



**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

WV Correctional Industries  
 PRI3680  
 Request for Quotation - Bid Form  
 Bids Due: 04/11/2007; 1:30 PM

Revised 03/21/2007

		Estimated Quantity	Unit Bid Price	Extended Price
<b>Heavy Duty All Purpose Detergent</b>				
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		
<b>PH Neutral Germicidal Detergent</b>				
CP201	<b>Germicidal Detergent</b> Each Pac makes 1 gallon of quaternary disinfectant/detergent solution. Case wt. 42 lbs.	20		
CP202	<b>Germicidal Detergent</b> Each Pac Makes 2 gallons of quaternary disinfectant/detergent solution. Case wt. 45 lbs.	60		
CP204	<b>Germicidal Detergent</b> Each Pac makes 4 gallons of quaternary disinfectant/detergent solution. Case wt. 48 lbs.	60		
CP232	<b>Germicidal Detergent</b> Each Pac makes 1 quart of quaternary disinfectant/detergent solution. Use with No. CP3202 Bottle. Case wt. 43 lbs.	20		
CP264	<b>Germicidal Detergent</b> 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		
<b>Degreaser</b>				
CP304	Each Pac makes 4 gallons of floor degreaser or 1 quart of degreaser with No. CP3203. Case wt. 46 lbs.	20		
<b>Floor Finish Remover</b>				
CP314	Each Pac makes 4 gallons of solution for removing floor finish. Case wt. 49 lbs.	40		
<b>Floor Conditioner/Neutralizer</b>				
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		
<b>Toilet Bowl and Bathroom Cleaner</b>				
CP532	Each Pac makes 1 quart of non-corrosive Bathroom Cleaner Fresh scent. Use with No. CP3205 Bottle. Case wt. 48 lbs.	50		
<b>Laundry Detergent</b>				
CP940	Use 1 Pac per load for general wash. Phosphate free, fresh scent. Case wt. 45 lbs.	30		
<b>Glass Cleaner</b>				
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		
<b>Pot &amp; Pan Detergent</b>				
CP1525	Each Pac makes up to 25 gallons of usable solution. Also use with No. CP3215 bottle. Case wt. 47 lbs.	40		
<b>Sanitizer</b>				
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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<b>Air Freshener</b>				
CP1732	Each Pac makes 1 quart of Air Freshener. Use with No. CP3217 Spray Bottle. Case wt. 40 lbs.	50		
<b>PH Neutral Floor Cleaner</b>				
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		
<b>Floor Finish</b>				
CP2464	Gold Floor Finish Each Pac makes 1/2 Gallon of Ready-To-Use Acrylic Floor Finiah. 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		
<b>Bacterial Enhanced Detergent</b>				
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		
<b>DepotPac Detergent Refill System</b>				
55100	DepotPac Heavy Duty Cleaner/Degreaser, 55 gallon drum	40		
55240	DepotPac Acrylic Floor Finish, 55 gallon drum	40		
55500	DepotPac Toilet Bowl and Bathroom Cleaner, 55 gallon drum	40		
55400	DepotPac Glass Cleaner, 55 gallon drum	40		
55170	DepotPac Air Freshener, 55 gallon drum	40		
HD711-100	55100 Packaging Film	50		
HD711-170	55170 Packaging Film	50		
LD711-500	55500 Packaging Film	50		
LD711-400	55400 Packaging Film	50		
RTU711	55240 Packaging Film	50		
LB805	Liner Bags	50		
MC800	Master Cases	50		
QC801	1/4 Case Cartons	50		
C802	1/6 Case Cartons	50		

WV-36a STATE OF WEST VIRGINIA <b>PURCHASING CONTINUATION SHEET</b>	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