



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
RSHEET07

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 06/14/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **06/19/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO.2*****						
1. TO CHANGE THE 1ST PARAGRAPH UNDER THE "SPECIFICATIONS-GENERAL" SECTION TO THE FOLLOWING: SHEETING, INKS AND FILMS TO BE CONSIDERED FOR AWARD AS PART OF THIS CONTRACT MUST, AS A MINIMUM, BE INCLUDED ON THE DIVISION'S CURRENT APPROVED PRODUCTS LISTING (APL) FOR RETROREFLECTIVE SIGN SHEETINGS, THE REQUIREMENTS OF WHICH ARE AS FOLLOWS: COMPLETION OF THREE (3) YEARS OF OUTDOOR WEATHERING TESTING IN THE AASHTO NTPEP OUTDOOR REFLECTIVE SHEETING PERFORMANCE TESTING PROGRAM, WITH THE EXCEPTION OF ORANGE AND FLUORESCENT-ORANGE SHEETINGS (ONE (1) YEAR TESTING REQUIRED). EVALUATION AND APPROVAL BY THE WVDOH, BY MEANS IN ADDITION TO THE NTPEP PROGRAM AS DETERMINED TO BE NECESSARY, TO BE IN CONFORMANCE WITH APPLICABLE PERFORMANCE AND DURABILITY REQUIREMENTS. NOTE, IN ADDITION TO THE ABOVE APL REQUIREMENT, ALL MATERIALS MUST ALSO HAVE BEEN PREVIOUSLY EVALUATED AND APPROVED BY THE WVDOH TO BE IN CONFORMANCE WITH THE SPECIFIC MANUFACTURING EQUIPMENT AND MANUFACTURING PROCESS REQUIREMENTS OF THE WVDOH. DUE TO ADDITIONAL CONSIDERATION THAT MUST BE TAKEN INTO ACCOUNT IN REGARDS TO THE ABOVE MENTIONED MANUFACTURING EQUIPMENT AND MANUFACTURING PROCESS REQUIREMENTS, THE INCLUSION OF A SPECIFIC MATERIAL ON THE WVDOH APPROVED PRODUCTS LISTING (APL) SHALL NOT BE MISINTERPRETED AS CONSTITUTING THE SOLE REQUIREMENT FOR A PRODUCT TO BE						

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



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
RSHEET07

PAGE
2

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
06/14/2007				

BID OPENING DATE: 06/19/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
AWARDED AS PART OF THIS CONTRACT. *****END OF ADDENDUM NO.2*****						
0001	1	EA		550-44		
	REFLECTIVE SHEETING					

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'