



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
WIC70480

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BPH - NUTRITION SERVICES (WIC)  
 C/O DHHR MATERIALS MANAGEMENT  
 900 BULLITT STREET  
 CHARLESTON, WV  
 25301 304-558-3417

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
08/08/2006				

BID OPENING DATE: 08/23/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*****ADDENDUM NO. 1*****</p> <p>1. QUESTIONS AND ANSWERS FOR RFQ# WIC70480</p> <p>2. 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 ATTACHMENTS:</p> <p>1) RFQ # WIC70480 - QUESTIONS AND ANSWERS (1 PAGE)</p> <p>2) ACKNOWLEDGEMENT ADDENDUM - (1 PAGE)</p> <p>*****END OF ADDENDUM NO. 1*****</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.

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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

WIC70480  
Addendum #1  
Questions and Answers

- 1.) Q. How is payment made (via check or credit card)?  
A. The spending unit will be making smaller purchases from this contract and payment will be either by check or by PCard. Most likely, the smaller purchases will be paid with the PCard.
  
- 2.) Q. How quickly is payment made after receipt of the products?  
A. Invoices will be paid promptly after we receive them.
  
- 3.) Q. Will all products be ordered at once, or will there be multiple smaller orders from various different departments throughout the year?  
A. This is a blanket contract for the spending unit to make purchases throughout the year and not a one time purchase.
  
- 4.) Q. We are a business licensed in the state of Arizona. Do we need to be a licensed business in the state of West Virginia prior to our bid submission? Or, may we apply for the business license if/when we are awarded a contract?  
A. Here is the link for starting a business in West Virginia:  
<http://www.wv.gov/sec.aspx?pgID=1> . I would also refer you to our Tax Department at <http://www.wv.gov/Offsite.aspx?u=http://www.state.wv.us/taxdiv> . These should help you with both questions 4 and 5. Since this is not my area of expertise I would refer you to them. They should be able to help you with these two questions.
  
- 5.) Q. Our initial research indicates that the business license fee in WV is \$200 – can you please verify this amount?  
A. See answer to question number four.
  
- 6.) Q. Must the \$125 registration fee for the RFQ be paid with our bid submission, prior to its submission, or after the winning bid has been announced? I do understand that no bid will be awarded without this fee, I am just unclear as to when it should be paid.  
A. Regarding the \$125 registration fee, if you wish to be a registered vendor and have access to our bulletin you can register anytime. You do not need to be a registered vendor to bid. You would only need to register, if you are the successful bidder. If you would be the successful bidder you would have to be registered prior to an award being made. You can find information at the following websites as to the vendor registration process.  
<http://www.state.wv.us/admin/purchase/VRC/wv1.pdf>  
<http://www.state.wv.us/admin/purchase/>
  
- 7.) Q. What is the process / paperwork to become registered with the Purchasing Division?  
A. See answer to question number six.

Vendor:	Spending Unit:
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Requisition No.: WIC70480

**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