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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

RFQ NUMBER DEP14250

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ADDRESS CORRESPONDENCE TO ATTENTION OF ...

CHUCK BOWMAN 304-558-2157

**ENVIRONMENTAL PROTECTION** DEPARTMENT OF OFFICE OF AML&R 601 57TH STREET SE CHARLESTON, WV

25304

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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



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

### Request for Quotation

RFQ NUMBER **DEP14250** 

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**ENVIRONMENTAL PROTECTION** DEPARTMENT OF OFFICE OF AML&R 601 57TH STREET SE CHARLESTON, WV 25304

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DEPARTMENT OF
OFFICE OF AML&R
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CHARLESTON, WV
25304 304-926-0499

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RFQ COPY

TYPE NAME/ADDRESS HERE

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

RFQ NUMBER DEP14250

10

ADDRESS CORRESPONDENCE TO ATTENTION OF

CHUCK BOWMAN 304-558-2157

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**ENVIRONMENTAL PROTECTION** DEPARTMENT OF OFFICE OF AML&R 601 57TH STREET SE CHARLESTON, WV 25304

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NUCCE

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

#### Request for Quotation

DEP14250

ADDRESS CORRESPONDENCE TO ATTENTION OF

CHUCK BOWMAN 304-558-2157

RFQ COPY

TYPE NAME/ADDRESS HERE

**ENVIRONMENTAL PROTECTION** DEPARTMENT OF OFFICE OF AML&R **601 57TH STREET SE** CHARLESTON, WV 25304 304-926-0499

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 02/05/2008 BID OPENING DATE: 03/25/2008 **BID OPENING TIME** 01:30PM CAT LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT: BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE (3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION AND THE STATE AUDITOR'S OFFICE. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE. REV. 11/96 EXHIBIT 10 REQUISITION NO.: .DEP14250 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. 2 ..... NO. 3 NO. NO. SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TITLE FEIN ADDRESS CHANGES TO BE NOTED ABOVE



#### Request for Quotation

DEP14250

PAGE

ADDRESS: CORRESPONDENCE TO ATTENTION OF:

CHUCK BOWMAN 304-558-2157

VENDOR

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TYPE NAME/ADDRESS HERE

ENVIRONMENTAL PROTECTION

DEPARTMENT OF

OFFICE OF AML&R

601 57TH STREET SE

CHARLESTON, WV

25304

304-926-0499

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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

DEP14250

13

ADDRESS CORRESPONDENCE TO ATTENTION OF

CHUCK · BOWMAN 304-558-2157

**ENVIRONMENTAL PROTECTION** DEPARTMENT OF

OFFICE OF AML&R 601 57TH STREET SE CHARLESTON, WV

25304

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### GILMER "B"

### Requisition # DEP14250

Contractor's Bid Sheet

Company Name:_	 	 
Address:		

Note: The DEP reserves the right to request additional information and supporting documentation regarding unit prices when the unit price appears to be unreasonable.

ITEM				
NO.	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.0	Lump Sum	Mobilization and Demobilization (Limited to 10% of Total Bid)	LS	\$
2.0		Construction Layout Stakes (Limited to 5% of Total Bid)	LS	\$
3.0		Quality Control (Limited to 3% of Total Bid)	LS	\$
4.1		Site Preparation (Limited to 10% of Total Bid)	LS	\$
4.2		Crusher Run Stone/Road Rehabilitation		\$
4.3	Lump Sum	Structure Demolition/Debris Removal	LS	\$ .
5.0	10,500 LF	Sediment Control		\$
6.0	6.5 AC	Revegetation		\$
7.1		4' Riprap Channel		\$
7.2	745 LF	6' Riprap Channel		\$
7.3	915 LF	4' Grass Lined Channel		\$
7.4	305 LF	4' Grouted Riprap Channel		\$
7.5		18" HDPE Culvert		\$
8.1		Unclassified Excavation		\$
8.2		Soil Cover		\$
9.1		Wet/Modified Mine Seals		\$
9.2		Soda Ash Briquettes		\$
9.3		Conveyance Pipe		\$
11.0	100 LF	3' X 3' Underdrain		\$
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		TOTAL		\$

014

OMB #1029-0119 Expiration Date: O1/31/2010

#### AML CONTRACTOR INFORMATION FORM

You must complete this form for your AML contracting officer to request an AML eligibility evaluation from the Office of Surface Mining to determine if you are eligible to receive an AML contract. This eligibility requirement applies to contractors and their sub-contractors and is found under OSM's regulations at 30 CFR 874.16.

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y OFT from AVS to this form.
m AVS is missing or incorrect and ted. If you select this option, you a Part D to provide missing or ete Part D.
you select this option, you must te below and complete Part D.
Title

at 800-643-9748 or request it from www.avs.osmre.~ov on the Internet.

Part D.

#### Contractor Name:

If the current entity and Entity OFT information for your business is incomplete or incorrect in AVS, or if there is no information in AVS for your business, you must provide all of the following information as it applies to your business affiliations. Please make as many copies of this page as you require.

- Every officer (President, Vice President, Secretary, Treasurer, etc.);
- All Directors;
- All persons performing a function similar to a Director;
- Every person or business that owns 10% or more of the voting stock in your business;
- Every partner, if your business is a partnership;
- Every member and manager, if your business is a limited liability company; and
- Any other person(s) who has the ability to determine the manner in which the AML reclamation project is being conducted.

Position/Title Telephone #	
% of Ownership Begin Date:	
Position/Title	
Telephone #	
% of Ownership Begin Date:	
Ending Date:	
Position/Title	
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#### PAPERWORK REDUCTION STATEMENT

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501) requires us to inform you that: Federal Agencies may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. This information is necessary for all successful bidders prior to the distribution of AML funds, and is required to obtain a benefit.

Public reporting burden for this form is estimated to average 45 minutes per response, including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Office of Surface Mining Reclamation and Enforcement, Room 210 S1B, Constitution Ave., NW, Washington, D.C. 20240.

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Agency\_\_\_\_ REQ.P.O#\_\_\_

	BID BOND		
KNOW ALL MEN BY THESE PRESENTS, That we	e, the undersigned,		
of,,			
of,	, a corporation org	anized and exis	ting under the laws of the State of
with its principal office in the City of			
of West Virginia, as Obligee, in the penal sum of		(\$	) for the payment of which,
well and truly to be made, we jointly and severally bind ours	selves, our heirs, admi	nistrators, execu	itors, successors and assigns.
The Condition of the above obligation is such that	whereas the Principal	has submitted to	the Purchasing Section of the
Department of Administration a certain bid or proposal, attac	ched hereto and made	a part hereof, t	o enter into a contract in writing for
NOW THEREFORE,			
(a) If said bid shall be rejected, or (b) If said bid shall be accepted and the Principal hereto and shall furnish any other bonds and insurance requagreement created by the acceptance of said bid, then this force and effect. It is expressly understood and agreed that exceed the penal amount of this obligation as herein stated.  The Surety, for the value received, hereby stipulate way impaired or affected by any extension of the time within waive notice of any such extension.	uired by the bid or pro obligation shall be nul it the liability of the Sur I.	posal, and shall I and void, other ety for any and a cobligations of s	in all other respects perform the wise this obligation shall remain in full all claims hereunder shall, in no event, and Surety and its bond shall be in no
IN WITNESS WHEREOF, Principal and Surety ha	ave hereunto set their h	nands and seals	, and such of them as are corporations
have caused their corporate seals to be affixed hereunto ar			•
day of, 20			
Principal Corporate Seal			(Name of Principal)
		Du	• • • • • • • • • • • • • • • • • • • •
		Ву	(Must be President or
			Vice President)
			(Title)
Surety Corporate Seal	,		
			(Name of Surety)
		Management	Attorney-in-Fact
			AUDITICY-III-FaCl

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.

AGENCY\_ RFQ/RFP#\_

(A) (C) (D) (E) (F) (G) (H) (I) (J) (K)	WV State Agency (Stated on Page 1 "Spending Unit") Request for Quotation Number (upper right corner of page #1) Your Company Name City, Location of your Company State, Location of your Company Surety Corporate Name City, Location of Surety State, Location of Surety State of Surety Incorporation City of Surety Incorporation Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.	as Principal, and	WESENTS, That we, the undersigned,  (E)  of (G)  ganized and existing under the laws principal office in the City of eld and firmly bound unto The State of (K) t of which, well and truly to be made, heirs, administrators, executors,  tion is such that whereas the Principal the Department of Administration
(L)	Amount of bond in figures	NOW THEREFORE	
(M) (N) (O) (P) (Q) (R) (S) (T) (V) (W) NOTE:	Brief Description of scope of work Day of the month Month Year Name of Corporation Raised Corporate Seal of Principal Signature of President or Vice President Title of person signing Raised Corporate Seal of Surety Corporate Name of Surety Signature of Attorney in Fact of the Surety Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.	NOW THEREFORE.  (a) If said bid shall be rejected, or  (b) If said bid shall be accepted at contract in accordance with the bid or proper any other bonds and insurance required by the other respects perform the agreement creates this obligation shall be null and void, other force and effect. It is expressly understood Surety for any and all claims hereunder shall amount of this obligation as herein stated.  The Surety for value received, herobligations of said Surety and its bond shall any extension of time within which the Obligations of the within which which within	and the Principal shall enter into a cosal attached hereto and shall furnish the bid or proposal, and shall in all and by the acceptance of said bid then wise this obligation shall remain in full and agreed that the liability of the all, in no event, exceed the penal reby stipulates and agrees that the let in no way impaired or affected by ligee may accept such bid: and said the extension.  pal and Surety have hereunto set their proporations have caused their corporates to be signed by their proper officers,
		Principal Corporate Seal	(Q)
		<b>(R)</b>	(Name of Principal)  By (S)  (Must be President or  Vice President)
			(T)
		(U)	Title
		Surety Corporate Seal	(V) (Name of Surety)
			(W) Attorney-in-Fact

Attorney must be attached.

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of

RFQ No	0	

## 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)