



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
 BHS80097

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VARIOUS AGENCY LOCALES
 AS INDICATED BELOW

VENDOR

SHIP TO

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 03/31/2008 | | | | |

BID OPENING DATE: 04/22/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------|
| ADDENDUM NO. 1 1. BID OPENING DATE HAS BEEN MOVED FROM 4/8/2008 TO 4/22/2008. 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. EXHIBIT 10 REQUISITION NO.: BHS80097 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, 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) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|-----------|-----------|------|
| SIGNATURE | TELEPHONE | DATE |
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| TITLE | FEIN | ADDRESS CHANGES TO BE NOTED ABOVE |
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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.
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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.

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



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| <p>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 COMPANY DATE</p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 1</p> | | | | | | |
| 0001 | 1 | JB | | 961-20 | | |
| PROFESSIONAL ACCOUNTING & FINANCIAL MGMT. SERVICES | | | | | | |

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| ***** THIS IS THE END OF RFQ BHS80097 ***** TOTAL: | | | | | | |

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Mandatory Pre-Bid Conference for

BHS80097

Please Print

Date: March 19, 2007

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD.

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

| | | | |
|----------------|----------------------------|---------------------------|------------------------|
| Company: | Dixon Hughes PLLC | Chase Tower, Suite 1700 | PHONE 304-343-0168 |
| Rep: | S. Ryan Lindsey, CPA | P.O. Box 1747 | TOLL FREE 800-924-6697 |
| Email Address: | r.lindsay@dixon-hughes.com | Charleston, WV 25326 | FAX 304-343-1895 |
| Company: | DHHR - Purchasing | Bldg 3, Ste 230 | PHONE 558-0953 |
| Rep: | Albenta Linceaid | Charlottesville, WV 25305 | TOLL FREE |
| Email Address: | albentalincaid@wdhhr.org | | FAX 558-2892 |
| Company: | DHHR - Sharp Hospital | | PHONE |
| Rep: | Kevin Stalmaker | | TOLL FREE |
| Email Address: | | | FAX |
| Company: | DHHR - BHHF Admin | Diamond - Rm 350 | PHONE |
| Rep: | Jennifer Jarrell | Chas | TOLL FREE |
| Email Address: | | | FAX |
| Company: | DHHR - BHHF Admin | Diamond - Rm 350 | PHONE |
| Rep: | Joe Donchatz | Chas | TOLL FREE |
| Email Address: | | | FAX |

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| FIRM & REPRESENTATIVE NAME | | MAILING ADDRESS | TELEPHONE & FAX NUMBERS |
|----------------------------|--------------------------|-----------------------|--------------------------|
| Company: | ARNETT & FOSTER, PLLC | 101 WASHINGTON ST, E. | PHONE 304-346-0441 |
| Rep: | ROD HARBY | CHARLESTON, WV | TOLL FREE 1-800-642-3601 |
| Email Address: | ROD.HARBY@ARNETTWORK.COM | | FAX 304-346-8333 |
| Company: | DHHR - BTHH Admin | Diamond - Rm 350 | PHONE |
| Rep: | DAVE ELYARD | CHAS | TOLL FREE |
| Email Address: | | | FAX |
| Company: | DHHR - Bateman Hospital | MMB Hospital | PHONE |
| Rep: | JAMES SPENCER | Huntington, WV | TOLL FREE |
| Email Address: | | | FAX |
| Company: | | | PHONE |
| Rep: | | | TOLL FREE |
| Email Address: | | | FAX |
| Company: | | | PHONE |
| Rep: | | | TOLL FREE |
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