



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  
**LABSUP08**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**JO ANN ADKINS  
 304-558-8802**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/31/2007				

BID OPENING DATE: **06/26/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		175-00-00-001		
SUPPLIES: LAB (GLASS/PLASTICWARE, CHEMICALS, ETC.)						
ATTACHMENTS TO THE REQUEST FOR QUOTATION:						
1. SPECIFICATIONS, "LABSUP08", DATED 05/31/2007, (3 PAGES).						
2. PRICING PAGES, "LABSUP08", DATED 05/31/2007, (4 PAGES)						
3. AFFIDAVIT						
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						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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  
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>CONTRACT.</b></p> <p><b>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) ONE (1) YEAR PERIODS.</b></p> <p><b>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.</b></p> <p><b>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.)</b></p> <p><b>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.</b></p> <p><b>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</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 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>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</p>						

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<p>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, 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>						

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<p>OR            ( ) 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> <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</p>						

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<p>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> <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>						

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LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

BUYER:	FILE 42-----
RFQ. NO.:	LABSUP08----
BID OPENING DATE:	06/26/2007---
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):  
 -----

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ LABSUP08 ***** TOTAL:						_____

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SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FEIN \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

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## Lab Supplies - Specifications LABSUP08

The contract awarded from this request for quotation shall cover the entire catalog of lab supplies for all types of research and clinical laboratories – glassware, plastic ware, chemicals, measuring devices, etc., where our discount from list cost is \$1,000.00 or less for any single item.

### General Information

1. Successful Vendor to mail catalogs/price lists to any agency requesting such information at no cost to the State. Such information may be requested on CD. Vendor may be supplied with list of agencies desiring such catalogs.
2. Bidders shall complete the pricing on “LABSUP08 Pricing Pages”. Bidders should complete all columns. This is a list of the most frequently purchased items. Quantities for each item represent the approximate volume of anticipated purchases. No future use of contract is guaranteed or implied. The “unit price” must be the final price that will be charged to the State of West Virginia. Please type these pages to prevent errors in the evaluation. This pricing page is an excel document and can be sent electronically upon request to [joadkins@wvadmin.gov](mailto:joadkins@wvadmin.gov).
3. Vendor shall quote a percentage discount from the lowest price listed in the price list(s)/catalogs submitted. Bids that are not clearly identified by easily identified categories may be disqualified.
4. Bids that have multiple discounts by category **MUST** list a discount for a miscellaneous category that would be applied to any lab supply not identified by a category discount shown. For evaluation purposes, an estimate of quantity has been inserted to give the miscellaneous category a value in the bid evaluation.
5. **NOTE:** Bidders should mark the items in the catalogs and earmark the pages for the items that appear on the pricing pages, to assist in the evaluation and verification of the bids. If any discrepancies exist in the prices and the bid schedule and the actual price list and percentage discount bid, the actual price list and percentage bid shall prevail and be corrected by the buyer for evaluation purposes. This catalog/price list will be used with any resulting contract. The selected vendor must provide a second of price books or CD's prior to award.

## Lab Supplies Specifications

6. This award will not be split and will be made based on the lowest total of all items listed on the attached pricing page.
7. The catalog/price list may be updated at renewal. If the Purchasing Division extends the offer to renew and the new catalogs have significant price increase, Purchasing may reject the offer and rebid the commodity.

### Special Conditions

1. Orders shall be delivered within five (5) working days after orders are received. Emergency orders shall be delivered within one (1) working day after orders are received. Spending units must be advised in writing if orders will be delayed for any reason. Vendor shall carry an adequate stock to insure such delivery service for the duration of the contract.
2. All bids are to be quoted as F.O.B. destination to any West Virginia location. The minimum order for prepaid shipping to one, in-state destination shall be \$250.00. For orders less than \$250.00, transportation charges (if any) will be invoiced as a separate charge with the original freight bill attached to the invoice. Agencies may make purchases that fall under the \$250.00 limit at a local source to avoid the delivery charges. Note: Stringing orders to circumvent purchasing regulations is expressly prohibited.
3. Vendor shall supply only products contained in the catalogs bid and may not substitute.
4. Bidders (at the time of the bid) must be either a manufacturer or a regular stocking dealer for the products they propose to offer and must carry a reasonable inventory of these products to meet the needs of state agencies.
5. Successful vendor shall provide quarterly reports and annual summaries showing the quantities, dollar value and agencies (including political subdivisions) which have used this contract. Successful vendor shall also be able to provide report showing the top 50 items purchased during the contract period and the quantities of each of those items. This report is **mandatory** and failure of the successful bidder to supply such reports may be grounds for cancellation of contract.

## Lab Supplies Specifications

6. Internet Access – Vendor should be able to provide internet ordering access. If vendor has such capabilities, this should be so noted in their quotation and describe the process for setting up such ordering for state agencies. Internet access is not a requirement for bidding.
7. Successful vendor shall provide catalogs/price lists and/or CDs at no charge, upon request from various state agencies. Additional price lists/catalogs may be required from the vendor at any time. These shall be provided at no cost to the State. State agencies may obtain the catalogs/price lists by contacting the contract coordinator.

### **IMPORTANT**

**Discount categories must be easily identifiable. Additionally, the contract pricing (discount from list) must be identified in a manner that will allow the Auditor's Office to understand and process invoices. Bids that do not conform to identifiable categories (by vendor, by catalog, etc.) shall be disqualified.**

**Identifying such categories is the sole responsibility of bidder.**

**You may add additional sheets to your pricing pages if needed to adequately explain the discount categories you are bidding.**

VENDOR: \_\_\_\_\_

BRAND BID: \_\_\_\_\_

05/31/2007

PRICING PAGE - LABSUP08

ITEM	VWRCAT#	DESCRIPTION	UM	EST. QTY	LIST PRICE	CATEGORY	DISCOUNT %	MULTIPLIER %	NET UNIT PRICE	TOTAL
1	11379-240	SCOUT PRO 600G X 0.1G	EA	25						
2	12402-444	MAILING CASE 2 X 5 CS50	CS	50						
3	12577-055	VWR POUR BOAT CS250	CS	20						
4	12578-121	PAPER,WEIGHING VWR PK-500 3X3	PK	25						
5	12777-846	TRACEABLE IR THERMOMETER GUN	EA	25						
6	14219-782	GLASSES MAGN PLAT FRIORANG LNS	EA	50						
7	16199-260	CAP BLK PHENO PV 53-400 PK12	PK	50						
8	16650-027	VWR DUSTER AEROSOL WHOOSH 11OZ	EA	50						
9	16650-550	VWR BOTTLE WM HDPE 25ML CS72	CS	25						
10	16650-550	VWR BOTTLE WM HDPE 25ML CS72	CS	25						
11	21020-684	CENTRIFUGE TUBE 15ML CS125	CS	25						
12	21020-695	TUBE,CENT,DISP,CS72W/O CAP50ML	CS	25						
13	21020-720	TUBE,CENT,DISP,CS-125 5ML	CS	20						
14	21020-764	TUBE,CENT,DISP,CS-125 15ML	CS	20						
15	21905-011	KIMWIPES, PK-196 12X12	CS	50						
16	24774-728	CYLINDER,PMP,VWR 250ML	EA	25						
17	24774-750	CYLINDER,PMP,VWR 500ML	EA	20						
18	25000-134	BOX,2" W/81 CELL DIVIDER	EA	15						
19	25000-146	DIVIDER,81 CELL	EA	20						
20	25607-856	FORCEPS,STRT,V.F. PT 4-3/8 IN	EA	10						
21	25719-066	FORCEPS STRAIGHT SS 5-1/2 IN	EA	10						
22	25729-081	FORCEPS,DUMONT SS SPEC SHARP	EA	10						
23	25878-026	SCISSORS,FINE,BLUNT,HVY 11.5CM	EA	20						
24	27372-200	CHAMBER HORIZ - 9X11CM	EA	15						
25	28143-946	ACRDSC,NYLON,0.2UM, 25MM PK50	CS	15						
26	28143-946	ACRDSC,NYLON,0.2UM, 25MM PK50	PK	15						
27	28310-015	FILTER PPR VWR 413 PK100 5.5CM	PK	50						
28	28310-015	VWR FILTER PAPER 5.5CM PK100	PK	50						
29	28478-046	FILTER PAPER 41 PK-100 11CM	PK	50						
30	29185-299	FLASK,TC,300CM2 STERILE CS12	CS	25						
31	29186-199	FLASK,225CM,PLUG SEAL CP 25CS	CS	25						
32	29442-042	PLATES,TC 6WELL 5ML 1/BAG CS50	CS	15						
33	32916-500	GLOVES,LATX PWD-FREEE,PK-100 M	CS	25						

VENDOR: \_\_\_\_\_

BRAND BID: \_\_\_\_\_

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ITEM	VWRCAT#	DESCRIPTION	UM	EST. QTY	LIST PRICE	CATEGORY	DISCOUNT %	MULTIPLIER %	NET UNIT PRICE	TOTAL
34	32916-502	GLOVES, LATEX PWD-FREE, PK-100 L	CS	25						
35	32916-632	GLOVE PWD-R-FREE LATEX XS PK100	CS	30						
36	32916-638	GLV, PWD/FR, LTX, DIAMOND+100PK L	CS	30						
37	43300-730	WWR BULB, HALOGEN 15W	EA	15						
38	47729-570	WWR TUBE CLTBORO 12X75 CS1000	CS	15						
39	48218-692	ACETONE, RGT & SPECT GRADE CS4	CS	25						
40	48349-057	MICROSLIDE, FLUOR, 2-15MM CIRCLE	GR	50						
41	50410-263	PESTLE ONLY AGATE 50MM	EA	20						
42	52857-120	VERSIDRY LAB TABLE SOAKER2/C	CS	50						
43	53283-911	PASTEUR PIP, DISP, BORO 1000CS	CS	10						
44	53508-375	WWR MICRODSP, TUBES VL/PK100	PK	25						
45	53508-400	REPLACEMENT BORE 10UL WWRPK100	PK	20						
46	53508-499	REPLACEMENT BORE 100UL WWRPK100	PK	20						
47	53509-070	WWR TIP F/RAIN, 1-10UL PK1000	PK	15						
48	55411-055	WWR RAZOR BLADES, #12 PK100	PK	15						
49	56310-002	BULB, RUBBER PK-12 1ML	PK	25						
50	56310-240	BULB, RUBBER PK-12 2CC	PK	25						
51	56700-142	WWR SOAP SOFTCID 800ML	EA	50						
52	57322-481	SIEVE US#200	EA	25						
53	58947-122	SPINBAR, OCTAG, TEF, 5/8X3/8IN	EA	25						
54	58947-124	SPINBAR, OCTAG, TEF, 7/8X3/8IN	EA	25						
55	58948-218	BAR, PTFE, WWR 5/8X5/16IN	EA	25						
56	58948-230	BAR, PTFE, WWR 1X3/8IN	EA	25						
57	58948-988	WWR BAR SPINBAR PTFE 1-1/2X3/8	EA	20						
58	60372-105	SYRINGE, 702N 25UL	EA	20						
59	60826-836	TUBE, CULT, DISP CS-1000 12X75MM	CS	50						
60	60985-283	WWR RACK RIA 120 PLACE 13-16MM	EA	25						
61	61157-083	THERMOMETER, SURFACE -50-250F	EA	10						
62	61157-108	THERMOMETER 0-300F	EA	15						
63	61157-200	THERMOMETER 50-750F	EA	15						
64	61159-840	WWR THERMOMETER DIAL 0/220F	EA	15						
65	61159-861	WWR THERMOMETER DIAL 50/550F	EA	15						
66	61161-036	THERMOMETER, WWR 9IN 10 TO 260C	EA	15						

VENDOR: \_\_\_\_\_

BRAND BID: \_\_\_\_\_

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ITEM	VWRCAT#	DESCRIPTION	UM	EST. QTY	LIST PRICE	CATEGORY	DISCOUNT %	MULTIPLIER %	NET UNIT PRICE	TOTAL
67	61161-171	THERM.VWR 12IN STEM 10 TO 260C	EA	15						
68	61161-283	THERMOMETER,SPLASHPROOF,C VWR	EA	15						
69	61161-306	TIMER DIGITAL KEY CHAIN VWR	EA	10						
70	61161-308	STOPWATCH COUNTDOWN VWR	EA	20						
71	61161-336	VWR THERMOMETER MONITOR MEMORY	EA	15						
72	61178-040	VWR THERMOMETER MAX-MN 40/120F	EA	15						
73	61221-040	THERMOMETER,DUAL INPUT,YEL60HZ	EA	10						
74	61280-114	RECORDER,TEMP, 20TO120F 7DY	EA	10						
75	77776-724	TRACBLE THERMIR-GUN VWR	EA	10						
76	BD309603	SYRINGE ONLY PK-100 5X1/5CC	CS	25						
77	EM-DX0831-1	DICHLOROMETHANE OMNISOLV 4L	EA	20						
78	HP-5181-1210	CAPS,11MM SLVR AL CRMP CLR FEP	PK	25						
79	HP-5181-1270	CONICALINSS WITH POLYMER FEET,	PK	10						
80	HP-5181-3400	2ML CRIMP VIAL, CAP, SEPTA PTF	PK	10						
81	JT4058-7	SODIUM CHLORIDE CRSTL,UPR 12KG	EA	25						
82	JT4308-1	ZINC BROMIDE AR 500GM	EA	25						
83	PH8842	GLV,EXAM,NS,PF,LATEX 100PK MED	PK	25						
84	PH8843A	GLOV EXAM NS PF LATEX LG PK100	PK	25						
85	PH8844A	GLOVE EXAM NS PF LATEX XL PK90	PK	25						
		MISCELLANEOUS		\$15,000						
		SINGLE DISCOUNT FROM LIST -					%			
		OR:								
		CATEGORY								
		Misc.								
		DISCOUNT								

VENDOR: \_\_\_\_\_

BRAND BID: \_\_\_\_\_

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ITEM	VWRCAT#	DESCRIPTION	UM	EST. QTY	LIST PRICE	CATEGORY	DISCOUNT %	MULTIPLIER %	NET UNIT PRICE	TOTAL
			CATEGORY				DISCOUNT			

VENDOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ (Please print) FAX: \_\_\_\_\_

PERSON: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) CONTACT



STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING 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: \_\_\_\_\_