



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
HUT976

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

RFQ COPY
TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HUTTONSVILLE CORRECTIONAL CENTER
ATTENTION: CLINTON SEMMLER
ROUTE 250 SOUTH
HUTTONSVILLE, WV
26273 335-2291

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/20/2007				

BID OPENING DATE: 03/29/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM # 01						
THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS AND CONCERNS BY THE ATTENDEES AT THE PRE-BID.						
ATTACHMENTS: 1. QUESTIONS & ANSWERS (2 PAGES) 2. PRE-BID SIGN-IN SHEET (1 PAGE) 3. ADDENDUM ACKNOWLEDGEMENT						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

PRE-BID MEETING 3-15-07
WASTEWATER

Keith Teter Water and Wastewater Services Inc.
WC 66, Box 68
Dryfork, WV 26263
304-227-4336 office and fax the same

Amos Environmental Services, LLC
Doug Amos
422 East Main St.
Brigdeport, WV 26330
1-304-288-3684 - cell
1-304-842-0527 - fax
1-304-842-0526 - office

MR2 Environmental Solutions, Inc.
Larry Riggleman
P O B
Beverly, WV 26253
1-304-636-3376 office and fax same

- Q. Will the Farm Commission at Huttonsville Correctional Center continue to remove the Sludge from the Wastewater Plant?
- A. Mark Pritt from the Farm Commission was contacted and assured us they would Continue to remove the sludge.
- Q. Will the Equipment that is needed to be calibrated taken care of by HCC?
- A. Yes, we are responsible for all equipment that is in need of calibration. HCC will coordinate with the contractor when this calibration needs to be done.
- Q. Could you explain the payment for the contractor's expenses?
- A. By state law we must pay in arrears, therefore we need to be invoiced a flat Monthly amount for your services. Original invoice must be submitted to Huttonsville Correctional Center within 5 days after the end of the month of Service. The Huttonsville Correctional Center will promptly submit for payment, although we can not guarantee payment by the close of that month this is normal procedure.
Example: May services will be invoiced to HCC and received by June 5, this Invoice will be processed by June 6, and promptly submitted for Payment, contractor should receive payment by June 30 or as soon there after as practicable.
Flat Monthly Rate X 12 months = Yearly Armt.

- Q. Will Huttonsville Correctional Center maintain the grease trap in the basement of The facility?
- A. Huttonsville Correctional Center will continue with its current system of Maintenance of the grease trap. If the contractor would encounter any issues with the grease trap Huttonsville Correctional Center would be responsible to take corrective action.
- Q. The contractor wanted to know if he could have signatory authorization to sign Off on the DMR report that needed to be sent to Charleston? The contractor in Turn would see that Huttonsville Correctional Center would receive a copy of This report.
- A. Since the contractor is responsible for the DMR reporting to Charleston, he will be granted Signatory Authorization and provide Huttonsville Correctional Center with a signed copy of each monthly DMR report.

**Pre-Bid Conference
SIGN IN SHEET**

[Please Print]

Request for Proposal No.: HUT 976 Date: 3/15/07

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FAX Numbers</u>
1. <u>Keith Terrell walter + wpsie water service inc</u>	<u>Hc 66 Box 61P DRY FARK WV 26263</u>	T: <u>227-4336</u> F: <u>227-4336</u>
2. <u>Larry Rigglerman</u> <u>MR² Environmental Solutions Inc</u>	<u>P.O. Box 491 Berkeley WV 26253</u>	T: <u>636-3376</u> F: <u>636-3376</u>
3. <u>Doug Amos</u> <u>Amos Environmental Services LLC</u>	<u>422 E Main St BRIDGEPORT WV 26330</u>	T: <u>842-0526</u> F: <u>842-0527</u>
4. _____ _____	_____ _____	T: _____ F: _____
5. _____ _____	_____ _____	T: _____ F: _____
6. _____ _____	_____ _____	T: _____ F: _____
7. _____ _____	_____ _____	T: _____ F: _____
8. _____ _____	_____ _____	T: _____ F: _____
9. _____ _____	_____ _____	T: _____ F: _____
10. _____ _____	_____ _____	T: _____ F: _____

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

WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer:	Page	Req. or P. O. No.:
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Vendor:	Spending Unit:
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Requisition No.: _____

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

Signature

Company

Date