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

Request for Quotation

DBSM82214

PAGE 1

SHELLY MURRAY

304-558-8801

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SCHOOL FOR THE DEAF & BLIND RECEIVING DEPARTMENT

301 EAST MAIN STREET ROMNEY, WV

26757-1894 304-822-4810

ADDRESS CHANGES TO BE NOTED ABOVE

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHTTERMS 01/04/2008 OPENING TIME 30PM <del>'02/13/2008</del> BID OPENING DATE: CAT NO. AMOUNT LINE QUANTITY UOP ITEM NUMBER UNIT PRICE THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE WV schools for the deaf and blind to install a new fire ALARM SYSTEM IN THE GYMNASIUM BUILDING LOCATED IN ROMNEY, WV. INVITATION TO BID ATTACHMENTS: PURCHASING AFFIDAVIT A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON 01/23/2008 AT 10:00 AM AT THE WV SCHOOL FOR THE DEAF AND BLIND LOCATED AT 301 EAST MAIN STREET, ROMNEY, WV. FAILURE TO ATTEND THIS PRE-BID CONFERENCE WILL RESULT IN BID DISQUALIFICATION. INQUIRES: WRITTEN OUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 01/25/2008. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE IF POSSIBLE, DUESTIONS WILL BE ANSWERED ORALLY. 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: SHELLY.L.MURRAY@WV.GOV 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 Viginia 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



RFQ COPY

TYPE NAME/ADDRESS HERE

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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 DBSM82214 2

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

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SCHOOL FOR THE DEAF & BLIND RECEIVING DEPARTMENT

301 EAST MAIN STREET ROMNEY, WV 26757-1894 304-822-4810

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

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PAGE 3

\*\*\*\*\*\*\*\*ADDRESS:CORRESPONDENCE TO ATTENTION: OF \*\*\*
UCT. I.V. MITDD AV

SHELLY MURRAY 304-558-8801

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SCHOOL FOR THE DEAF & BLIND RECEIVING DEPARTMENT

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DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHTTERMS 01/04/2008 <del>'02/13/2008</del> <del>DPENING TIME</del> BID <del>01:30PM</del> BID OPENING DATE: CAT ITEM NUMBER LINE QUANTITY UOP UNIT PRICE AMOUNT INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO CONTRACT. ISSUANCE OF UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS THE MINIMUM AMOUNT DF INSURANCE COVERAGE REQUIRED IS \$250,000. ) BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL furnish proof of builders risk - all risk insurance in AN AMOUNT EQUAL TO 100lpha OF THE AMOUNT DF THE CONTRACT. FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF (XX) BONDS: THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/ MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK. TRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A PERFORMANCE AND LABOR & MATERIAL BOND WILL DNLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL DR BUSINESS CHECKS ARE NOT ACCECPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND. ) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR. REV. 11/00 EXHIBIT 7

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

GLASS & STEEL IN PUBLIC WORKS

TELEPHONE

DATE

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PAGE 4

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301 EAST MAIN STREET ROMNEY, WV 26757-1894 304-822-4810

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PAGE 5

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SCHOOL FOR THE DEAF & BLIND RECEIVING DEPARTMENT

301 EAST MAIN STREET ROMNEY, WV

26757-1894 304-822-4810

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## Request for Quotation

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PAGE 6

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SCHOOL FOR THE DEAF & BLIND RECEIVING DEPARTMENT

301 EAST MAIN STREET ROMNEY, WV 26757-1894 304-822-4810

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

### Request for Quotation

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PAGE 8

ADDRESS CORRESPONDENCE TO ATTENTION OF

SHELLY MURRAY 304-558-8801

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SCHOOL FOR THE DEAF & BLIND RECEIVING DEPARTMENT

301 EAST MAIN STREET ROMNEY, WV

26757-1894 304-822-4810

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

TERMS OF SALE

# Request for Quotation

DBSM82214

PAGE 9

FREIGHT TERMS

SHELLY MURRAY
304-558-8801

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SHIP VIA

SCHOOL FOR THE DEAF & BLIND RECEIVING DEPARTMENT

301 EAST MAIN STREET ROMNEY, WV 26757-1894 304-822-4810

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#### **INVITATION TO BID**

West Virginia Schools for the Deaf and the Blind located in Romney, WV invites proposals to provide all Work, including but not limited to labor, material, equipment supplies and transportation for:

West Virginia Schools for the Deaf and the Blind 301 East Main Street Romney, WV 26757

#### BID PACKAGE FOR FIRE ALARM UPGRADES FOR GYMNASIUM BUILDING

All Bids must be submitted in accordance with the Specifications and Constructions Drawings dated October 15, 2007. Construction Drawings may be obtained from:

ZDS DESIGN/CONSULTING SERVICES 91 SMILEY DRIVE ST. ALBANS, WV 25177 Phone (304) 755-0075 Fax (304) 755-0076

Bidders and material suppliers may obtain a set of Specifications and Construction Drawings with a \$75.00 non-refundable fee paid for each set. UPS ground shipping is included in this fee. Checks shall be made payable to ZDS Design/Consulting Services. Only complete sets will be issued.

If the bidder finds discrepancies in, or omissions from the Drawings, Proposal Form, or Specifications, or if he is in doubt as to meaning, he should at once notify the Engineer who will send written instruction to all bidders. The Engineer will not be responsible for any oral instructions. No interpretation, oral or written, will be issued by the Engineer during the last 5 (five) days of the bidding period.

Sealed Bids will be received for the West Virginia Schools for the Deaf and the Blind at the location and time as specified in advertisement in accordance with the Instructions to Bidders and the Supplementary Instructions to Bidders. Provide copies as required.

#### A Mandatory Prebid Meeting is scheduled for:

Date: \*As specified in Advertisement
Time: \*As specified in Advertisement

Place: West Virginia Schools for the Deaf & the Blind

\*As specified in Advertisement

Room: \*As specified in Advertisement

Attendance is **mandatory**. The Bidders will go to the West Virginia Schools for the Deaf and the Blind the initial meeting to verify site conditions. All Prime Bidders <u>MUST</u> attend the prebid meeting and follow-up site walk-through to familiarize themselves with the Project location, site conditions and other relevant information. Any Prime Bidder who fails to attend the Prebid Meeting will cause that Bid to be disqualified.

**END OF SECTION 00100** 

RFQ No.	DBSM82214
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## 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** 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:

Purchasing Affidavit (Revised 06/15/07)