



**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  
Charleston, WV 25305-0130

1. The specification does not list the reel requirements. We recommended a minimum of the following:

Answer: No particular requirement..

2. The specification does not define a recording device. Would a combination DVD/ VCR unit be acceptable or would they want just a DVD recorder.

Answer: Either will work

3. The specification does not define training. We recommend 1-2 days training. Should we option the training?

Answer: Yes

4. A wireless controller for the reel, camera, and transporter would be advantageous for this type of culvert inspection. Is it permissible to option the wireless integrated controller for this system?

Answer: Yes

5. What is the maximum preferred cable length?

Answer: 300 Feet

6.. What is the maximum underwater depth?

Answer: 300 Feet

7. What is the minimum size borehole in which the camera must fit?

Answer: 12 Inches

8. What is the maximum diameter of the boreholes or distance that the camera will be required to view?

Answer: 96 Inches

9. How frequent will the system be used?

Answer: Daily

10. What is the purpose or goal of video work?

Answer: Review at later date

11. What other options are required?

Answer: Operate in isolated locations

12. Do you require a motorized winch?

Answer: No

13. Color or Ultra Low Light Black and White Camera?

Answer: Color

14. Stainless steel or plastic camera?

Answer: Must be able to handle acidic acid

15. Is a pan and tilt camera required?

Answer: Yes

16. Is off camera or supplemental light needed?

Answer: Yes

17. Is on screen depth display needed?

Answer: Yes

18. What are the monitor and recording requirements?

Answer: 0-120 f

19. Are centralizers required?

Answer: No

20. Is an inverter needed to operate from DC electricity?

Answer: No

21. Do you want camera lights on off switch?

Answer: Yes

22. Is a carrying or shipping case required?

Answer: Yes

23. Does 150' mean 150' under water?

Answer: Yes

24. What size will the hole/pipe/casting be?

Answer: 4 inches to 96 inches

25. Will the holes be round or some other shape?

Answer: Round

26. What is the size of the area to be lighted?

Answer: Larger than viewer area of camera

27. What will the water quality be for the lighting during the inspection?

Answer: Fairly clear but, with acidic mine drainage.

28. Will the water be moving during the inspection?

Answer: Yes

29. How will the camera be weighted?

Answer: By system supplied with camera

30. Describe the access to the pipe opening?

Answer: From ground or working platform.

31. Will you accept an inverter instead of the generator?

Answer: No

32. Who is the manufacturer of the specified system?

Answer: GPE

33. What will the application for the system be?

Answer: To inspect drilled caissons.

34. Is the tilt pan to be motorized or manual?

Answer: Either will work