



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFO NUMBER  
**668C0018**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**MICHAEL AUSTIN**  
**304-558-2402**

VENDOR

**RFQ COPY**  
 TYPE NAME/ADDRESS HERE

SHIP TO

**DIVISION OF HIGHWAYS**  
**VARIOUS LOCALES AS INDICATED**  
**BY ORDER**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
12/20/2007				

BID OPENING DATE: **01/09/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		765-08		
<p><b>POWER EARTH AND ROCK AUGERS/DRILLS WITH OPERATOR</b></p> <p><b>OPEN END CONTRACT</b></p> <p><b>TO FURNISH THE FOLLOWING:</b></p> <p><b>POWER EARTH AND ROCK AUGERS/DRILLS WITH OPERATORS FOR DRILLING HOLES FROM 12 INCHES TO 36 INCHES IN DIAMETER THROUGH EARTH AND ROCK.</b></p> <p><b>THIS CONTRACT SHALL CONSIST OF THE VENDOR FURNISHING POWER EARTH AND ROCK AUGERS/DRILLS, FULLY OPERATED INCLUDING FUEL, MAINTENANCE AND ALL OTHER NECESSARY EQUIPMENT TO PRE-BORE AND INSTALL PILING OF VARIOUS SIZES FOR SLIDE CORRECTION AND STRUCTURE FOUNDATION AT VARIOUS LOCATIONS. THE WEST VIRGINIA DIVISION OF HIGHWAYS WILL FURNISH PILING.</b></p> <p><b>SEE THE ATTACHED</b></p> <p><b>EXHIBIT 3</b></p> <p><b>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.</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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**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 may be deemed null and void, and 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  
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**2**

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DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/20/2007				

BID OPENING DATE: **01/09/2008** BID OPENING TIME **01:30PM**

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<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 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>						

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<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 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>EXHIBIT 10</p> <p style="text-align: right;">REQUISITION NO.: .....</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p>						

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	NO. 2 .....					
	NO. 3 .....					
	NO. 4 .....					
	NO. 5 .....					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT</p>						

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<p>OF THIS CONTRACT:</p> <p>( ) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</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 OWNERSHIP 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</p>						

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<p>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;  OR  ( ) 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> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; 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</p>						

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<p>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> <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</p>						

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<p>ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p style="text-align: center;"><b>NOTICE</b></p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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: <span style="float: right;">33</span></p> <p>RFQ. NO.: <span style="float: right;">668C0018</span></p> <p>BID OPENING DATE: <span style="float: right;">01/09/2008</span></p> <p>BID OPENING TIME: <span style="float: right;">1:30 PM</span></p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p style="text-align: center;">-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p>						

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***** THIS IS THE END OF RFQ 668C0018 ***** TOTAL:						

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Equipment, workmanship and mobilization furnished under this contract shall meet the following requirements:

**1. EQUIPMENT REQUIREMENT**

- A. Drill shall be mounted on a turntable base with a 240-degree rotation and a 30-inch slide stroke at any point in the arc of rotation.
- B. Drill shall possess a power plant and a mechanical drill assembly, which delivers 35,000 foot-pounds of torque to the Kelly bar, which rotate the Auger or Core Barrel.
- C. Drill shall be equipped with a power plant and mechanical or hydraulic mechanism capable of exerting a down pressure or crowding force of at least 12,000 pounds.
- D. Drill shall be equipped with power and mechanical mechanism to operate a service hoist for installing piles; the hoist system shall have a lifting capacity of 8,000 pounds and be capable of installing (40') piling.
- E. Drill shall be equipped with two (2) hydraulic outriggers and jacks in the front area and two (2) hydraulic outriggers and jacks in the rear of the drill carrier for fast and efficient leveling purposes. The outriggers are not required on track mounted drills.
- F. Vendor shall furnish Augers, Core Barrels, Rock Cutting Teeth, Muck Bucket and Casing which are in good condition. Rock Cutting Teeth shall be of the type and quality comparable to the "Kenametal" brand. Vendor shall, also, furnish all water needed for drilling purposes. All drills are to have at least one operator and one helper present during drilling.

**2. MOBILIZATION**

One time one way mobilization shall be paid by the Division of Highways for moving of said equipment from the contractor's base of operations to the work site specified in the State Contract Order (SCO) and/or from one Division of Highways work site to another, whichever mileage would be of lesser cost to the Division of Highways. The most direct suitable route from the contractor's base of operations to the work site or between work sites will be agreed upon by the Division of Highways and the contractor as mileage for calculation of Mobilization. The exact location of the contractor's base of operations must be stated on each quotation sheet (mailing address is not adequate).

**3. SITE PREPARATION, PLANS, STAKE-OUT, HOLE SIZE AND PILE INSTALLATION**

The West Virginia Division of Highways will, in advance of drilling operations, prepare the sites for safe and efficient work. This shall be done in collaboration with the Vendor, or his authorized representative. The Vendor and the West Virginia Division of Highways will jointly determine that safe working conditions do exist and either party will have the right to refuse to perform work if, in their opinion, unsafe working conditions exist.

The West Virginia Division of Highways will provide plans and stakeout of all work to be performed. The location of holes and piles to be installed shall be shown on the plans or directed by the District Engineer/Manager or his designee.

The depth of each hole, angle of inclination from the vertical and the length of each pile shall be shown on the plans, or directed by the District Engineer/Manager or his designee.

The West Virginia Division of Highways will perform required splicing of piles and pile cutoff. Piles shall be furnished, delivered and positioned on the site by the West Virginia Division of Highways so that they are conveniently available for immediate installation at each hole.

The size of holes will be governed by the size of piles. In general, the hole should be at least two (2) inches greater in diameter than the maximum dimension of pile to be installed. In conditions where boulders, etc., are encountered, the hole diameter may have to be considerably larger than the maximum dimensions of the pile. Piles shall be installed immediately after each hole is drilled, unless otherwise directed by the District Engineer/Manager or his designee.

**4. DOWN EQUIPMENT**

Equipment shall be considered down if it is out of production due to mechanical failure or other conditions and no pay will be authorized until production is resumed. The Division of Highways will not pay time for fueling, lubrication and warm-up of the unit (s).

## **5. WORKMANSHIP**

The West Virginia Division of Highways reserves the right to terminate the usage of any drill, which does not perform work in conformance with reasonable production standards.

Production standards will be based on historical performance data under similar circumstances.

Only firms who show evidence of employment of qualified and experienced operators who have satisfactory performance reputation in this specialized field will be considered.

## **6. BASIS OF PAYMENT**

The Vendor may invoice the West Virginia Division of Highways for hours worked on a semi-monthly basis (half and end of month).

Hours worked must be verified and substantiated on a daily basis by an authorized representative of the West Virginia Division of Highways. Payment for hours worked shall include the time required to position equipment, drill and place piles. Down, warm-up and equipment maintenance time will not be considered as work hours. The Vendor shall supply the Division of Highways with daily work tickets as verification of hours worked.

## **7. BIDDING INSTRUCTIONS**

Bidder shall submit a separate bid sheet for each proposed equipment unit.

The Vendor shall quote a single hourly rate for each drill unit proposed, which shall be full compensation for all equipment rental and required operators up to a standard 40 hour workweek. For hours beyond 40 hours in a workweek, the Vendor shall quote a rate per hour to cover overtime costs of labor only and that amount will be added to the operating rate for all additional operating hours beyond 40 hours in a workweek.

The cost of auger and core barrel resurfacing shall be included in unit price bid for operating rate.

The Vendor shall quote for the additional pay items of casing pipe and crane mats which may be needed occasionally when directed by the Engineer.

## 8. AWARD OF CONTRACT

The award of this contract shall be made to all bidders submitting a bid, which meets the specifications.

## 9. AWARD OF STATE CONTRACT ORDER (SCO)

The District Engineer/Manager shall issue the SCO to the low bidder based on type and size of equipment required and the lowest projected cost. The SCO shall specify the type and size of equipment required for the project. The projected cost is the estimated hours to complete the project multiplied by the Vendor's hourly rate plus the mobilization costs. Refer to the section titled "Mobilization" for a full explanation of Mobilization Cost.

In the event the low bidder for a particular project cannot perform, the District Engineer/Manager shall have the option to contact the next low bidder. The District Engineer/Manager shall document in writing the Vendor's inability to perform and award to the next low bidder. Vendors must notify the District Engineer/Manager of their ability to perform, within five (5) days of their receipt of a State Contract Order (SCO), or the SCO may be cancelled.

In the event of an emergency situation, the District Engineer/Manager may require notification of a Vendor's ability to perform within twenty-four (24) hours of their receipt of a State Contract Order (SCO).

Each SCO for hiring Power Earth and Rock Augers/Drills with Operators must list the tentative date the project is to begin. Work on the project shall be continuous unless approved by the District Engineer/Manager.

Vendors performance on any project may be considered when awarding subsequent State Contract Orders (SCO's).

Prior approval for Holiday work shall be obtained from the District Engineer/Manager. The official Holidays are New Year's, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, West Virginia Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, Election (Primary and General) Day, and other days proclaimed by the President or Governor.

## 10. WAGE RATES

The Contractor or Subcontractor shall pay the higher of the U.S. Department of Labor minimum wage rates or the West Virginia Department of Labor minimum wage rates as established for *various* counties, pursuant to West Virginia Code §21-5A, ET SEQ.

**11. WORKER'S COMPENSATION**

Vendor is required to provide a certificate from Worker's Compensation if successful.

**12. INSURANCE**

Successful Vendor shall furnish proof of coverage of commercial General Liability Insurance prior to issuance of a contract. Unless otherwise specified in the bid documents, the minimum amount of insurance coverage required is \$250,000.

**13. PURCHASING CARD ACCEPTANCE**

The State of West Virginia currently utilizes a VISA Purchasing Card Program which is issued through a bank. The successful vendors must accept the State of West Virginia VISA Purchasing Card for payment of all orders placed by State DOT agency for orders as a condition of award.

**QUOTATION SHEET**

**DISTRICT ONE COUNTIES: BOONE, CLAY, KANAWHA, MASON, PUTNAM**

**THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:**

**BASE OF OPERATIONS  
(Exact Location)**

**MANUFACTURER**

**MODEL NUMBER**

**EQUIPMENT MODIFICATIONS  
AND ADDITIONS**

**SERIAL NUMBER**

**MINIMUM**

**MAXIMUM**

**HOLE DIAMETER**

\_\_\_\_\_

\_\_\_\_\_

**DEGREE OF ROTATION**

**SLIDE STROKE**

**FOOT POUNDS OF TORQUE**

**DOWN PRESSURE/CROWDING FORCE**

**HOLE DEPTH**

**OPERATING RATE:**

**\$ \_\_\_\_\_ per hr.**

**ADDITIONAL CHARGE FOR OVERTIME BEYOND**

**40 HOUR WORKWEEK: (Note 1)**

**\$ \_\_\_\_\_ per hr.**

**MOBILIZATION:**

**\$ \_\_\_\_\_ per mile**

**CASING PIPE: (Note 2)**

**\$ \_\_\_\_\_ per lineal feet**

**CRANE MATS: (Note 3)**

**\$ \_\_\_\_\_ per project site**

**Note 1: Operating rate applies to first 40 hours.  
An additional charge may be added to cover  
overtime costs beyond 40 hours.**

**Note 2: To be used when requested by the Engineer.**

**Note 3: To be used when requested by the Engineer.**



QUOTATION SHEET

DISTRICT TWO COUNTIES: CABELL, LOGAN, LINCOLN, MINGO, WAYNE

THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:

BASE OF OPERATIONS  
(Exact Location)

MANUFACTURER

MODEL NUMBER

EQUIPMENT MODIFICATIONS  
AND ADDITIONS

SERIAL NUMBER

MINIMUM

MAXIMUM

HOLE DIAMETER

\_\_\_\_\_

\_\_\_\_\_

DEGREE OF ROTATION

SLIDE STROKE

FOOT POUNDS OF TORQUE

DOWN PRESSURE/CROWDING FORCE

HOLE DEPTH

OPERATING RATE:

\$ \_\_\_\_\_ per hr.

ADDITIONAL CHARGE FOR OVERTIME BEYOND

40 HOUR WORKWEEK: (Note 1)

\$ \_\_\_\_\_ per hr.

MOBILIZATION:

\$ \_\_\_\_\_ per mile

CASING PIPE: (Note 2)

\$ \_\_\_\_\_ per lineal feet

CRANE MATS: (Note 3)

\$ \_\_\_\_\_ per project site

Note 1: Operating rate applies to first 40 hours.  
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overtime costs beyond 40 hours.

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Note 3: To be used when requested by the Engineer.

**QUOTATION SHEET**

**DISTRICT THREE COUNTIES: CALHOUN, WOOD, PLEASANTS, WIRT, RITCHIE,  
ROANE, JACKSON**

**THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:**

**BASE OF OPERATIONS  
(Exact Location)**

**MANUFACTURER**

**MODEL NUMBER**

**EQUIPMENT MODIFICATIONS  
AND ADDITIONS**

**SERIAL NUMBER**

**MINIMUM**

**MAXIMUM**

**HOLE DIAMETER**

\_\_\_\_\_

\_\_\_\_\_

**DEGREE OF ROTATION**

**SLIDE STROKE**

**FOOT POUNDS OF TORQUE**

**DOWN PRESSURE/CROWDING FORCE**

**HOLE DEPTH**

**OPERATING RATE:**

\$ \_\_\_\_\_ per hr.

**ADDITIONAL CHARGE FOR OVERTIME BEYOND**

**40 HOUR WORKWEEK: (Note 1)**

\$ \_\_\_\_\_ per hr.

**MOBILIZATION:**

\$ \_\_\_\_\_ per mile

**CASING PIPE: (Note 2)**

\$ \_\_\_\_\_ per lineal feet

**CRANE MATS: (Note 3)**

\$ \_\_\_\_\_ per project site

**Note 1: Operating rate applies to first 40 hours.  
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overtime costs beyond 40 hours.**

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**Note 3: To be used when requested by the Engineer.**

**QUOTATION SHEET**

**DISTRICT FOUR COUNTIES: TAYLOR, MARION, PRESTON, HARRISON,  
DODDRIDGE, MONONGALIA**

**THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:**

**BASE OF OPERATIONS  
(Exact Location)**

**MANUFACTURER**

**MODEL NUMBER**

**EQUIPMENT MODIFICATIONS  
AND ADDITIONS**

**SERIAL NUMBER**

**MINIMUM**

**MAXIMUM**

**HOLE DIAMETER**

\_\_\_\_\_

\_\_\_\_\_

**DEGREE OF ROTATION**

**SLIDE STROKE**

**FOOT POUNDS OF TORQUE**

**DOWN PRESSURE/CROWDING FORCE**

**HOLE DEPTH**

**OPERATING RATE:**

**\$ \_\_\_\_\_ per hr.**

**ADDITIONAL CHARGE FOR OVERTIME BEYOND**

**40 HOUR WORKWEEK: (Note 1)**

**\$ \_\_\_\_\_ per hr.**

**MOBILIZATION:**

**\$ \_\_\_\_\_ per mile**

**CASING PIPE: (Note 2)**

**\$ \_\_\_\_\_ per lineal feet**

**CRANE MATS: (Note 3)**

**\$ \_\_\_\_\_ per project site**

**Note 1: Operating rate applies to first 40 hours.  
An additional charge may be added to cover  
overtime costs beyond 40 hours.**

**Note 2: To be used when requested by the Engineer.**

**Note 3: To be used when requested by the Engineer.**

QUOTATION SHEET

DISTRICT FIVE COUNTIES: BERKELEY, MINERAL, HAMPSHIRE, MORGAN, JEFFERSON,  
GRANT, HARDY

THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:

BASE OF OPERATIONS  
(Exact Location)

MANUFACTURER

MODEL NUMBER

EQUIPMENT MODIFICATIONS  
AND ADDITIONS

SERIAL NUMBER

MINIMUM

MAXIMUM

HOLE DIAMETER

DEGREE OF ROTATION

SLIDE STROKE

FOOT POUNDS OF TORQUE

DOWN PRESSURE/CROWDING FORCE

HOLE DEPTH

OPERATING RATE:

\$ \_\_\_\_\_ per hr.

ADDITIONAL CHARGE FOR OVERTIME BEYOND

40 HOUR WORKWEEK: (Note 1)

\$ \_\_\_\_\_ per hr.

MOBILIZATION:

\$ \_\_\_\_\_ per mile

CASING PIPE: (Note 2)

\$ \_\_\_\_\_ per lineal feet

CRANE MATS: (Note 3)

\$ \_\_\_\_\_ per project site

Note 1: Operating rate applies to first 40 hours.  
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overtime costs beyond 40 hours.

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QUOTATION SHEET

DISTRICT SIX COUNTIES: BROOKE, HANCOCK, MARSHALL, OHIO, TYLER, WETZEL

THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:

BASE OF OPERATIONS  
(Exact Location)

MANUFACTURER

MODEL NUMBER

EQUIPMENT MODIFICATIONS  
AND ADDITIONS

SERIAL NUMBER

MINIMUM

MAXIMUM

HOLE DIAMETER

\_\_\_\_\_

\_\_\_\_\_

DEGREE OF ROTATION

SLIDE STROKE

FOOT POUNDS OF TORQUE

DOWN PRESSURE/CROWDING FORCE

HOLE DEPTH

OPERATING RATE:

\$ \_\_\_\_\_ per hr.

ADDITIONAL CHARGE FOR OVERTIME BEYOND

40 HOUR WORKWEEK: (Note 1)

\$ \_\_\_\_\_ per hr.

MOBILIZATION:

\$ \_\_\_\_\_ per mile

CASING PIPE: (Note 2)

\$ \_\_\_\_\_ per lineal feet

CRANE MATS: (Note 3)

\$ \_\_\_\_\_ per project site

Note 1: Operating rate applies to first 40 hours.  
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QUOTATION SHEET

DISTRICT SEVEN COUNTIES: BARBOUR, LEWIS, BRAXTON, GILMER, UPSHUR, WEBSTER

THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:

BASE OF OPERATIONS  
(Exact Location)

MANUFACTURER

MODEL NUMBER

EQUIPMENT MODIFICATIONS  
AND ADDITIONS

SERIAL NUMBER

MINIMUM

MAXIMUM

HOLE DIAMETER

\_\_\_\_\_

\_\_\_\_\_

DEGREE OF ROTATION

SLIDE STROKE

FOOT POUNDS OF TORQUE

DOWN PRESSURE/CROWDING FORCE

HOLE DEPTH

OPERATING RATE:

\$ \_\_\_\_\_ per hr.

ADDITIONAL CHARGE FOR OVERTIME BEYOND

40 HOUR WORKWEEK: (Note 1)

\$ \_\_\_\_\_ per hr.

MOBILIZATION:

\$ \_\_\_\_\_ per mile

CASING PIPE: (Note 2)

\$ \_\_\_\_\_ per lineal feet

CRANE MATS: (Note 3)

\$ \_\_\_\_\_ per project site

Note 1: Operating rate applies to first 40 hours.  
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overtime costs beyond 40 hours.

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Note 3: To be used when requested by the Engineer.

QUOTATION SHEET

DISTRICT EIGHT COUNTIES: PENDLETON, POCAHONTAS, RANDOLPH, TUCKER

THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:

BASE OF OPERATIONS  
(Exact Location)

MANUFACTURER

MODEL NUMBER

EQUIPMENT MODIFICATIONS  
AND ADDITIONS

SERIAL NUMBER

MINIMUM

MAXIMUM

HOLE DIAMETER

\_\_\_\_\_

\_\_\_\_\_

DEGREE OF ROTATION

SLIDE STROKE

FOOT POUNDS OF TORQUE

DOWN PRESSURE/CROWDING FORCE

HOLE DEPTH

OPERATING RATE:

\$ \_\_\_\_\_ per hr.

ADDITIONAL CHARGE FOR OVERTIME BEYOND

40 HOUR WORKWEEK: (Note 1)

\$ \_\_\_\_\_ per hr.

MOBILIZATION:

\$ \_\_\_\_\_ per mile

CASING PIPE: (Note 2)

\$ \_\_\_\_\_ per lineal feet

CRANE MATS: (Note 3)

\$ \_\_\_\_\_ per project site

Note 1: Operating rate applies to first 40 hours.  
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overtime costs beyond 40 hours.

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QUOTATION SHEET

DISTRICT NINE COUNTIES: SUMMERS, FAYETTE, NICHOLAS, MONROE, GREENBRIER

THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:

BASE OF OPERATIONS  
(Exact Location)

MANUFACTURER

MODEL NUMBER

EQUIPMENT MODIFICATIONS  
AND ADDITIONS

SERIAL NUMBER

MINIMUM

MAXIMUM

HOLE DIAMETER

\_\_\_\_\_

\_\_\_\_\_

DEGREE OF ROTATION

SLIDE STROKE

FOOT POUNDS OF TORQUE

DOWN PRESSURE/CROWDING FORCE

HOLE DEPTH

OPERATING RATE:

\$ \_\_\_\_\_ per hr.

ADDITIONAL CHARGE FOR OVERTIME BEYOND

40 HOUR WORKWEEK: (Note 1)

\$ \_\_\_\_\_ per hr.

MOBILIZATION:

\$ \_\_\_\_\_ per mile

CASING PIPE: (Note 2)

\$ \_\_\_\_\_ per lineal feet

CRANE MATS: (Note 3)

\$ \_\_\_\_\_ per project site

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Note 3: To be used when requested by the Engineer.



QUOTATION SHEET

DISTRICT TEN COUNTIES: MCDOWELL, MERCER, RALEIGH, WYOMING

THE FOLLOWING MUST BE COMPLETED FOR EACH MODEL OF EQUIPMENT QUOTED:

BASE OF OPERATIONS  
(Exact Location)

MANUFACTURER

MODEL NUMBER

EQUIPMENT MODIFICATIONS  
AND ADDITIONS

SERIAL NUMBER

MINIMUM

MAXIMUM

HOLE DIAMETER

\_\_\_\_\_

\_\_\_\_\_

DEGREE OF ROTATION

SLIDE STROKE

FOOT POUNDS OF TORQUE

DOWN PRESSURE/CROWDING FORCE

HOLE DEPTH

OPERATING RATE:

\$ \_\_\_\_\_ per hr.

ADDITIONAL CHARGE FOR OVERTIME BEYOND

40 HOUR WORKWEEK: (Note 1)

\$ \_\_\_\_\_ per hr.

MOBILIZATION:

\$ \_\_\_\_\_ per mile

CASING PIPE: (Note 2)

\$ \_\_\_\_\_ per lineal feet

CRANE MATS: (Note 3)

\$ \_\_\_\_\_ per project site

Note 1: Operating rate applies to first 40 hours.  
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overtime costs beyond 40 hours.

Note 2: To be used when requested by the Engineer.

Note 3: To be used when requested by the Engineer.

**DISTRICT DELIVERY ADDRESSES**

**District One Office  
1334 Smith Street  
Charleston, West Virginia 25301-1492**

**District Six Office  
1 DOT Drive  
Moundsville, West Virginia 26041-1605**

**District Two Office  
801 Madison Avenue  
Huntington, West Virginia 25712-0880**

**District Seven Office  
255 Depot Street  
Weston, West Virginia 26452-1228**

**District Three Office  
624 Depot Street  
Parkersburg, West Virginia 26102-0308**

**District Eight Office  
US 219 North  
Elkins, West Virginia 26241-1516**

**District Four Office  
I79 & Meadowbrook Road  
Clarksburg, West Virginia 26302-2570**

**District Nine Office  
103 1/2 Church Street  
Lewisburg, West Virginia 24901**

**District Five Office  
Route 50  
Burlington, West Virginia 26710-0099**

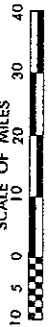
**District Ten Office  
270 Hardwood Lane  
Princeton, West Virginia 24740-2737**

P E N N S Y L V A N I A

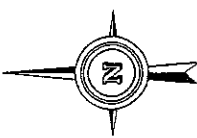
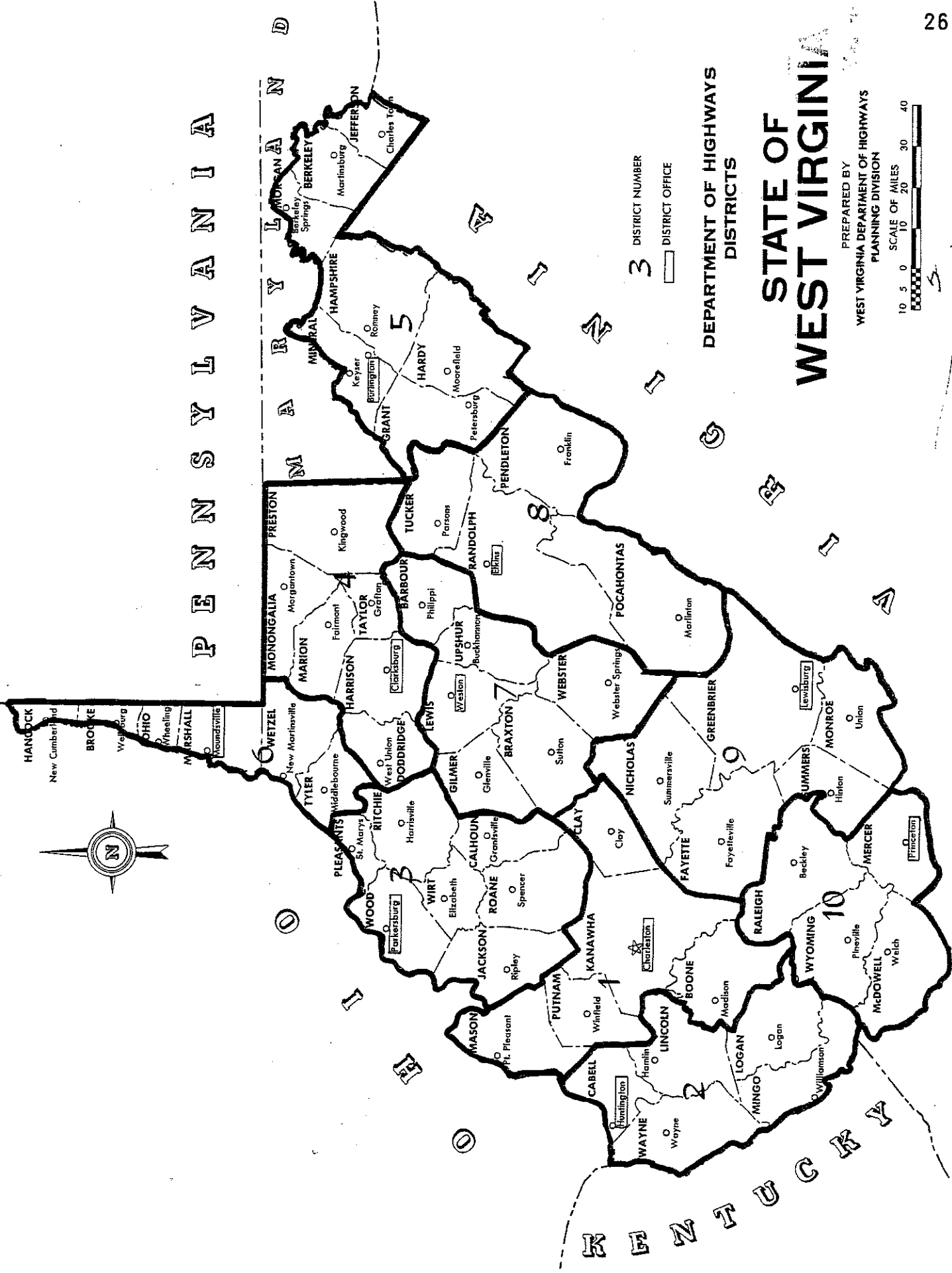
# STATE OF WEST VIRGINIA

DEPARTMENT OF HIGHWAYS DISTRICTS

PREPARED BY  
WEST VIRGINIA DEPARTMENT OF HIGHWAYS  
PLANNING DIVISION



3 DISTRICT NUMBER  
□ DISTRICT OFFICE



STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**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](http://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: \_\_\_\_\_