

**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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Request for Quotation

RFQ NUMBER
PRI3680

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

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

VENDOR

SHIP TO

**WV PRISON INDUSTRIES

 617 LEON SULLIVAN WAY
 CHARLESTON, WV
 25301 304-558-2945**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/19/2007				

BID OPENING DATE: **04/11/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>PREFERRED TERMS: IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR.</p> <p>EXHIBIT 3</p> <p>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.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE</p>						

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<p>CONTRACT.</p> <p>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.</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>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</p>						

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<p>VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY 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>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 OWNERSHI</p>						

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<p>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> <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 & 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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<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> <p>RFQ. NO.: PRI3680-----</p> <p>BID OPENING DATE: 4/11/2007-----</p>						

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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 PRI3680 ***** TOTAL: _____</p>						

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OPEN-END CONTRACT TO PROVIDE CLEANING MATERIALS AND A SYSTEM WIDE CLEANING PROGRAM

The vendor (contractor) shall supply pre-measured chemical cleaning products in environmentally friendly packaging and accessories used in daily maintenance to include floor care, washroom, carpet, food service, dorm and living area service.

In addition, the vendor shall provide corporate support to insure training and assistance in the standardization of procedures and proper mixing and usage of products, development of an inventory system, monthly usage reports, and labeling to simplify registration and liability requirements.

The successful vendor must be knowledgeable in American Correctional Association standards to insure the program is in compliance with accreditation requirements.

Qualified vendors must have the following:

1. EPA Registration of required products.
2. The ability to provide pre-measured detergent concentrate in each area delineated in paragraph one of this requisition.
3. The ability to provide environmentally friendly packaging of each product.
4. The ability to provide accessories necessary and incidental to provide daily maintenance service using products provided.

Since this is a system wide program, this contract will be awarded on a low total requisition basis as opposed to a line item award. Award will be made to the lowest responsive and responsible vendor whose bid will be evaluated on a cost per usable gallon. All prices must be quoted FOB destination to the locations specified below:

WV Correctional Industries
Pruntytown Correctional Center
Route 250 South
Grafton, WV 26354-0159

WV Correctional Industries
Mt. Olive Correctional Complex
One Mountainside Way
Mt. Olive, WV 25185

On going in-service training and problem solving by qualified personnel shall be made available upon request at no additional cost to WV Correctional Industries.

All products will be liquid concentrate formulations and readily dilute in cold tap water. They shall be color, size, and job coded to simplify accurate usage. Mixing instructions cards and MSDS sheets for each product must be provided by the vendor.

The successful vendor must provide the necessary equipment on a loan basis for the duration of the contract. Product for filling will be shipped to WV Correctional Industries in bulk containers. Vendors must indicate size (volume) of containers. The state intends to fill only the Depot Pac 5 gallon system to include floor finish.

The products shall be packaged in translucent polyethylene envelopes to promote security through visible detection of possible contraband in the envelopes. The envelopes shall be made of derivatives which can be incinerated after use and packaged in cartons of recycled cardboard.

Products specified in this request for quotation are Portion Pac. Vendors are to bid products as specified or equal to.

The total purchases of any individual item on the contract are not known. WV Correctional Industries may purchase the specified products based on an as needed basis.

For any technical questions, vendors may contact:

Randy McKown, Supervisor
WV Correctional Industries
Phone - (304) 265-6108

For any contractual questions, vendors may contact:

Betty K. Slack, Business Manager
WV Correctional Industries
Phone - (304) 558-6054
Email - bslack@mail.wvnet.edu

Minimum Order Requirements: The bidder must state at the onset any minimum order requirements.

Delivery: Bidders are required to state delivery terms (ARO) after receipt of order. WV Correctional Industries reserves the right to refuse any shipment not received by the stated delivery times, with the exception of conditions beyond the control of the vendor, to include natural disaster, transportation and labor strikes.

Law Compliance: In performance of this contract, the contractor agrees to comply with all applicable federal, state and local laws, rules and regulations.

Quality of Products: Materials delivered hereunder shall be in accordance with the specifications provided in this invitation to bid. The materials supplied by the successful bidder shall be free from all defects. No used or reconditioned parts or materials will be acceptable. The contractor agrees to replace damaged or defective materials at no additional cost to the State of West Virginia, including freight to ship replacements.

Marketing Assistance: It shall be the responsibility of the contractor to provide color brochures or pamphlets on the janitorial products specifically designed for WV Correctional Industries shall be used for marketing purposes. All layout, design and printing shall be the responsibility of the contractor, subject to approval by WV Correctional Industries. The first 1,500 brochures shall be at no charge to WV Correctional Industries. Vendor shall quote price to supply additional brochures in respective quantities of 500, 1,000 and 2,000.

Specifications: All bids must be accompanied by bidder's own detailed specifications data. The specifications in this RFQ are to establish a general level of quality for the goods requested. The agency maintains the right to determine if deviations from this specification are reason for rejection of the offer in part or in whole.

No Competition Provision: The successful vendor must agree not to compete against West Virginia Correctional Industries. West Virginia Correctional Industries can sell only to West Virginia state government and political subdivisions.

WV Correctional Industries
 PRI3680
 Request for Quotation - BID FORM
 Bid Opening: 4/11/2007; 1:30 PM

		Estimated Order Quantity	Unit Bid Price	Extended Price
Heavy Duty All Purpose Detergent				
CP102	Each Pac makes 2 gallons heavy duty scrubbing or 1 quart spray cleaning solution with No. CP3201 Bottle. Case wt. 43 lbs.	50		
CP104	Each Pac makes 4 gallons of heavy duty scrubbing solution. Case wt. 45 lbs.	40		
PH Neutral Germicidal Detergent				
CP201	Germicidal Detergent Each Pac makes 1 gallon of quaternary disinfectant/detergent solution. Case wt. 42 lbs.	20		
CP202	Germicidal Detergent Each Pac Makes 2 gallons of quaternary disinfectant/detergent solution. Case wt. 45 lbs.	60		
CP204	Germicidal Detergent Each Pac makes 4 gallons of quaternary disinfectant/detergent solution. Case wt. 48 lbs.	60		
CP232	Germicidal Detergent Each Pac makes 1 quart of quaternary disinfectant/detergent solution. Use with No. CP3202 Bottle. Case wt. 43 lbs.	20		
CP264	Germicidal Detergent Each Pac makes 6.5 gallons of quaternary disinfectant/detergent solution. Use with No. CP6402 Stock Solution Bottle and No. CP1602 Spray Bottle. Case wt. 45 lbs.	20		
Degreaser				
CP304	Each Pac makes 4 gallons of floor degreaser or 1 quart of degreaser with No. CP3203. Case wt. 46 lbs.	20		
Floor Finish Remover				
CP314	Each Pac makes 4 gallons of solution for removing floor finish. Case wt. 49 lbs.	40		
Floor Conditioner/Neutralizer				
CP404	Each Pac makes 4 gallons of solution for conditioning floors after stripping. Ideal for removal of snow melt compounds. Case wt. 50 lbs.	30		
Toilet Bowl and Bathroom Cleaner				
CP532	Each Pac makes 1 quart of non-corrosive Bathroom Cleaner Fresh scent. Use with No. CP3205 Bottle. Case wt. 48 lbs.	50		
Laundry Detergent				
CP940	Use 1 Pac per load for general wash. Phosphate free, fresh scent. Case wt. 45 lbs.	30		
Glass Cleaner				
CP1432	Each Pac makes 1 quart of Glass Cleaner. Use with No. CP3214 Spray Bottle. Case wt. 40 lbs.	30		
CP1432L	Each Pac makes 1 quart of Heavy Duty Glass Cleaner. Use with No. CP 3214 Spray Bottle. Case wt. 44 lbs.	30		
Pot & Pan Detergent				
CP1525	Each Pac makes up to 25 gallons of usable solution. Also use with No. CP3215 bottle. Case wt. 47 lbs.	40		
Sanitizer				
CP1617	Each Pac makes 17 gallons of sanitizing solution 200ppm. Also use with No. CP6416 Stock Solution Bottle and No. CP3216 Spray Bottle. Case wt. 45 lbs.	20		

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Estimated Order Unit Bid Price Extended Price

Air Freshener

CP1732	Each Pac makes 1 quart of Air Freshener. Use with No. CP3217 Spray Bottle. Case wt. 40 lbs.	50		
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PH Neutral Floor Cleaner

CP1802	Each Pac makes 2 gallons of rinse-free solution with pH of 7 to 7.2. Leaves no residue. Case wt. 44 lbs.	20		
CP1804	Each Pac makes 4 gallons of rinse-free solution with pH of 7 to 7.2. Leaves no residue. Case wt. 48 lbs.	100		

Floor Finish

CP2464	Gold Floor Finish Each Pac makes 1/2 Gallon of Ready-To-Use Acrylic Floor Finish. Exceptional durability, gloss and slip resistance. Maintain with burnisher (up to 1500 rpm) and natural hair floor pad. Case wt. 54 lbs.	30		
CP2132	BuffPac Each Pac makes 1 quart of Spray Buff Floor Finish Restorer. Use with No. CP3221 Spray Bottle. Case wt. 48 lbs.	30		

Bacterial Enhanced Detergent

CP2202	Each Pac makes 2 gallons of biologically enhanced mopping detergent to eliminate the daily accumulation of organic wastes on floors and in drain lines. Also makes 1 quart of solution to digest organic wastes from hard surfaces and carpets. Use with No. CP3222 Spray Bottle. Case wt. 43 lbs.	20		
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DepotPac Detergent Refill System Each Pac makes 5 gallons of solution that can then be drawn off into spray bottles. Ideal for centralized filling of spray bottles. DepotPac products are packed 6 cartons per case.

CP105	DepotPac Heavy Duty Cleaner/Degreaser Use with No. CP3201 Spray Bottle. Case wt. 47 lbs.	30		
CP205	DepotPac Germicidal Detergent Use with No. CP3202 Spray Bottle. Case wt. 40. lbs	50		
CP505	DepotPac Toilet Bowl and Bathroom Cleaner Use with No. 3205 Applicator Bottle. Case wt. 55 lbs.	30		
CP1405	DepotPac Glass Cleaner Use with No. CP 3214 Spray Bottle. Case wt. 39 lbs.	30		
CP1705	DepotPac Air Freshener Use with No. CP3217 Spray Bottle. Case wt 39 lbs.	30		
GRAND TOTAL			\$	

A F F I D A V I T

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: _____