



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  
**CHA0802**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY  
 304-558-8801**

**RFQ COPY  
 TYPE NAME/ADDRESS HERE**

VENDOR

SHIP TO

**COAL HERITAGE TRAIL AUTHORITY  
 NATIONAL COAL HERITAGE AREA AU  
 POST OFFICE BOX 5176  
 104 WILSON STREET  
 BECKLEY WV  
 25801-5176 304-256-6941**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/26/2007				

BID OPENING DATE: **10/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE COAL HERITAGE HIGHWAY AUTHORITIES TO PROVIDE INTERPRETIVE SIGN PANELS AND FRAME FABRICATION AS PER THE ATTACHED SPECIFICATIONS.						
ATTACHMENTS:						
1. SPECIFICATIONS						
2. PURCHASING AFFIDAVIT						
INQUIRIES:						
WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON WEDNESDAY, OCTOBER 17, 2007. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:						
SHELLY MURRAY DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 EMAIL: SMURRAY@WVADMIN.GOV						
0001	1	LS		550-62		
SIGNS, FABRICATION						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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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  
Charleston, WV 25305-0130



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BID OPENING DATE: **10/31/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>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.</b></p> <p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</b></p> <p style="text-align: center;"><b>VENDOR PREFERENCE CERTIFICATE</b></p> <p><b>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</b></p> <p><b>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</b></p> <p><b>( ) 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</b></p> <p><b>( ) 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</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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BID OPENING DATE: <b>10/31/2007</b>		BID OPENING TIME <b>01:30PM</b>		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR 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</p>						

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<p>ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT 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>						

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU 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;">NOTICE</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: SM / FILE 31</p> <p>RFQ. NO.: CHA0802</p> <p>BID OPENING DATE: 10/31/2007</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY</p>						

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<p><b>TO CONTACT YOU REGARDING YOUR BID:</b></p> <p>-----</p> <p><b>CONTACT PERSON (PLEASE PRINT CLEARLY):</b></p> <p>-----</p>						
<p><b>***** THIS IS THE END OF RFQ      CHA0802 ***** TOTAL:</b></p>						_____

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*Request for Quote*

*from the*

*Coal Heritage Highway Authority*

*for*

*Sign and Frame Fabrication Services*

*Requisition #CHA0802*



**Request for Quotes  
Interpretative Sign and Frame Fabrication  
For  
Coal Heritage Highway Authority**

**Requisition #CHA0802**

**General Information**

**Purpose:**

The Coal Heritage Highway Authorities (hereafter known as Agency) is soliciting “quotes” from qualified firms (hereafter known as Vendor) to obtain Interpretive Panel and Frame Fabrication.

**Project:**

The Coal Heritage Highway Authority developed an Interpretive Plan for the Coal Heritage Trail Scenic Byway. Phase one of the plan includes designing and installing interpretive signage and kiosks along the 100 + mile National Scenic Byway. The Trail stretches through five southern West Virginia Counties and includes Mercer, McDowell, Wyoming, Raleigh and Fayette. Planning and design of purposed signs is complete. The Agency is ready to begin the construction and fabrication stage of this project.

**Mandatory Requirements:**

Mandatory requirements of this RFQ require a response. They describe the minimum requirements of this RFQ. Any specification or statement containing the word “must”, “shall” or “will” is mandatory. The vendor is required to meet the intent of the mandatory specification in order to be eligible for consideration and to continue in the evaluation process.

Vendors mailing quotes should allow sufficient time for mail delivery to ensure timely arrival. The Coal Heritage Highway Authorities can not waive or excuse late receipt of a RFQ which is delayed and late for any reason according to West Virginia Code 5A-3-11. Any quote received after the opening date and time will be immediately disqualified in accordance with State law and the administrative rules and regulations.

## **SPECIFICATIONS**

### **General Mandatory Requirements:**

Coal Heritage Highway Authority is requesting bids for a vendor to provide a minimum of 40 interpretive panels and frame/bases for the Coal Heritage Trail as per the attached.

Product must be completed and delivered within 60 days of notice to proceed. Panels are to be delivered to Coal Heritage Highway Authorities office located at 104 Wilson Street, Beckley West Virginia 25801.

As additional phases of the Interpretive Plan are implemented, the agency may require additional panels and frames/bases. Each successive order must be delivered within 60 days of the receipt of purchase order by vendor.

### **Firm Qualifications**

Each Vendor must submit material demonstrating two (2) years of proven experience in interpretive signage and frame fabrication. Material should include photos of completed projects and a sample of actual panel material.

Vendor should provide names of references of three (3) current or former clients, and list the name of the client, address, contact person, and service provided that client, with the bid.

Failure to provide this material may result in disqualification.

**Interpretative Panels with Frames/Bases RFQ CHA0802  
 BID Form**

<b>Item #</b>	<b>Description</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price</b>
Item #1	Coal Heritage Area Map	5	ea	\$	\$
Item #2	Coal Heritage Authority Logo	10	ea	\$	\$
Item #3	Interpretative Panels-Primary	15	ea	\$	\$
Item #4	Interpretative Panels-Secondary	10	ea	\$	\$
Item #5	Exhibit bases/frames	5	ea	\$	\$
Item #6	Exhibit base/frame	10	ea	\$	\$
Item #7	Exhibit base/frame	10	ea	\$	\$
Item #8	Aluminum profile	5	ea	\$	\$
Item #9	Coal Heritage Byway site Marker	5	ea	\$	\$
Item #10	Coal heritage area map frame	5	ea	\$	\$
Item #11	Brochure Holder	5	ea	\$	\$
	<b>Grand Totals</b>			\$	\$

- Failure to use this form may result in disqualification
- The quantities listed are minimum quantities and may be greater depending on the needs of the Agency. Bids will be evaluated based on Grand Total.

Coal Heritage Byway  
Interpretive Wayside Project

RFQ Specifications

Where noted - see attached drawings

Item #1 Coal Heritage area map	Material Specifications: Dimensions: Color Specifications: Quantity:	embedded fiberglass or equivalent 18"w x 14"h 4 color 5
Item #2 Coal Heritage Authority Logo	Material Specifications: Dimensions: Color Specifications: Quantity:	embedded fiberglass or equivalent 36"w x 24"h 4 color 10
Item #3 Interpretive Panels - primary	Material Specifications: Dimensions: Color Specifications: Quantity: Notation:	embedded fiberglass or equivalent 36"w x 24"h 4 color 15 all panels are different, single-faced, matte-finish, square cut, no holes
Item #4 Interpretive Panels - secondary	Material Specifications: Dimensions: Color Specifications: Quantity: Notation:	embedded fiberglass or equivalent 30"w x 20"h 4 color 10 all panels are different, single-faced, matte-finish, square cut, no holes
Item #5 Exhibit bases/frames (See attached drawing)	Material Specifications: Dimensions: Color Specifications: Quantity: Notation:	NPS standard construction 36"w x 24"h x 96"h NPS standard color 5 style - vertical, to accommodate a 36" x 24" panel
Item # 6 Exhibit bases/frames (See attached drawing)	Material Specifications: Dimensions: Color Specifications: Quantity: Notation:	NPS standard construction 36"w x 24"h x 60"h NPS standard color 10 style - cantilever, to accommodate a 36" x 24" panel
Item #7 Exhibit bases/frames (See attached drawing)	Material Specifications: Dimensions: Color Specifications: Quantity: Notation:	NPS standard construction 36"w x 24"h x 96"h NPS standard color 10 style - vertical, to accommodate a 30" x 20" panel

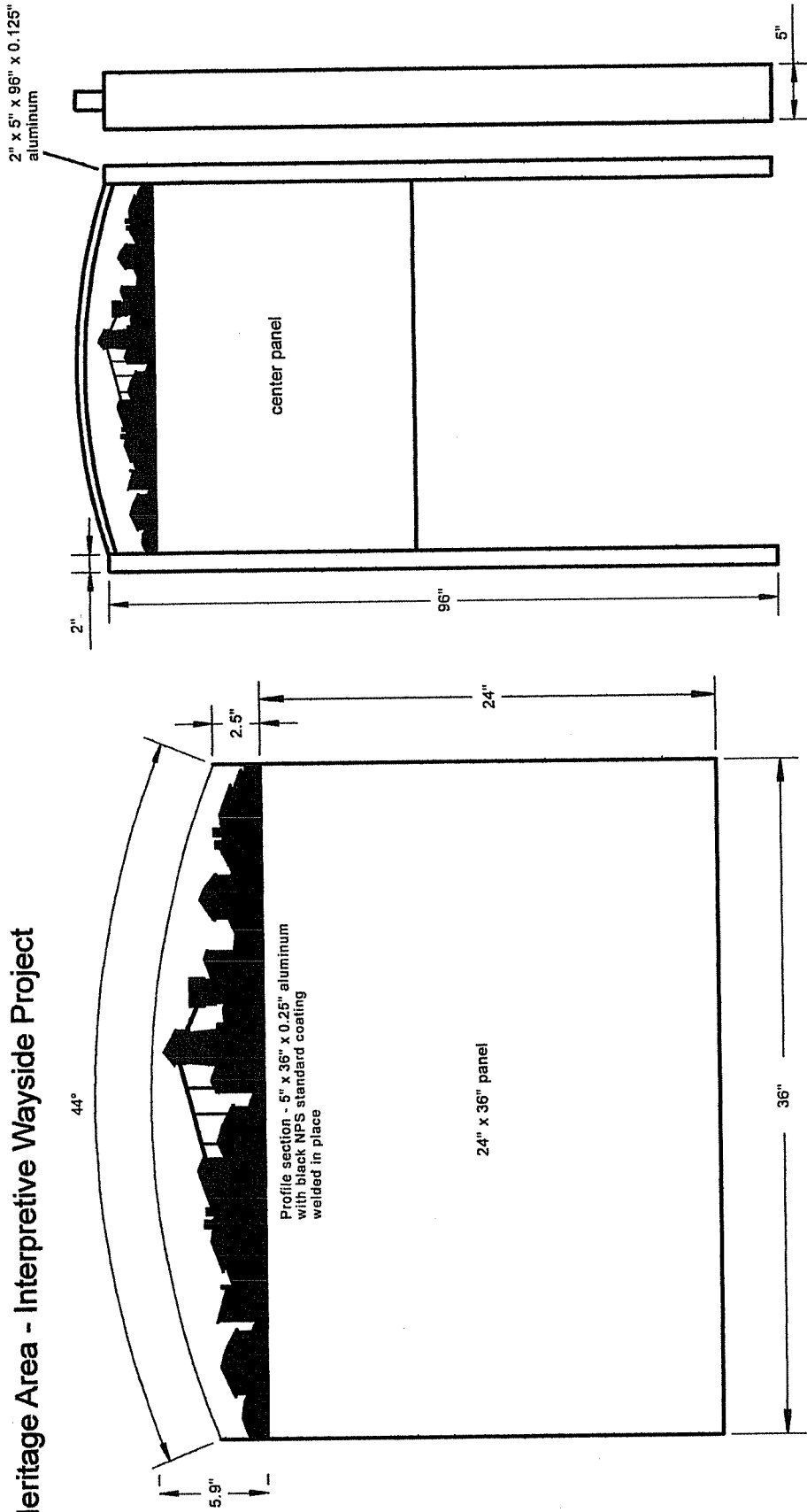
Coal Heritage Byway  
Interpretive Wayside Project

RFQ Specifications

Where noted - see attached drawings

Item #8 Aluminum profile (See attached drawing)	<p>Material Specifications: sheet aluminum alloy  Dimensions: 36"w x 5"h  Color Specifications: NPS standard color - black  Quantity: 5  Notation: profiles are waterjet cut to be welded to Frame - ref. Item #5</p>
Item # 9 Coal Heritage Byway Site Marker (See attached drawing)	<p>Material Specifications: Custom construction  Dimensions: 45"w x 33"h x 96"h  Color Specifications: NPS standard color  Quantity: 5  Notation: style - vertical, to accommodate a 36" x 24" panel with corrugated corner sections</p>
Item #10 Coal Heritage area map frame	<p>Material Specifications: NPS standard single pedestal construction  Dimensions: 18"w x 14"h x 60"h  Color Specifications: NPS standard color  Quantity: 5</p>
Item #11 Brochure holder	<p>Material Specifications: metal  Dimensions: to accommodate 5"x9" brochure (qty. of 50)  Color Specifications: NPS standard color  Quantity: 5  Notation: top loading, attached to frame  weather protected  Specific frame to be determined after contract is awarded</p>

# Coal Heritage Area - Interpretive Wayside Project

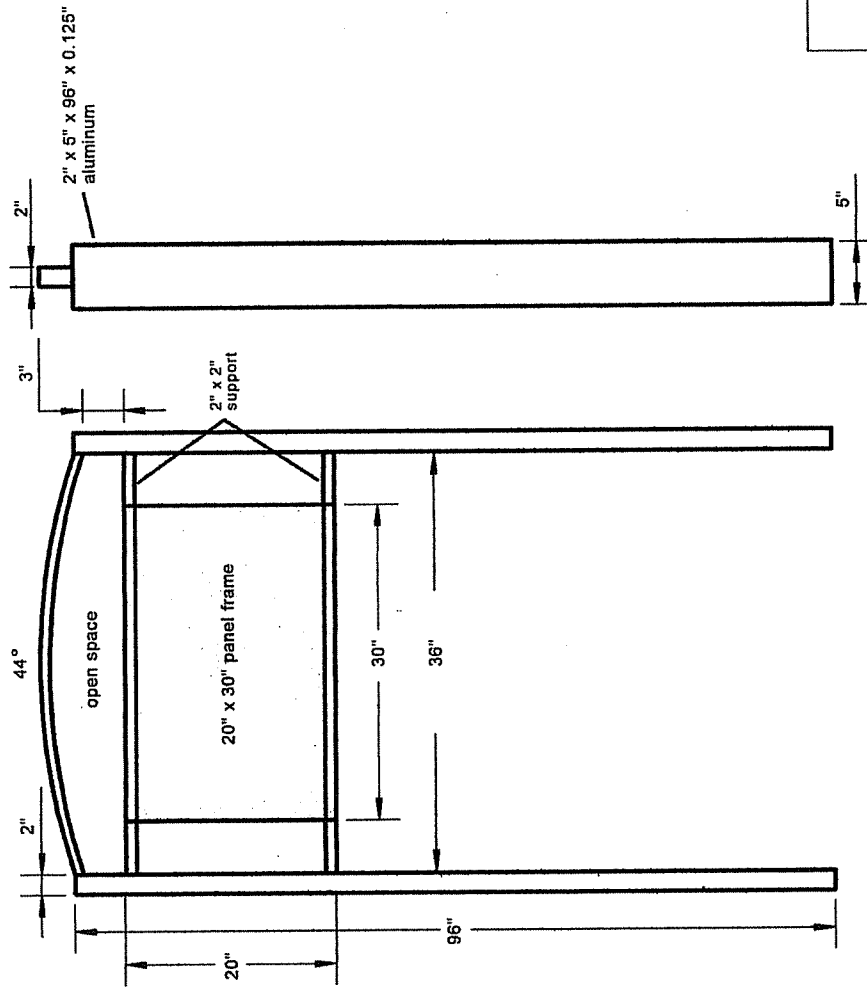


Note: DXF or DWG file for above profile will be provided. Vendor/bidder should consider waterjet cutting of profile sections.

center exhibit panel frame with curved top and profile section	
TITLE	
Coal Heritage Byway Center Profile Panel	
SCALE	note
REV	2.0
The Walkabout Company	
SHEET	1

Ref. Item #5

Coal Heritage Area - Interpretive Wayside Project

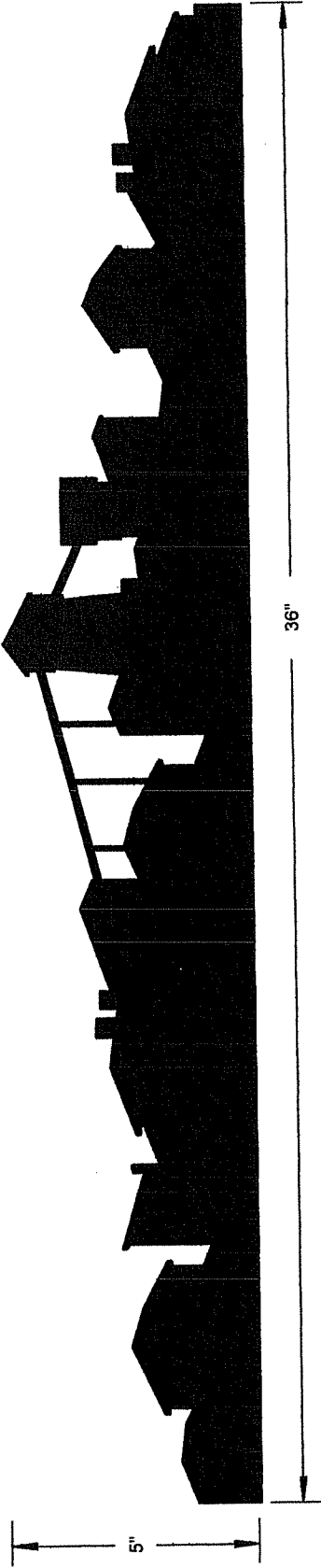


vertical frame with 20" x 30" center panel with curved top	
TITLE	
Coal Heritage Byway Vertical Panel Frame-B	
SCALE	none
REV	2.0
The Walkabout Company	
SHEET	1

Ref. Item #7

Coal Heritage Area - Interpretive Wayside Project

Aluminum - 36" x 5" x 0.25"  
waterjet cut, black NPS coating

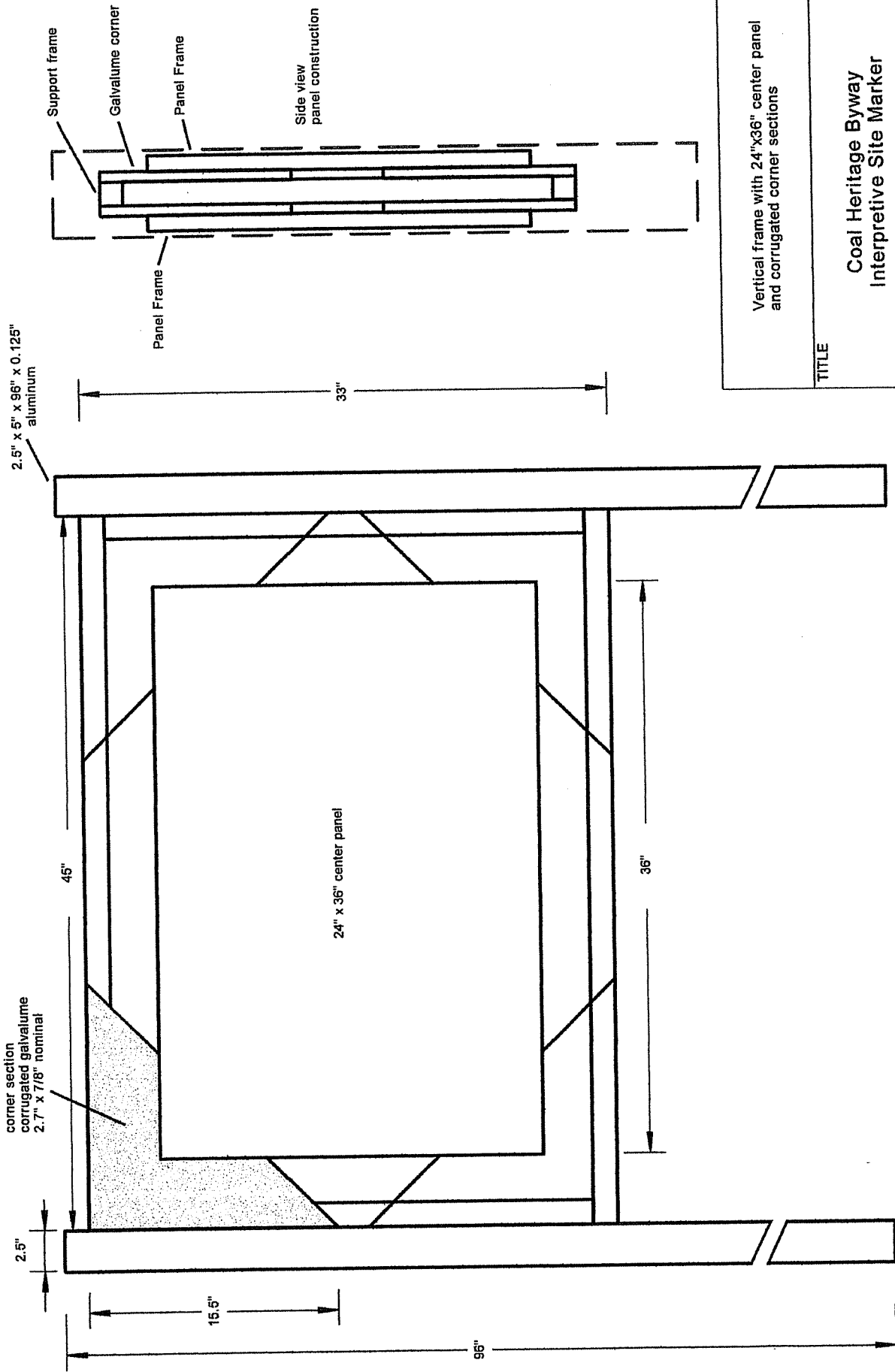


community profile section for attachment to vertical, center profile panel			
TITLE			
Coal Heritage Byway Profile Section			
		The Walkabout Company	REV 2.0
SCALE	none	SHEET	1

Ref. Item #8



# Coal Heritage Area - Interpretive Wayside Project



Vertical frame with 24"x36" center panel and corrugated corner sections	
TITLE	
Coal Heritage Byway Interpretive Site Marker	
SCALE	none
REV	2.1
SHEET	1
The Walkabout Company	

Ref. Item #9

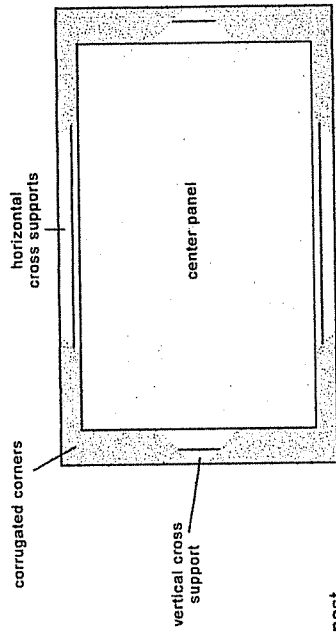
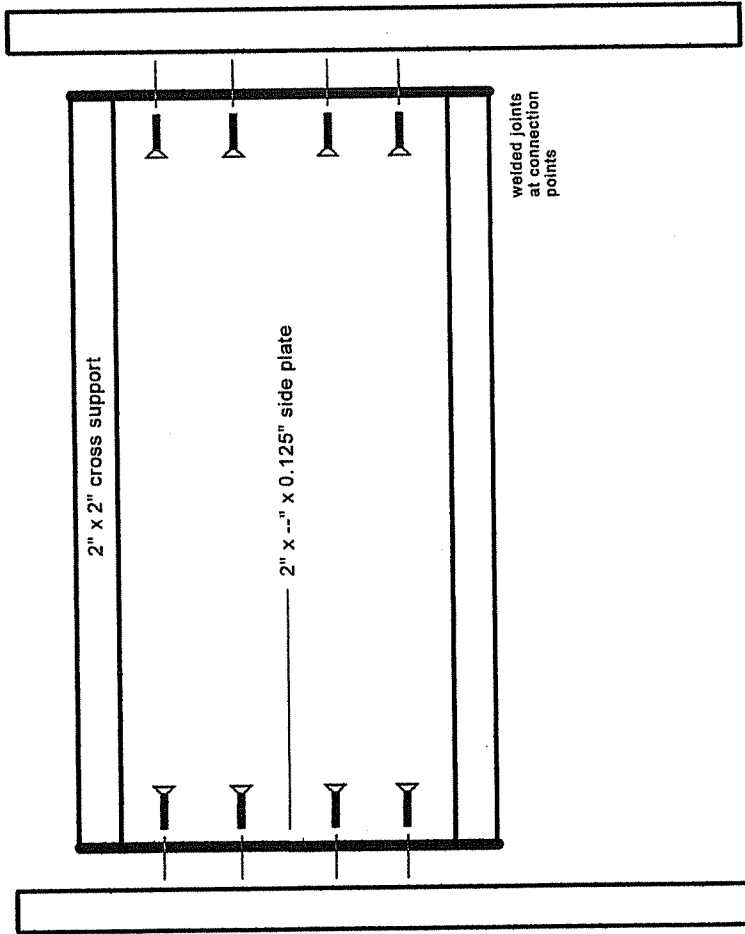
Supplemental Information Sheet

Ref. Item #9

Interpretive Site Marker sub-assembly

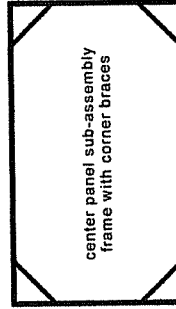
Ref. Item #7

Vertical Panel Frame-B sub-assembly



side support post

Center panel and corner sections attached on-site to sub-assembly frame once frame is attached to side support posts



The center panel sub-assembly frame might benefit from corner bracing to add dimensional stability for field assembly - i.e. attachment to support posts. The braces would be hidden behind the corrugated corners and could serve as extra attachment points for the center panel and corner sections.

suggestion for pattern for sub-assembly for Vertical Panel Frame-B and Interpretive Site Marker	
TITLE	
Coal Heritage Byway sub-assembly	
SCALE	none
REV	The Walkabout Company
SHEET	

Note: all drawings are not to scale

Drawings and references provided here are for information only and not to be considered as recommendations or requirements in any form, nor are they meant to convey a specific style or requirement for fabrication. It is suggested that prospective vendors consider a best method for on-site assembly, as needed, in terms of item fabrication.

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 owed 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: \_\_\_\_\_