



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
TEMP07

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 03/05/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 03/15/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*****ADDENDUM NO.1*****</p> <p>1. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>PLEASE NOTE THE FOLLOWING ATTACHEMENTS:</p> <p>1. PRICING PAGES (4 PAGES) 2. QUESTIONS AND ANSWERS (3 PAGES)</p>						

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

TEMP07
Questions & Answers

1	Q	If the State requires a background check on an applicant, how is this additional cost handled?
	A	The background check shall be a pass thru cost and an invoice for the background check must be attached to contractor's invoice being submitted to the Auditor's Office. The first initial and last name of temp and date of background check must appear on invoice.
2	Q	Will the process used by the Division for developing data for consideration by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped to determine Fair Market Price be similar to that used in determining TEMP04A?
	A	See no reason to require a change. That was done by an average of all bids received – such average included the WVARF fee.
3	Q	(Page 2 - Maximum hours for Temporary Services) How do Contractors/agencies know a worker's anniversary date?
	A	When a contractor is being selected for a temporary worker position, the temporary agency must ask that person about any past history of temporary work with WV state agencies. For contractors that are sent to multiple temporary worker positions, the temporary agency is expected to update their own records to be in compliance with this provision.
4	Q	(Page 3 – One-Week Notice of Temporary Replacement) When a temporary worker for a non WVARF placement is pulled or quits, does the agency have to go back to WVARF to fill the position or get a waiver? If a WVARF temp worker is pulled or quits can WVARF replace the worker?
	A	If a temporary worker from a non-WVARF placement fails to meet the needs and is pulled, the WV state agency should go back to WVARF and request a temporary worker – but, since this is a second change at this job (WVARF would have already given a waiver) the time limit may be restricted to 24 hours, instead of the 48 hours at the initial request. If the temporary worker sent by WVARF does not "fit" the position for any reason , it is the WV State agency decision to go back to WVARF or not. Each person selected by WVARF (or their designee) for a temporary worker position should be screened and credentials checked to verify the individual meets or exceeds all requirements.
5	Q	(Page 5 – Agency Order Procedures (Specific)) Will WVARF be able to continue the use of its two forms (Temporary Services Contact Sheet and Temporary Services Change Notice) in order to effectively communicate with State agencies?
	A	WVARF forms are at the discretion of WVARF. However, at the discretion of the WV state agency, they will be permitted to simply write "see attached" if the state agency has completed the Temporary worker

TEMP07
Questions & Answers

		request form and the same information appears on that form as on the form from WVARF.
6	Q	(Page 6 – Agency Order Procedures (Specific)) Comment: The use of the “Temporary Worker Request Form” can prove beneficial if the agency does not try to significantly rewrite the “specific job classification” requirements for which the individual is being placed.
	A	The requirements of the specific job classification cannot be rewritten by the agency, but they do have the authority to add specific details that are required for the position. This contract is for the benefit of the WV state agencies and to provide them with the temporary workers they require.
7	Q	(Page 7 – Removing a Temporary Worker) Comment: It is suggested that this section include wording that seeks the temp agency to lead in the removal of an employee from a work site through on site counseling and guidance before the worker is notified by the agency that the person is to leave the work site. Of course, it is understood that if the worker is a threat to himself or other workers, the agency staff should deal with the situation immediately.
	A	At the discretion of the agency, this MAY be done. BUT, removal of any worker from a worksite is ALWAYS at the discretion of the WV state agency. We do not wish to use this contract as a “training center” for temporary workers. Temporary workers supplied should be ready for work when they arrive at the state agency.
8	Q	Are you able to send out an electronic version of the RFQ?
	A	PDF version is available.
9	Q	Can you please explain how the “Vendor Preference Certificate” factors into the final decision? We are unclear on what the 2.5% preference means.
	A	The Preference applies when you compare a West Virginia vendor to a non-resident vendor or when you compare two non-resident vendors that meet all the requirements. The out-of-state vendor will have their total bid increased by the approved vendor preference percentage. NOT used between or among West Virginia Vendors. Please NOTE there are two classifications for Vendor Preference and both are for 2.5% giving the approved in-state vendor 5.0% if they meet both sets of criteria.
10	Q	Do the state agencies have standard “payment terms” for paying invoices? If not, on average how long does it take the state agencies to send payments?
	A	Net 30
11	Q	If a background check is required for a position, what type of background check will need to be performed? Will we be able to bill the state back

TEMP07
Questions & Answers

		for the cost of background checks?
	A	Agency will advise the type of background type needed. See #1.
12	Q	Will the staffing agencies be required to submit financial statements for the past 3 years in order to prove that they were in business?
	A	No, please submit either company's business license or Workers Compensation Certificates for last three years.
13	Q	In addition to price, what other factors will go into the decision process?
	A	Lowest price.
14	Q	Do we need to send any explanations for what our "overhead" expenses cover?
	A	Yes, Must submit a complete break down.

PRICING PAGE - TEMP07

REGION I

Vendor Name: _____
 # Years Providing Temp Svc: _____
 Contact Person: _____
 Phone #: _____
 Fax #: _____

NOTE: If you do not cover entire region, circle counties where you do supply temporaries.

Region I - Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Harrison, Doddridge, Gilmer, Pleasants, Calhoun, Wirt, Wood, and Tyler

CLASSIFICATION	REGION I			
	Worker Pay	Statutory	Overhead	Total
1 Accounting Technician 2				
2 Administrative Services Assistant 1				
3 Administrative Services Assistant 2				
4 Custodian				
5 Data Entry Operator 2				
6 Executive Secretary				
7 Groundskeeper				
8 Guard 2				
9 Guard 1				
10 Health Service Worker (Certified Nursing Program)				
11 Laboratory Assistant 3				
12 Laborer				
13 Office Assistant 3				
14 Office Assistant 2				
15 Mail Runner				
16 Painter				
17 Paralegal				
18 Word Processor				

REFERENCES - REGION I

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Signature: _____

Date: _____

**PRICING PAGE - TEMP07
REGION II**

Vendor Name: _____
 # Years Providing Temp Svc: _____
 Contact Person: _____
 Phone #: _____
 Fax #: _____

NOTE: If you do not cover entire region, circle counties where you do supply temporaries.

Region II - Mason, Cabell, Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane and Jackson

CLASSIFICATION	REGION II			
	Worker Pay	Statutory	Overhead	Total
1 Accounting Technician 2				
2 Administrative Services Assistant 1				
3 Administrative Services Assistant 2				
4 Custodian				
5 Data Entry Operator 2				
6 Executive Secretary				
7 Groundskeeper				
8 Guard 2				
9 Guard 1				
10 Health Service Worker (Certified Nursing Program)				
11 Laboratory Assistant 3				
12 Laborer				
13 Office Assistant 3				
14 Office Assistant 2				
15 Mail Runner				
16 Painter				
17 Paralegal				
18 Word Processor				

REFERENCES - REGION II

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Signature: _____

Date: _____

**PRICING PAGE - TEMP07
REGION III**

Vendor Name: _____
 # Years Providing Temp Svc: _____
 Contact Person: _____
 Phone #: _____
 Fax #: _____

NOTE: If you do not cover entire region, circle counties where you do supply temporaries.

Region III - Lewis, Upshur, Randolph, Pendleton, Hardy, Grant, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Tucker, Barbour, Taylor, and Preston

CLASSIFICATION	REGION III			
	Worker Pay	Statutory	Overhead	Total
1 Accounting Technician 2				
2 Administrative Services Assistant 1				
3 Administrative Services Assistant 2				
4 Custodian				
5 Data Entry Operator 2				
6 Executive Secretary				
7 Groundskeeper				
8 Guard 2				
9 Guard 1				
10 Health Service Worker (Certified Nursing Program)				
11 Laboratory Assistant 3				
12 Laborer				
13 Office Assistant 3				
14 Office Assistant 2				
15 Mail Runner				
16 Painter				
17 Paralegal				
18 Word Processor				

REFERENCES - REGION III

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Signature: _____

Date: _____

**PRICING PAGE - TEMP07
REGION IV**

Vendor Name: _____
 # Years Providing Temp Svc: _____
 Contact Person: _____
 Phone #: _____
 Fax #: _____

NOTE: If you do not cover entire region, circle counties where you do supply temporaries.

Region IV - Braxton, Clay, Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Greenbrier, Pocahontas, Webster and Monroe

CLASSIFICATION	REGION IV			
	Worker Pay	Statutory	Overhead	Total
1 Accounting Technician 2				
2 Administrative Services Assistant 1				
3 Administrative Services Assistant 2				
4 Custodian				
5 Data Entry Operator 2				
6 Executive Secretary				
7 Groundskeeper				
8 Guard 2				
9 Guard 1				
10 Health Service Worker (Certified Nursing Program)				
11 Laboratory Assistant 3				
12 Laborer				
13 Office Assistant 3				
14 Office Assistant 2				
15 Mail Runner				
16 Painter				
17 Paralegal				
18 Word Processor				

REFERENCES - REGION IV

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Company Name _____
 Representative _____
 Address _____
 Telephone No. _____

Signature: _____

Date: _____

WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer:	Page	Req. or P. O. No.:
Vendor:	Spending Unit:		

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