to be quoted for each piece specified)		
10	1 Each	Queen Sheets, Flat & Fitted		\$
11	1 Each	Twin Sheets, Flat & Fitted		\$
12	1 Each	Pillowcases 42" x 36"		\$
13	1 Each	Bath Towels, 25" x 46"		\$
14	1 Each	Face/Hand Towels, 21" x 28"		\$
15	1 Each	Wash Cloths, 15" x 25"		\$
16	1 Each	Kitchen/tea/dish towels		\$
17	1 Each	Dish Cloths/rags		\$
18	1 Each	Walk-Off Mats, 3' x 5' rubberized		\$
		LAUNDRY:		
19	1 Each	Cotton blankets per pound		\$
20	1 Each	Bedspreads per pound		\$
21	1 Each	Mattress covers per pound		\$
22	1 Each	Shower curtain per pound		\$
23	1 Each	Similar misc. item per pound		\$
		DRY CLEANING:		
24	1 Each	Couch covers		\$
25	1 Each	Bolster covers		\$
26	1 Each	Blankets		\$
18	1 Each	Drapes, Short		\$
19	1 Each	Drapes, Long		\$
20	1 Each	Mattress Pads		\$
			Subtotal	\$
<p>Pickup and deliver weekly to and from the state forest by vendor's truck. The initial delivery for the current season shall be April 2, 2007; the initial delivery shall be the Monday following April 1 thereafter. A park representative will contact the vendor prior to the first delivery to specify the quantity of linens to be delivered. The final linen pickup of the season shall be on or about November 1 of each year.</p>				

		Watoga State Park H C 82, Box 252 Marlinton, WV 24954 Telephone: 304-304-653-4260			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	10,000	Queen bed sheets flat, 81 X 104	\$	\$	
2	6,000	Pillow cases, color white , 42" x 36"	\$	\$	
3	12,000	Bath Towels, color, white, 25" x 46", weight 11 lbs/doz	\$	\$	
4	12,000	Hand Towels, color white, 16" x 24", weight 3 lbs/doz	\$	\$	
5	12,000	Wash Cloths, color white, 12" x 12", weight 1 lbs/doz	\$	\$	
6	3,000	Bath Mats, color, white 20" x 30", weight 7 lbs/doz	\$	\$	
7	5,000	Kitchen Towels, color white 15" x 25", hemmed edge	\$	\$	
		Laundry services for the following items:			
8	1 Each	Bed Spreads (assume weight of 4,000 lbs) 96" x 108"		\$	
9	1 Each	Mattress Pads (assume weight of 1,000 lbs) 54" x 75"		\$	
10	1 Each	Cotton Blankets (assume weight of 1000 lbs) 80" x 90"		\$	
		(assume weight is an estimate amount of usage per year)			
		Replacement cost for the following items:			
11	1 Each	Queen Sheets, Color White		\$	
12	1 Each	Pillow cases		\$	
13	1 Each	Bath towels		\$	
14	1 Each	Hand towels		\$	
15	1 Each	Wash cloths		\$	
16	1 Each	Bath mats		\$	
17	1 Each	Kitchen towels, color white 15" x 25", hemmed edge		\$	
			Subtotal	\$	
		Pick up and delivery by vendor to and from the park on the schedule: April 15 – October – Weekly before 4 PM November 1 – April 15 – Bi-weekly before 4 PM or as requested. Vendor must list items on invoice as shown on contract. Note: Sizes and weights and usage are approximate.			

		Holly River State Park P.O. Box 70, Route 20 Hacker Valley, WV 26222 304-493-6353			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	2000	Double Sheets, flat, 81" x 108-110"	\$	\$	
2	1500	Pillow Cases 42" X 36"	\$	\$	
3	2000	Bath Towels, 25" x 46" (11 lbs/doz)	\$	\$	
4	1700	Face/hand Towels, 16" x 26" (3 lbs/doz)	\$	\$	
5	500	Bath Mats, 21" x 28" (7 lbs/doz)	\$	\$	
6	1700	Wash Clothes, 12" x 12" (1 Lb/doz)	\$	\$	
7	1300	Kitchen Towels, 15" x 25", hemmed edges, cotton	\$	\$	
8	50	Walk-off mats, 3' x 5', rubberized	\$	\$	
		Replacement costs for lost and/or missing (Price to be quoted per each piece specified.)			
9	1 Each	Double Sheets, flat, 81" x 108-110"		\$	
10	1 Each	Pillow Cases 42" X 36"		\$	
11	1 Each	Bath Towels, 25" x 46" (11 lbs/doz)		\$	
12	1 Each	Face/hand Towels, 16" x 26" (3 lbs/doz)		\$	
13	1 Each	Bath Mats, 21" x 28" (7 lbs/doz)		\$	
14	1 Each	Wash Clothes, 12" x 12" (1 lb/doz)		\$	
15	1 Each	Kitchen Towels, 15" x 25", hemmed edges, cotton		\$	
16	1 Each	Walk-off mats, 3' x 5', rubberized		\$	
			Subtotal	\$	
		Pickup and delivery instructions. First delivery shall be the week of the third Monday in March. The park will call vendor prior to the initial delivery date with delivery requirements. Then biweekly deliveries beginning the second Monday in April through November 30, except the park needs weekly deliveries during July and August. The end of season pickup shall be on or about December 1.			

		Cass Scenic Railroad State Park			
		PO Box 107 Cass, WV 24927 Telephone: 304-456-4300			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	500	Full Sheets, Flat, 81" x 110"	\$	\$	
2	600	Twin Sheets, Flat 66" x 115"	\$	\$	
3	600	Pillowcases 42" x 36"	\$	\$	
4	900	Bath Towels, 25" x 46"; 11 lbs. doz.	\$	\$	
5	600	Face/Hand Towels, 16" x 24"; 3 lbs/doz	\$	\$	
6	900	Wash Clothes, 12" x 12"; 1 lbs/doz	\$	\$	
7	100	Kitchen Towels 15" x 25"	\$	\$	
8	250	Bath Mats	\$	\$	
9	35	3' x 5' Mats,	\$	\$	
10	16	4' x 6' Mats	\$	\$	
11	6	3' x 10' Mats	\$	\$	
12	2	Towel dispensers for cloth roll towels	\$	\$	
13	6	Roll cloth towels	\$	\$	
		Delivery to be once a week as agreed upon by vendor and area superintendent or his/her designee.			
		Replacement costs for lost or missing items:			
14	1 Each	Full Sheets, Flat, 81" x 110"		\$	
15	1 Each	Twin Sheets, Flat 66" x 115"		\$	
16	1 Each	Pillowcases 42" x 36"		\$	
17	1 Each	Bath Towels, 25" x 46"; 11 lbs. doz.		\$	
18	1 Each	Face/Hand Towels, 16" x 24"; 1 lbs/doz		\$	
19	1 Each	Wash Clothes, 12" x 12"; 1 lbs/doz		\$	
20	1 Each	Kitchen Towels 15" x 25"		\$	
21	1 Each	Bath Mats		\$	
22	1 Each	3' x 5' Mats,		\$	
23	1 Each	4' x 6' Mats		\$	
24	1 Each	3' x 10' Mats		\$	
25	1 Each	Towel dispensers for cloth roll towels		\$	
26	1 Each	Roll cloth towels		\$	
			Subtotal	\$	

		Seneca State Forest Rt. 1, Box 140 Dunmore, WV 24934 Telephone: 304-799-6213			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	200	Massage Towels, 16" x 27"	\$	\$	
2	200	Bath Towels, 25" x 46"; 11 lbs/doz	\$	\$	
3	200	Wash Clothes 12" x 12"; 1 lb/doz	\$	\$	
4	200	Pillow Cases, 42" x 36"	\$	\$	
5	200	Double Sheets flat – 81" x 110'	\$	\$	
6	200	Bar Towels, 12" x 18"	\$	\$	
		Delivery to be once a week as agreed upon by vendor and area superintendent or his/her designee. Facility requires laundry bags			
		Replacement costs for lost or missing items:			
7	1 Each	Massage Towels		\$	
8	1 Each	Bath Towels		\$	
9	1 Each	Wash Clothes		\$	
10	1 Each	Pillow Cases		\$	
11	1 Each	Double Sheets		\$	
12	1 Each	Bar Towels		\$	
			Subtotal	\$	

		Beech Fork State Park 5601 Long Branch Rd., Barboursville, WV 25504 304-528-5794			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	2080	Bath Mat, 20" x 30"	\$	\$	
2	2080	Queen Sheet 90" x 115"	\$	\$	
3	2080	Pillow Case 42" x 36"	\$	\$	
4	2080	Green Stripe soda towel, 13" x 21"	\$	\$	
5	2600	Hand towel, 15" x 25"; 3 lbs/doz	\$	\$	
6	2080	Bar towel, 12" x 18"	\$	\$	
7	52	Dust mop head 24"	\$	\$	
8	1	Dust mop head 36"	\$	\$	
9	1	Scraper mat (black) monthly	\$	\$	
10	2600	Twin sheet (white)	\$	\$	
11	416	Mat (brown) 3x5 (as needed)	\$	\$	
12	3640	Bath Towel, 24" x 50"; 11 lbs/doz	\$	\$	
13	3640	Wash Cloth, 12" x 12"; 1 lbs/doz	\$	\$	
14	150	Wet Mop (summer)	\$	\$	
15	74	Wet Mop (Off season)	\$	\$	
		Replacement cost for lost or missing items:			
16	1 Each	Bath Mat, 20" x 30"		\$	
17	1 Each	Queen Sheet 90" x 115"		\$	
18	1 Each	Pillow Case 42" x 36"		\$	
19	1 Each	Green Stripe soda towel, 13" x 21"		\$	
20	1 Each	Hand towel, 15" x 25"; 3 lbs/doz		\$	
21	1 Each	Bar towel, 12" x 18"		\$	
22	1 Each	Dust mop head 24"		\$	
23	1 Each	Dust mop head 36"		\$	
24	1 Each	Scraper mat (black) monthly		\$	
25	1 Each	Twin sheet (white)		\$	
26	1 Each	Mat (brown) 3x5 (as needed)		\$	
27	1 Each	Bath Towel, 24" x 50"; 11 lbs/doz		\$	
28	1 Each	Wash Cloth, 12" x 12"; 5 lbs/doz		\$	
29	1 Each	Wet Mop (summer)		\$	
30	1 Each	Wet Mop (Off season)		\$	
			Subtotal	\$	

		Greenbrier State Forest HC 30, Box 154 Caldwell, WV 24925 304-536-1944		
		LINEN RENTAL - Requested Color: Bone		
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount
1	700	Single (twin) Flat Bed Sheets, 66" x 104"	\$	\$
2	700	Single (twin) Fitted Bed Sheets, 39" x 75"	\$	\$
3	900	Double Flat Bed Sheets, 82" x 104"	\$	\$
4	800	Double Fitted Bed Sheets, 54" x 75"	\$	\$
5	1,800	Pillow Cases, 42" x 36"	\$	\$
6	2,800	Deluxe Bath Towels (24" x 50", 11.0 lbs. per dozen)	\$	\$
7	2,400	Face/Hand Towels (16" x 27", 3 lbs. per dozen)	\$	\$
8	2,600	Wash Cloths (12" x 12", 1 lb. per dozen)	\$	\$
9	580	Bath Mats (18" x 24", 7 lbs. per dozen)	\$	\$
10	1,350	Soda/Kitchen Towels	\$	\$
11	125 lbs.	Cleaning Cloths/Rags, (per pound).	\$	\$
12	90	Single (twin) Mattress Pads, 39" x 76".	\$	\$
13	80	Double Mattress Pads, 54" x 76".	\$	\$
14	75	Entrance/Vacuum Mats, 3' x 5'.	\$	\$
		PURCHASED ITEMS		
15	50 LBS.	Rags, to be used in cleaning, dusting, and machine shop use. Should be absorbent and in pieces no less than washcloth size, larger sizes preferred.	\$	\$
		Replacement cost for lost or missing items		
16	1 Each	Single (twin) Flat Bed Sheets, 66" x 104"		\$
17	1 Each	Single (twin) Fitted Bed Sheets, 39" x 75"		\$
18	1 Each	Double Flat Bed Sheets, 82" x 104"		\$
19	1 Each	Double Fitted Bed Sheets, 54" x 75"		\$
20	1 Each	Pillow Cases, 42" x 36"		\$
21	1 Each	Deluxe Bath Towels, 24" x 50", 11.0 lbs. per dozen,		\$
22	1 Each	Face/Hand Towels, 16" x 27", 3 lbs. per dozen		\$
23	1 Each	Wash Cloths, 12" x 12", 1 lb. per dozen		\$
24	1 Each	Bath Mats, 18" x 24", 7 lbs. per dozen		\$
25	1 Each	Soda/Kitchen Towels		\$
26	1 Each	Cleaning Cloths/Rags, (per pound).		\$
27	1 Each	Single (twin) Mattress Pads, 39" x 76".		\$
28	1 Each	Double Mattress Pads, 54" x 76".		\$
29	1 Each	Entrance/Vacuum Mats, 3' x 5'.		\$
			Subtotal	\$
		Linens are to be delivered to the spending unit weekly on a schedule determined by the vendor and forest superintendent or his representative. CABINS ARE OPEN APRIL THROUGH OCTOBER (7 MONTHS) Usage estimate for the 7 month period.		

		North Bend State Park Rt. 1, Box 221 Cairo, WV 26337 Telephone: 304-643-2931			
		Dry cleaning to include the following park owned items:			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	25	Crib Sheets, 39" x 42", cotton/poly blend	\$	\$	
2	25	Crib Blankets, 34" x 42", cotton	\$	\$	
3	300	Bedspreads, quilted	\$	\$	
4	150	Blankets, Vellux, Acrylic, or Cotton	\$	\$	
5	150	Mattress Pads	\$	\$	
6	19	Draperies, 140" x 71" long, 30 pleats per pair	\$	\$	
7	1	Draperies, 105" x 60" long, 24 pleats per pair	\$	\$	
8	2	Draperies, 140" x 72" long,, 34 pleats per pair	\$	\$	
9	10	Draperies, 148" x 68" long, 34 pleats per pair	\$	\$	
10	2	Draperies, 94" x 85" long, 21 pleats per pair	\$	\$	
11	2	Draperies, 88" x 54" long, 20 pleats per pair	\$	\$	
12	2	Draperies, 88" x 44" long, 20 pleats per pair	\$	\$	
13	2	Draperies, 112" x 57" long, 28 pleats per pair	\$	\$	
14	4	Draperies, 88" x 48" long, 20 pleats per pair	\$	\$	
15	2	Draperies, 112" x 56" long, 28 pleats per pair	\$	\$	
16	6	Draperies, 64" x 44" long, 16 pleats per pair	\$	\$	
17	6	Draperies, 43" x 70" long, 10 pleats per pair	\$	\$	
18	6	Draperies, 64" x 59" long, 14 pleats per pair	\$	\$	
19	6	Draperies, 112" x 59" long, 24 pleats per pair	\$	\$	
20	6	Draperies, 88" x 59" long, 20 pleats per pair	\$	\$	
21	6	Draperies, 108" x 59" long, 20 pleats per pair	\$	\$	
22	6	Draperies, 40" x 70" long, 10 pleats per pair	\$	\$	
		Rental items to include the following:			
23	10,000	King bed sheets, color white, 108" x 115"	\$	\$	
24	10,000	Queen bed sheets, color white, 98" x 115	\$	\$	
25	1,600	Full bed sheets, color white, size 81" x 104",	\$	\$	
26	12,000	Pillowcases, color white, size 20x30, percale	\$	\$	
27	12,000	Bath Towel, color white, size 24 x 50 (2% variance) 11 lbs.	\$	\$	
28	10,000	Hand Towel, color white, size 16" x 27",(2% variance) 3 lbs per dozen	\$	\$	
29	4,500	Bath mats, color white, size 20" x 30", (2% variance) 7 lbs per dozen	\$	\$	
30	15,000	Wash Cloths, color white, size 12" x 12",(2% variance) 1 lbs per dozen	\$	\$	
31	1,700	Dish Towels, Size 13" x 26" or larger, cotton or poly/cotton blend	\$	\$	
32	20	Table Cloths, 54" x 54", after hemming, solid colors: red, white, royal blue, burgundy, and hunter green	\$	\$	
33	2,000	Table cloths, 54" x 120", after hemming, solid colors: red, white, royal blue, burgundy, and hunter green	\$	\$	
34	20	Table cloths, 72" diameter, after hemming, solid colors: red, white, royal blue, burgundy and hunter green	\$	\$	
35	30	Dust cloths/rags, absorbent cloth	\$	\$	
36	30	Dust cloths chemically treated	\$	\$	
37	50	Dust mops, chemically treated, 18" handles	\$	\$	
38	25	Dust mops, chemically treated, 36" handles	\$	\$	

39	300	Floor Mats, rubber back, size 3' x 5'	\$	\$
40	50	Floor Mats, rubber back, size 3' x 10'	\$	\$
41	250	Floor Mats, rubber back, size 4' x 6'	\$	\$
42	200	Floor Mats, scraper mat, size 4' x 6'	\$	\$
		Dry cleaning to include the following Restaurant items:		
43	100	Table Skirting, 13 ft. long	\$	\$
		Rental items for the Restaurant to include the following:		
44	2,000	Food service aprons, white bib top	\$	\$
45	4,000	Food service bar mops, non-terry	\$	\$
46	150	Food service grill wipes	\$	\$
47	5,000	Dinner napkins, white cotton starched, approx 21" x 21"	\$	\$
48	1,000	Dinner napkins, colored cotton starched, approx. 21" x 21"	\$	\$
49	500	Chief Coats	\$	\$
		Replacement cost for missing/lost items:		
50	1 Each	King bed sheets, color white, 108" x 115"		\$
51	1 Each	Queen bed sheets, color white, 98" x 115		\$
52	1 Each	Full bed sheets, color white, size 81" x 104",		\$
53	1 Each	Pillowcases, color white, size 20x30, percale		\$
54	1 Each	Bath Towel, color white, size 24 x 50 (2% variance) 11 lbs.		\$
55	1 Each	Hand Towel, color white, size 16" x 27",(2% variance) 3 lbs per dozen		\$
56	1 Each	Bath mats, color white, size 20" x 30", (2% variance) 7 lbs per dozen		\$
57	1 Each	Wash Cloths, color white, size 12" x 12",(2% variance) 1 lbs per dozen		\$
58	1 Each	Dish Towels, Size 13" x 26" or larger, cotton or poly/cotton blend		\$
59	1 Each	Table Cloths, 54" x 54", after hemming, solid colors: red, white, royal blue, burgundy, and hunter green		\$
60	1 Each	Table cloths, 54" x 120", after hemming, solid colors: red, white, royal blue, burgundy, and hunter green		\$
61	1 Each	Table cloths, 72" diameter, after hemming, solid colors: red, white, royal blue, burgundy and hunter green		\$
62	1 Each	Dust cloths/rags, absorbent cloth		\$
63	1 Each	Dust cloths chemically treated		\$
64	1 Each	Dust mops, chemically treated, 18" handles		\$
65	1 Each	Dust mops, chemically treated, 36" handles		\$
66	1 Each	Floor Mats, rubber back, size 3' x 5'		\$
67	1 Each	Floor Mats, rubber back, size 3' x 10'		\$
68	1 Each	Floor Mats, rubber back, size 4' x 6'		\$
69	1 Each	Floor Mats, scraper mat, size 4' x 6'		\$
70	1 Each	Food service aprons, white bib top		\$
71	1 Each	Food service bar mops, non-terry		\$
72	1 Each	Food service grill wipes		\$
73	1 Each	Dinner napkins, white cotton starched, approx 21" x 21"		\$
74	1 Each	Dinner napkins, colored cotton starched, approx. 21" x 21"		\$
75	1 Each	Chief Coats		\$
			Subtotal	\$

		Twin Falls Resort State Park PO Box 667 Mullens, WV 25882 Telephone: 304-294-6000			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	2400	Sheets, Double, Flat. 81" x 108/110"	\$	\$	
2	2400	Pillow Cases, Standard cut size 42" x 36"	\$	\$	
3	2400	Towel, Bath 24" x 50" Wt. 11 lb./doz.	\$	\$	
4	2400	Towel, Hand 16" x 24" 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 90" x 110"	\$	\$	
8	200	Dish Cloth/Soda Towel, 15" x 25", Wt. 1 lb./doz.	\$	\$	
		For use in Pro Shop. Color: Bone			
9	150	Towel, Bath 20" x 24" Wt. 6.5 lb./doz.	\$	\$	
		Miscellaneous Rental Items			
10	50	Tablecloths. 52" x 120" (50% polyester/50%cotton) Color: White	\$	\$	
		Other Items:			
		Walk-off Mats, Rubberized back, cotton. Color: 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"	\$	\$	
		Replacement Costs of Rental Items: Lost or missing items. Price to be quoted per piece:			
14	1 Each	Sheets, Queen, 90" x 110"		\$	
15	1 Each	Sheets, Double, Flat, white 81" x 108/110"		\$	
16	1 Each	Pillow Cases, standard, white Cut size 42" x 36"		\$	
17	1 Each	Towel, Bath, white 24" x 50"		\$	
18	1 Each	Towel, Hand white 16" x 24" Wt. 3 lb./doz		\$	
19	1 Each	Wash Cloth, white 12" x 12" Wt. 1 lb./doz		\$	
20	1 Each	Bath Mat, white 18" x 24" (minimum size) Wt 5 lb./doz		\$	
21	1 Each	Towel, Kitchen, Absorbent, white 15" x 26" Wt. 24-27 oz./doz		\$	
22	1 Each	Dish Cloth, White Wt. 1 lb./doz		\$	
23	1 Each	Towel, Bath, Bone 20" x 24" Wt. 6.5 lb./doz.		\$	

24	1 Each	Tablecloths (50% polyester/50% cotton), white 52 52" x 120"		\$
25	1 Each	Walk-off Mats, Rubberized back, cotton 3' x 5'		\$
26	1 Each	Walk-off Mats, Rubberized back, cotton 4' x 6', Brown, Blue, Charcoal, other colors if available		\$
27	1 Each	Walk-off Mats, Rubberized back, cotton 3' x 10, Brown, Blue, charcoal, other available colors		\$
		<u>Purchase Items</u>		
28	50 LBS	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.	\$	\$
		<u>Laundry Services</u>		
		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.		
29	1 Each	Blankets, Acrylic Blend, Full Size. Assorted Colors.		\$
30	1 Each	Mattress Pads, Poly/Cotton Blend. Double, Flat.		\$
31	1 Each	Mattress Pads, Poly/Cotton Blend. Single Flat.		\$
		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".		
			Subtotal	\$

		Kumrabow State Forest Rt 219-16 P.O. Box 65 Huttonsville, WV 26273 Telephone: 304-335-2219			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	500	Full Sheets, Flat, 81" x 110"	\$	\$	
2	600	Twin Sheets, Flat 66" x 115"	\$	\$	
3	800	Pillowcases, 42" x 36"	\$	\$	
4	700	Bath Towels, 25" x 46"; 11 lbs/doz	\$	\$	
5	700	Face/Hand towels, 16" x 24"; 3 lbs/doz	\$	\$	
6	800	Wash Clothes, 12" x 12"; 1 lbs/doz	\$	\$	
7	450	Kitchen Towels, 15" x 25"	\$	\$	
8	40	Walk-off Mats, 3' x 5', rubberized	\$	\$	
		Replacement costs for lost and/or missing items (Price to be quoted per each piece specified)			
9	1 Each	Full Sheets, Flat, 81" x 110"		\$	
10	1 Each	Twin Sheets, Flat 66" x 115"		\$	
11	1 Each	Pillowcases 42" x 36"		\$	
12	1 Each	Bath towels, 25" x 46"		\$	
13	1 Each	Face/Hand Towels, 21" x 28"		\$	
14	1 Each	Wash Clothes, 12" x 12"		\$	
15	1 Each	Kitchen Towels, 15" x 25"		\$	
16	1 Each	Walk-off Mats, 3' x 5' rubberized		\$	
			Subtotal	\$	
		Pick up and delivery to and from Kumrabow State Forest is to be arranged with the Forest Superintendent. Vendor must list items on invoice as shown on contract In case of an error in delivered supplies or shortage of linens, the vendor will arrange for additional linens to be delivered to the spending unit with 24 hours. Emergency contact number: _____			

		Cacapon Resort State Park 818 Cacapon Lodge Dr. Berkeley Springs, WV 25411-3300			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	1,000	Table Cloths, White, Fine Dining, 85" x 85", Minimum stock all times 500	\$	\$	
2	1,000	Table Cloths, White, Fine Dining, 52"x114", Minimum Stock 500	\$	\$	
3	300	Table Cloths, Red, Fine Dining, 85" x 85", Minimum stock all times 150	\$	\$	
4	300	Table Cloths, Red, Fine Dining, 52" x 114", Minimum Stock 150	\$	\$	
5	1,600	Napkins, White, Fine Dining, 20" x 20", Minimum Stock 800	\$	\$	
6	1,600	Napkins, Red, Fine Dining, 20" x 20", Minimum Stock 800	\$	\$	
7	100	Walk Off Mats, Gray 3' x 5', Minimum Stock 50	\$	\$	
8	100	Walk Off Mats, Gray 3' x 10', Minimum Stock 50	\$	\$	
9	100	Walk Off Mats, Gray, 4' x 6', Minimum Stock 50	\$	\$	
		Replacement cost for lost or missing items:			
10	1 Each	Table Cloths, White, Fine Dining, 85" x 85", Minimum stock all times 500		\$	
11	1 Each	Table Cloths, White, Fine Dining, 52"x114", Minimum Stock 500		\$	
12	1 Each	Table Cloths, Red, Fine Dining, 85" x 85", Minimum stock all times 150		\$	
13	1 Each	Table Cloths, Red, Fine Dining, 52" x 114", Minimum Stock 150		\$	
14	1 Each	Napkins, White, Fine Dining, 20" x 20", Minimum Stock 800		\$	
15	1 Each	Napkins, Red, Fine Dining, 20" x 20", Minimum Stock 800		\$	
16	1 Each	Walk Off Mats, Gray 3' x 5', Minimum Stock 50		\$	
17	1 Each	Walk Off Mats, Gray 3' x 10', Minimum Stock 50		\$	
18	1 Each	Walk Off Mats, Gray, 4' x 6', Minimum Stock 50		\$	
			Subtotal	\$	

		Chief Logan Lodge/Conference Center State Park 1000, Conference Center Dr., Logan, WV 25601 304-855-6100			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
Linen/Sheets					
1	1,460	King white 108" x 115"	\$	\$	
2	2,555	Queen white 90" x 115"	\$	\$	
3	584	Full white 81" x 104"	\$	\$	
4	2,738	Pillow cases white 42" x 36"	\$	\$	
5	1,460	Pillow cases king white 42" x 46"	\$	\$	
Bath					
6	4,106	Bath towel white 25" x 54" 13.5 lb/dz	\$	\$	
7	4,106	Hand towel white 16" x 30" 3.0 lb/dz	\$	\$	
8	4,106	Wash cloth white 12" x 12" 1.0 lb/dz	\$	\$	
9	1,369	Bath mat white 20" x 30" 7.0 lb/dz	\$	\$	
10	1,095	Pool towels blue/white stripe 100% cotton 30" x 70" 15 lb/dz	\$	\$	
Restaurant Items					
11	548	Food service aprons, white bib top	\$	\$	
12	1,095	Food service bar mops, non terry	\$	\$	
13	183	Food service grill wipes	\$	\$	
14	2,013	Dinner napkins, white starched 21" x 21" 100% cotton	\$	\$	
15	912	Dinner napkins, colored starched 21" x 21" 100% cotton	\$	\$	
16	171	Round table cloths 90"	\$	\$	
17	274	Table cloth 52" x 52" white	\$	\$	
18	137	Table cloth 52" x 52" colored	\$	\$	
19	183	Table cloth 52" x 120" white	\$	\$	
20	91	Table cloth 52" 120" colored	\$	\$	
Entry Mats					
21	20	3x5 rubber backing	\$	\$	
22	4	3x10 rubber backing	\$	\$	
23	12	4x6 rubber backing	\$	\$	
24	20	4x6 scraper	\$	\$	
Other					
25		Dust mop 18"	\$	\$	
26		Dust mop 36"	\$	\$	
Dry cleaning items owned by the Park					
27	9	Table skirting 13'	\$	\$	
28	24	Draperies 82" x 72" pinch pleat	\$	\$	
29	10	Draperies 82" x 68" pinch pleat	\$	\$	
30	5	Draperies 74" x 99" pinch pleat	\$	\$	
31	20	Draperies 74" x 89" pinch pleat	\$	\$	
Laundry Items Owned by the Park					
32	20	Bedspreads	\$	\$	
33	35	Blankets	\$	\$	
34	75	Mattress Pads	\$	\$	
Replacement cost for lost or missing items:					

		Linen/Sheets		
35	1 Each	King white 108" x 115"		\$
36	1 Each	Queen white 90" x 115"		\$
37	1 Each	Full white 81" x 104"		\$
38	1 Each	Pillow cases white 42" x 36"		\$
39	1 Each	Pillow cases king white 42" x 46"		\$
		Bath		
40	1 Each	Bath towel white 25" x 54" 13.5 lb/dz		\$
41	1 Each	Hand towel white 16" x 30" 1.0 lb/dz		\$
42	1 Each	Wash cloth white 12" x 12" 1.0 lb/dz		\$
43	1 Each	Bath mat white 20" x 30" 7.0 lb/dz		\$
44	1 Each	Pool towels blue/white stripe 100% cotton 30" x 70" 15 lb/dz		\$
		Restaurant Items		
45	1 Each	Food service aprons, white bib top		\$
46	1 Each	Food service bar mops, non terry		\$
47	1 Each	Food service grill wipes		\$
48	1 Each	Dinner napkins, white starched 21" x 21" 100% cotton		\$
49	1 Each	Dinner napkins, colored starched 21" x 21" 100% cotton		\$
50	1 Each	Round table cloths 90"		\$
51	1 Each	Table cloth 52" x 52" white		\$
52	1 Each	Table cloth 52" x 52" colored		\$
53	1 Each	Table cloth 52" x 120" white		\$
54	1 Each	Table cloth 52" 120" colored		\$
		Entry Mats		
55	1 Each	3x5 rubber backing		\$
56	1 Each	3x10 rubber backing		\$
57	1 Each	4x6 rubber backing		\$
58	1 Each	4x6 scraper		\$
		Other		
59	1 Each	Dust mop 18"		\$
60	1 Each	Dust mop 36"		\$
			Subtotal	\$

		Lost River State Park 321 Park Drive Mathias, WV 26812 Telephone: 304-897-5372			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
		Linens and dry-cleaning for cabin rental units.			
1	3250	Sheets, flat, double, 81" x 108"	\$	\$	
2	2250	Pillow Case, 42" x 36"	\$	\$	
3	2750	Towel, 24" x 50", 11 lb/doz	\$	\$	
4	2600	Towel Face/Hand, 16" x 27", 3 lb/doz	\$	\$	
5	2600	Washcloth, 12" x 12", 1 lb/doz	\$	\$	
6	750	Mat, Bath, 18" x 24", 7 lb/doz	\$	\$	
7	1250	Towel, Kitchen, 15" x 25"	\$	\$	
8	150	Mat, 3" x 5", burgundy	\$	\$	
9	55	Mat, wipe, rubberized, black scrapper	\$	\$	
10	60	Mop, dust treated, 12" x 14". Handles need to be supplied.	\$	\$	
		Laundry to include the following park owned items:			
11	1 Each	Bedspreads, mattress pads, mattress covers, cotton blankets, shower curtains, dust mop heads, curtains and tablecloths.		\$	
		Dry cleaning to include the following park owned items:			
12	1 Each	Wool blankets and draperies.		\$	
		Please quote replacement cost for the following:			
13	1 Each	Sheets, flat, double, 81" x 108"		\$	
14	1 Each	Pillow Case, 42" x 36"		\$	
15	1 Each	Towel, 24" x 50", 11# per doz		\$	
16	1 Each	Towel Face/Hand, 16" x 27", 3# per doz		\$	
17	1 Each	Washcloth, 12" x 12", 1# per doz		\$	
18	1 Each	Mat, Bath, 18" x 24", 7#per doz		\$	
19	1 Each	Towel, Kitchen, 15" x 25"		\$	
20	1 Each	Mat, 3" x 5", burgundy		\$	
21	1 Each	Mat, wipe, rubberized, black scrapper		\$	
22	1 Each	Mop, dust treated, 12" x 14". Handles need to be supplied.		\$	
			Subtotal	\$	

		Tygart Lake State Park			
		Rt. 1, Box 260 Grafton, WV 26354 Telephone: 304-265-6148			
Item #	Estimated Usage Qty.	Description	Unit Price	Extended Amount	
1	2500	Full Sheets, Flat 81" x 110"	\$	\$	
2	4500	Queen Bed Sheets, 90" x 115"	\$	\$	
3	300	King Bed Sheets, 108" x 115"	\$	\$	
4	7600	Pillow Cases; Queen, 42" x 40"	\$	\$	
5	20	Pillow Cases; King, 42" x 46"	\$	\$	
6	7000	Bath Towels, 24" x 50", 11 lb. per dz	\$	\$	
7	8000	Hand Towels, 16" x 27", 3 lb per dz	\$	\$	
8	8000	Wash Cloths, 12" x 12", 1 lb per dz	\$	\$	
9	2500	Bath Mats, 20" x 30", 7 lb per dozen	\$	\$	
10	3000	Soda Towels, 13" x 21"	\$	\$	
11	220	Bib Apron – One Size Fits All	\$	\$	
12	20	Dust Mop Frames – Metal 30"	\$	\$	
13	12	Dust Mops, 30"	\$	\$	
14	40	Wet Mop – Medium	\$	\$	
15	50	Tablecloths, Linen, 45" x 45"	\$	\$	
16	50	Tablecloths, Linen, 52" x 52"	\$	\$	
17	50	Tablecloths, Linen, 72" x 72"	\$	\$	
18	50	Tablecloths, Linen, 101" x 72"	\$	\$	
19	200	Table Napkins, Linen, 12" x 12"	\$	\$	
20	300	Bar Towels, 12" x 18"	\$	\$	
21	108	Charcoal Mat, 3' x 5'	\$	\$	
22	200	Charcoal Mat, 2 1/2' x 3'	\$	\$	
23	108	Black Scrapper Mats, 4' x 6'	\$	\$	
		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.			
		Replacement cost for lost for missing items:			
24	1 Each	Full Sheets, Flat 81" x 110"		\$	
25	1 Each	Queen Bed Sheets, 90" x 115"		\$	
26	1 Each	King Bed Sheets, 108" x 115"		\$	
27	1 Each	Pillow Cases; Queen, 42" x 40"		\$	
28	1 Each	Pillow Cases; King, 42" x 46"		\$	
29	1 Each	Bath Towels, 24" x 50", 11 lb. per dz		\$	
30	1 Each	Hand Towels, 16" x 27", 3 lb per dz		\$	
31	1 Each	Wash Cloths, 12" x 12", 1 lb per dz		\$	
32	1 Each	Bath Mats, 20" x 30", 7 lb per dozen		\$	
33	1 Each	Soda Towels, 13" x 21"		\$	

34	1 Each	Bib Apron – One Size Fits All		\$
35	1 Each	Dust Mop Frames – Metal 30"		\$
36	1 Each	Dust Mops, 30"		\$
37	1 Each	Wet Mop – Medium		\$
38	1 Each	Tablecloths, Linen, 45" x 45"		\$
39	1 Each	Tablecloths, Linen, 52" x 52"		\$
40	1 Each	Tablecloths, Linen, 72" x 72"		\$
41	1 Each	Tablecloths, Linen, 101" x 72"		\$
42	1 Each	Table Napkins, Linen, 12" x 12"		\$
43	1 Each	Bar Towels, 12" x 18"		\$
44	1 Each	Charcoal Mat, 3' x 5'		\$
45	1 Each	Charcoal Mat, 2 1/2' x 3'		\$
46	1 Each	Black Scrapper Mats, 4' x 6'		\$
			Subtotal	\$

		Berkeley Springs State Park			
		2 South Washington Street Berkeley Springs, WV 25411 Telephone: 304-258-5860			
Item #	Estimated Usage Qty.	Description *Provide Monthly Unit Price in the Unit Price Box and multiply by 12 as indicated	* Unit Price	Extended Amount	
1	12	Twin Bed Sheets, Flat, 66" x 104", amount on hand at all times: 800	\$	\$	
2	12	Pillow Cases, Standard, 22" x 44", amount on hand at all times: 100	\$	\$	
3	12	Bath Towels, 24" x 44" minimum size, 11 lbs/doz min; amount on hand at all times: 1200	\$	\$	
4	12	Face/Hand towel, 16" x 27", 3 lbs/doz minimum; amount on hand at all times: 600	\$	\$	
5	12	Bath Mats, 18" x 24", 7 lbs/doz; amount on hand at all times: 400	\$	\$	
6	12	Blankets, cotton flannel, 96" x 66", 100% cotton; amount on hand at all times: 25	\$	\$	
7	12	Entrance mats for the main bathhouse lobby and roman bathhouse lobby shall be exchanged on a weekly basis. (6 each - 3' x 5'); (2 each - 3' x 10' mats).	\$	\$	
		Entrance mats for the main bathhouse areas shall be exchanged on a monthly basis. *Provide Monthly Unit Price in Unit Price Box and multiply by 12 as indicated			
8	12	(64 each) 3' x 10' mats	\$	\$	
9	12	(12 each) 3' x 5' Mats	\$	\$	
		The contractor will insure that the following quantities are on hand at all times for the park: *Provide Monthly Quote in Unit Price Box and multiply by 12 as indicated			
10	12	Vacumat Entrance Mat, 3' x 5' - 21 mats	\$	\$	
11	12	Vacumat Entrance Mat, 3' x 10' - 64 mats	\$	\$	
12	12	Entrance Mat, Vacumat, 3' x 5' rubber back, polyester, color: red	\$	\$	
13	12	Entrance Mat, Vacumat, 3' x 10' rubber back, polyester, color: red	\$	\$	
		Replacement cost for lost or missing items:			
14	1 Each	Twin Bed Sheets, Flat, 66" x 104", amount on hand at all times: 800		\$	
15	1 Each	Pillow Cases, Standard, 22" x 44", amount on hand at all times: 100		\$	
16	1 Each	Bath Towels, 24" x 44" minimum size, 11 lbs/doz min; amount on hand at all times: 1200		\$	
17	1 Each	Face/Hand towel, 16" x 27", 3 lbs/doz minimum; amount on hand at all times: 600		\$	
18	1 Each	Bath Mats, 18" x 24", 7 lbs/doz; amount on hand at all times: 400		\$	
19	1 Each	Blankets, cotton flannel, 96" x 66", 100% cotton; amount on hand at all times: 25		\$	

20	1 Each	Entrance mats for the main bathhouse lobby and roman bathhouse lobby shall be exchanged on a weekly basis. (6 each – 3' x 5'); (2 each – 3' x 10' mats).		\$
21	1 Each	Entrance mats for the main bathhouse areas shall be exchanged on a monthly basis.		\$
22	1 Each	(64 each – 3' x 10' mats); (12 each – 3' x 5' Mats).		\$
23	1 Each	The contractor will insure that the following quantities are on hand at all times for the park:		\$
24	1 Each	Vacumat Entrance Mat, 3' x 5' – 21 mats		\$
25	1 Each	Vacumat Entrance Mat, 3' x 10' – 64 mats		\$
26	1 Each	Entrance Mat, Vacumat, 3' x 5' rubber back, polyester, color: red		\$
27	1 Each	Entrance Mat, Vacumat, 3' x 10' rubber back, polyester, color: red		\$
			Subtotal	\$

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: _____