



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
MV07

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BETTY FRANCISCO
304-558-0468

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
09/01/2006				

BID OPENING DATE: 09/18/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. WHERE THE SPECIFICATIONS INDICATE SPARE TIRE, THE MANUFACTURER'S STANDARD WILL BE ACCEPTABLE.						
2. SOME CONCERNS WERE RAISED THAT BIDDERS MIGHT LIST THE CITY/HIGHWAY EPA RATING BECAUSE THEY ARE LISTED HIGHWAY/CITY. THESE RATINGS WILL BE VERIFIED USING THE EPA WEBSITE. BIDDER ERROR IN TRANSPOSITION OF THESE SHALL NOT BE CONSIDERED.						
3. CLASSES 13, 19 AND 21 - IF THE BRAND BID DOES NOT HAVE FLOOR MATS FOR A DEDUCT WHEN ORDERING VINYL FLOORS, DEALERS MAY ENTER "N/A".						
4. NO DOH PACKAGE AND STRIPING IS REQUIRED IN THIS BID.						
5. CLARIFICATION - NO COPY OF BID IS NOW REQUIRED OR ACCEPTED AT THE AUDITOR'S OFFICE. ONLY ONE BID REQUIRED - MUST BE RECEIVED BY PURCHASING DIVISION PRIOR TO THE 9/18/06 1:30 P.M. DEADLINE.						
6. ON PAGE 42 OF 46, THE FOLLOWING LANGUAGE HAS BEEN REMOVED:						
"DOUBLE CONVEYOR CROSSBARS WELDED TO EVERY LINK 1/4" X 1 1/4" CONVEYOR CROSSBARS 7 GAUGE 304 STANLESS STEEL CROSS AUGER TROUGH SUPERIOR WEAR RESISTANCE 6" CONTINUOUS FLIGHT AUGER WITH DIRECT DRIVE MOTOR"						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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
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<p>7. COMMODITY CODE HAS BEEN ADDED TO THE TOP RIGHT HAND CORNER IF CLASS 34A.</p> <p>8. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS FORM SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO RETURN WITH BID MAY BE GROUNDS FOR DISQUALIFICATION.</p> <p>THE EXCEL DOCUMENT CONTAINING THE PRICING PAGES IS AVAILABLE WHEN THE REQUEST FOR QUOTATION IS ACCESSED THROUGH THE PURCHASING BULLETIN. IF YOU ARE NOT A REGISTERED VENDOR WITH US AND THUS DO NOT HAVE ACCESS TO THIS PURHASING BULLETIN, PLEASE CONTACT BETTY FRANCISCO AT 304-558-0468 OR VIA E-MAIL AT BFRANCISCO@WVADMIN.GOV OR RITA WITHROW AT 304-558-7023 OR VIA E-MAIL AT RWITHROW@WVADMIN.GOV AND A COPY CAN BE SENT VIA E-MAIL OR USPS. VENDORS ARE REQUESTED TO TYPE THEIR BIDS.</p> <p>*****END OF ADDENDUM NO. 01*****</p>						

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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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