



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
DNR80160

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUTCH CHITTUM 304-558-8806

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/14/2007				

BID OPENING DATE: 04/10/2007 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  OPEN END CONTRACT  PROVIDE LINEN RENTAL, LAUNDRY SERVICE, AND DRY CLEANING SERVICES TO VARIOUS WEST VIRGINIA STATE PARKS AND FORESTS AS PER THE ATTACHED SPECIFICATIONS.  VENDORS MAY BID ON SINGLE OR MULTIPLE LOCATIONS DEPENDING ON THEIR ABILITY TO SERVICE THESE AREAS. BIDS WILL BE EVALUATED BASED ON THE TOTAL AMOUNT BID FOR EACH LOCATION AND WILL BE AWARDED BASED ON THE TOTAL FOR EACH LOCATION.  EXHIBIT 3  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						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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**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.

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**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  
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUTCH CHITTUM 304-558-8806

VENDOR ROOM

RFQ COPY  
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SHIP TO

DIVISION OF NATURAL RESOURCES  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/14/2007				

BID OPENING DATE: 04/10/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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) ONE (1) YEAR PERIODS.</p> <p>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 TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <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>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</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>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDITION OF AWARD.</p> <p style="text-align: center;">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> <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,</p>						

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<p>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;</p> <p>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, 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>						

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<p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; 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> <p>BIDDER: -----</p> <p>DATE: -----</p>						

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SIGNED: ----- TITLE: ----- * 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) NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER:-----BUTCH CHITTUM 44 RFQ. NO.:-----DNR80160----- BID OPENING DATE:-----04/10/2007-----						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p> <p>***** THIS IS THE END OF RFQ DNR80160 ***** TOTAL: _____</p>						

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**STATE OF WEST VIRGINIA  
PURCHASING CONTINUATION SHEET**

Item no	Quantity	Description	Unit Price	Amount
		<p>Delivery schedules will vary. Unless specified in the attached specifications for each facility, linens must 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.</p> <p>Vendor must provide an ample supply of linen bags for soiled linens at each facility.</p> <p>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.</p> <p>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.</p> <p><u>Payment</u> 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.</p> <p><u>Bed linen</u> thread count shall be a minimum of 180 thread count blended 50% cotton/50% polyester with 2" top and bottom hems. Standard pillow cases must have 2" hems and where noted, King pillows cases must have 3" hems.</p> <p><u>Bath Linen</u> 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.</p> <p><u>Bed linen color</u> – unless otherwise specified all bed linens and bath linens shall be white.</p> <p>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.</p> <p>Linen loss or removal from park inventory must be reported immediately to the area superintendent or his/her designee.</p>		

**STATE OF WEST VIRGINIA  
PURCHASING CONTINUATION SHEET**

Item no	Quantity	Description	Unit Price	Amount
		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.		

		<b>Berkeley Springs State Park</b> 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	Amount	
1	2400	Twin Bed Sheets, Flat, 66" x 104", amount on hand at all times: 800	\$	\$	
2	300	Pillow Cases, Standard, 22" x 44", amount on hand at all times: 100	\$	\$	
3	3600	Bath Towels, 24" x 44" minimum size, 11 lbs/doz min; amount on hand at all times: 1200	\$	\$	
4	1800	Face/Hand towel, 16" x 27", 3 lbs/doz minimum; amount on hand at all times: 600	\$	\$	
5	1200	Bath Mats, 18" x 24", 7 lbs/doz; amount on hand at all times: 400	\$	\$	
6	75	Blankets, cotton flannel, 96" x 66", 100% cotton; amount on hand at all times: 25	\$	\$	
7	36	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).	\$	\$	
		<b>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</b>			
8	64	(64 each) 3' x 10' mats	\$	\$	
9	24	(12 each) 3' x 5' Mats	\$	\$	
		<b>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</b>			
10	21	Vacumat Entrance Mat, 3' x 5' - 21 mats	\$	\$	
11	64	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	\$	\$	
		<b>Replacement cost for lost or missing items:</b>			
14	1 Each	Twin Bed Sheets, Flat, 66" x 104"		\$	
15	1 Each	Pillow Cases, Standard, 22" x 44"		\$	
16	1 Each	Bath Towels, 24" x 44" minimum size, 11 lbs/doz min.		\$	
17	1 Each	Face/Hand towel, 16" x 27", 3 lbs/doz minimum.		\$	
18	1 Each	Bath Mats, 18" x 24", 7 lbs/doz.		\$	
19	1 Each	Blankets, cotton flannel, 96" x 66", 100% cotton.		\$	
20	1 Each	Entrance mats for the main bathhouse lobby and roman bathhouse lobby ( 3' x 5'); (3' x 10' ).		\$	
21	1 Each	Entrance mats for the main bathhouse areas (3' X 5') and (3' X 10')		\$	
22	1 Each	Vacumat Entrance Mat, 3' x 5'		\$	
23	1 Each	Vacumat Entrance Mat, 3' x 10'		\$	
24	1 Each	Entrance Mat, Vacumat, 3' x 5' rubber back, polyester, color: red		\$	

25	1 Each	Entrance Mat, Vacumat, 3' x 10' rubber back, polyester, color: red		\$
			<b>Total</b>	\$

		<b>Blackwater Falls State Park</b>			
		Rt. 29, PO Drawer 490 Davis, WV 26260 Telephone: 304-259-5216			
<b>Item #</b>	<b>Estimated Usage Qty.</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>	
1	8	White Brad Chef Coats, Sizes S, M, L, XL, XXL	\$	\$	
2	70	White Chef Bib Apron, Sizes: S, M, L, XL, XXL	\$	\$	
3	400	Soda Towels, 12" x 15"	\$	\$	
4	10	White Tablecloths, Linen, 52" x 52"	\$	\$	
5	99	White Tablecloths, Linen, 52" x 120"	\$	\$	
6	400	White Table Napkins, Linen, 19 1/2" x 19 1/2"	\$	\$	
7	2	Nylon Laundry Bag H43"x W33" w/Stand	\$	\$	
8	120	Grill Wipes Approximately 12" x 15"	\$	\$	
9	27	Walnut Brown Carpet Mat, 3' x 5'	\$	\$	
10	14	Walnut Brown Carpet Mat, 3' x 10'	\$	\$	
11	21	Walnut Brown Carpet Mats, 4' x 6'	\$	\$	
		<p>All delivered items must be clean, neat and free of wrinkles, burrs, soils and imperfections. Items shall be wrapped and clearly labeled for easy identification of contents and sizes. Unacceptable items will be returned for exchange or credit. Successful bidder should provide emergency numbers for off hours contact or orders. Successful bidder should provide contact name for resolution of complaints or issues. Name: _____ Phone: _____</p>			
		<b>Replacement cost for lost for missing items:</b>			
12	1 Each	White Brad Chef Coats, Sizes: S, M, L, XL, XXL	\$	\$	
13	1 Each	White Chef Bib Apron, Sizes: S, M, L, XL, XXL	\$	\$	
14	1 Each	Soda Towels, 12" x 15"	\$	\$	
15	1 Each	White Tablecloths, Linen, 52" x 52"	\$	\$	
16	1 Each	White Tablecloths, Linen, 52" x 120"	\$	\$	
17	1 Each	White Table Napkins, Linen, 19 1/2" x 19 1/2"	\$	\$	
18	1 Each	Nylon Laundry Bag H43"x W33" w/Stand	\$	\$	
19	1 Each	Grill Wipes Approximately 12" x 15"	\$	\$	
20	1 Each	Walnut Brown Carpet Mat, 3' x 5'	\$	\$	
21	1 Each	Walnut Brown Carpet Mat, 3' x 10'	\$	\$	
22	1 Each	Walnut Brown Carpet Mats, 4' x 6'	\$	\$	
			<b>Total</b>	<b>\$</b>	

		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	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		\$	
		<b>LAUNDRY:</b>			
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		\$	
		<b>DRY CLEANING:</b>			
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		\$	
			<b>Total</b>	\$	
<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>					

		<b>Cacapon Resort State Park 818 Cacapon Lodge Dr. Berkeley Springs, WV 25411-3300</b>			
<b>Item #</b>	<b>Estimated Usage Qty.</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>	
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	\$	\$	
		<b>Replacement cost for lost or missing items:</b>			
10	1 Each	Table Cloths, White, Fine Dining, 85" x 85"		\$	
11	1 Each	Table Cloths, White, Fine Dining, 52"x114"		\$	
12	1 Each	Table Cloths, Red, Fine Dining, 85" x 85"		\$	
13	1 Each	Table Cloths, Red, Fine Dining, 52" x 114"		\$	
14	1 Each	Napkins, White, Fine Dining, 20" x 20"		\$	
15	1 Each	Napkins, Red, Fine Dining, 20" x 20"		\$	
16	1 Each	Walk Off Mats, Gray 3' x 5'		\$	
17	1 Each	Walk Off Mats, Gray 3' x 10'		\$	
18	1 Each	Walk Off Mats, Gray, 4' x 6'		\$	
			<b>Total</b>	\$	

		<b>Chief Logan Lodge/Conference Center State Park</b>			
		1000, Conference Center Dr., Logan, WV 25601			
		304-855-6100			
<b>Item #</b>	<b>Estimated Usage Qty.</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>	
<b>Linen/Sheets</b>					
1	2,555	King white 108" x 115"	\$	\$	
2	1,460	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"	\$	\$	
<b>Bath</b>					
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	\$	\$	
<b>Restaurant Items</b>					
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" x 120" colored	\$	\$	
<b>Entry Mats</b>					
21	20	3x5 rubber backing	\$	\$	
22	4	3x10 rubber backing	\$	\$	
23	12	4x6 rubber backing	\$	\$	
24	20	4x6 scraper	\$	\$	
<b>Other</b>					
25		Dust mop 18"	\$	\$	
26		Dust mop 36"	\$	\$	
<b>Dry cleaning items owned by the Park</b>					
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	\$	\$	
<b>Laundry Items Owned by the Park</b>					
32	20	Bedspreads	\$	\$	
33	35	Blankets	\$	\$	
34	75	Mattress Pads	\$	\$	
<b>Replacement cost for lost or missing items:</b>					



		<b>Linen/Sheets</b>		
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"		\$
		<b>Bath</b>		
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		\$
		<b>Restaurant Items</b>		
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		\$
		<b>Entry Mats</b>		
55	1 Each	3x5 rubber backing		\$
56	1 Each	3x10 rubber backing		\$
57	1 Each	4x6 rubber backing		\$
58	1 Each	4x6 scraper		\$
		<b>Other</b>		
59	1 Each	Dust mop 18"		\$
60	1 Each	Dust mop 36"		\$
			<b>Total</b>	\$

		<b>Holly River State Park</b> <b>P.O. Box 70, Route 20</b> <b>Hacker Valley, WV 26222</b> <b>304-493-6353</b>			
Item #	Estimated Usage Qty.	Description	Unit Price	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	\$	\$	
		<b>Replacement costs for lost and/or missing</b> <b>(Price to be quoted per each piece specified.)</b>			
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		\$	
			<b>Total</b>	\$	
		<b>Pickup and delivery instructions.</b> 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.			

		<b>Kumbrabow State Forest</b> Rt 219-16 P.O. Box 65 Huttonsville, WV 26273 Telephone: 304-335-2219			
Item #	Estimated Usage Qty.	Description	Unit Price	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	\$	\$	
		<b>Replacement costs for lost and/or missing items</b> (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		\$	
			<b>Total</b>	\$	
		Pick up and delivery to and from Kumbrabow 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: _____			

		<b>Lost River State Park</b> <b>321 Park Drive</b> <b>Mathias, WV 26812</b> <b>Telephone: 304-897-5372</b>			
Item #	Estimated Usage Qty.	Description	Unit Price	Amount	
		<b>Linens and dry-cleaning for cabin rental units.</b>			
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.	\$	\$	
		<b>Laundry to include the following park owned items:</b>			
11	1 Each	Bedspreads, mattress pads, mattress covers, cotton blankets, shower curtains, dust mop heads, curtains and tablecloths.		\$	
		<b>Dry cleaning to include the following park owned items:</b>			
12	1 Each	Wool blankets and draperies.		\$	
		<b>Please quote replacement cost for the following:</b>			
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 lb/doz		\$	
16	1 Each	Towel Face/Hand, 16" x 27", 3 lb/doz		\$	
17	1 Each	Washcloth, 12" x 12", 1 lb/doz		\$	
18	1 Each	Mat, Bath, 18" x 24", 7 lb/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.		\$	
			<b>Total</b>	\$	

GRAND TOTAL \$ \_\_\_\_\_

**Areas to be serviced by this contract**

Berkeley Springs State Park	2 South Washington Street	Berkeley Springs, WV 25411	304-258-5860
Blackwater Falls State Park	Rt. 29, PO Drawer 490	Davis, WV 26260	304-259-5216
Cabwaylingo State Forest	Rt. 1, Box 85	Dunlow, WV 25511	304-385-4255
Cacapon Resort State Park	818 Cacapon Lodge Dr.	Berkeley Springs, WV 25411-3300	304-258-6691
Chief Logan Lodge/Conference Ctr.	1000 Conference Ctr. Dr.	Logan, WV 25601	304-855-6100
Holly River State Park	P.O. Box 70, Route 20	Hacker Valley, WV 26222	304-493-6353
Kumbrabow State Forest	Rt. 219-16, P.O. Box 65	Huttonsville, WV 26273	304-335-2219
Lost River State Park	321 Park Drive	Mathias, WV 26812	304-897-5372

*Wild and Wonderful*  
**West Virginia**  
*State Parks & Forests*

Capitol Complex  
 Building 3  
 Charleston WV 25305-0662  
 (304) 558-2764  
 www.wvstateparks.com

**DISTRICT ADMINISTRATORS**

**1**

District 1  
**BLAIR TAYLOR**  
 Building 3, Room 707  
 558-2764 ext. 266  
 blairtaylor@wvvdnr.gov

- Berkeley Springs State Park
- Blackwater Falls State Park
- Cacapon Resort State Park
- Canaan Valley Resort State Park
- Cathedral State Park
- Fairfax Stone State Park
- Hawks Nest State Park
- North Bend Rail Trail
- North Bend State Park
- Pipestem Resort State Park
- Stonewall Jackson Lake Resort State Park
- Twin Falls Resort State Park
- Tygart Lake State Park

**3**

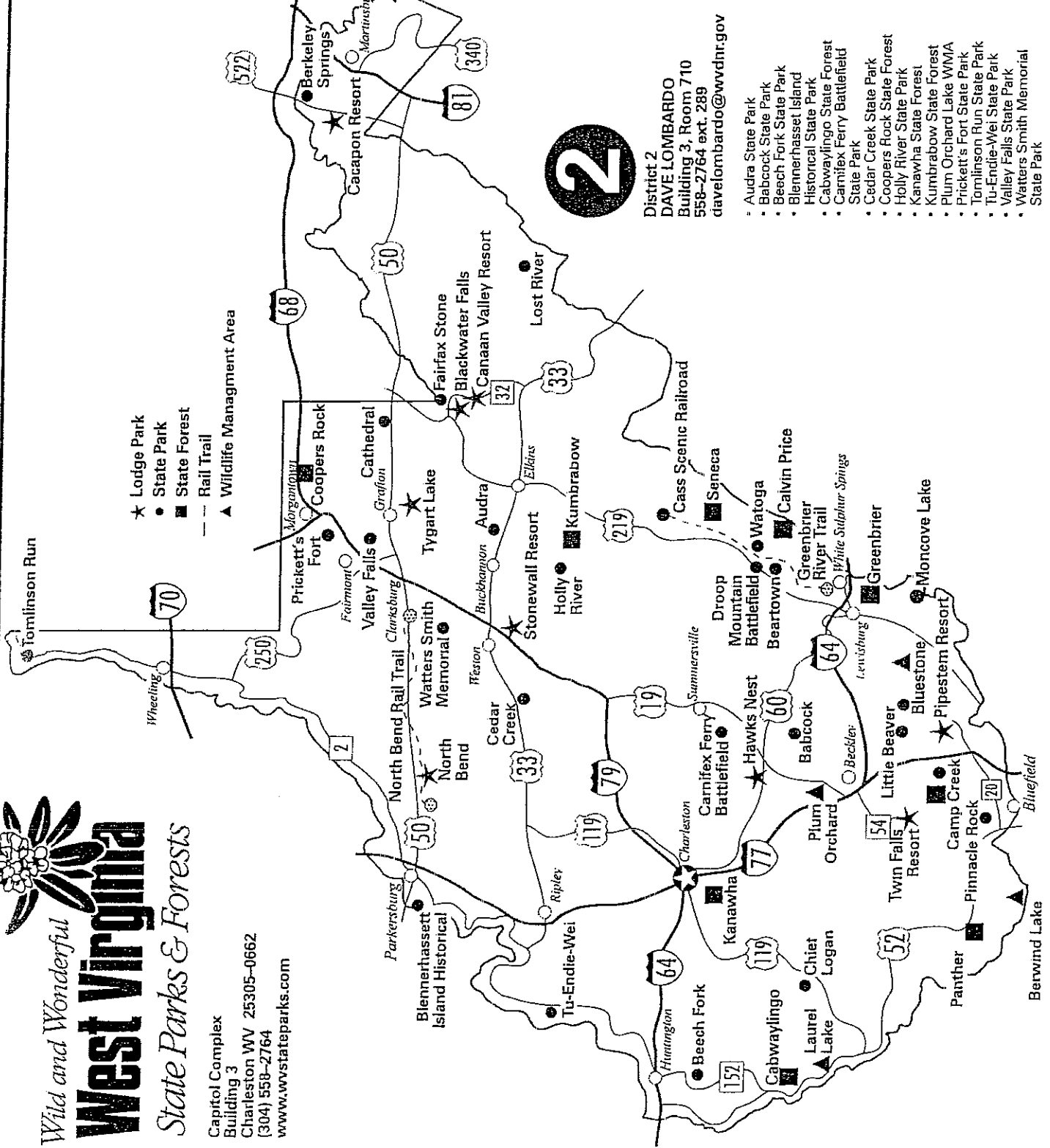
District 3  
**BOB BEANBLOSSOM**  
 Building 3, Room 710  
 558-2764 ext. 274  
 bobbeanblossom@wvvdnr.gov

- Beartown State Park
- Berwind Lake WMA
- Bluestone State Park
- Bluestone WMA
- Calvin Price State Forest
- Camp Creek State Forest and Park
- Cass Scenic Railroad State Park
- Chief Logan State Park
- Droop Mountain Battlefield State Park
- Greenbrier River Trail
- Greenbrier State Forest
- Laurel Lake WMA
- Little Beaver State Park
- Lost River State Park
- Moncove Lake State Park
- Panther State Forest
- Pinnacle Rock State Park
- Seneca State Forest
- Watoga State Park

**2**

District 2  
**DAVE LOMBARDO**  
 Building 3, Room 710  
 558-2764 ext. 289  
 davelombardo@wvvdnr.gov

- Audra State Park
- Babcock State Park
- Beech Fork State Park
- Blennerhassett Island Historical State Park
- Cabwaylingo State Forest
- Camifex Ferry Battlefield State Park
- Cedar Creek State Park
- Coopers Rock State Forest
- Holly River State Park
- Kanawha State Forest
- Kumbrabow State Forest
- Plum Orchard Lake WMA
- Prickett's Fort State Park
- Tomlinson Run State Park
- Tu-Endie-Wei State Park
- Valley Falls State Park
- Waters Smith Memorial State Park



# 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](http://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: \_\_\_\_\_