



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
 DMV80078

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 CHUCK BOWMAN
 304-558-2157

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF MOTOR VEHICLES
 TO BE PICKED UP FROM THE
 VENDOR BY STATE PERSONNEL

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/27/2007				
BID OPENING DATE: 01/23/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		070-59		
<p>40FT X 85FT CLASSROOM TRAILER</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES, IS SOLICITING BIDS FROM QUALIFIED VENDORS TO MANUFACTURE A 40 FT X 8.5 FT CLASSROOM TRAILER FOR THE AGENCY'S MOTORCYCLE SAFETY PROGRAM, PER THE FOLLOWING SPECIFICATIONS, BID REQUIREMENTS, TERMS & CONDITIONS, AND THE ILLUSTRATED DRAWINGS.</p> <p>THE SPECIFICATIONS PROVIDED CONTAIN MINIMUM MANDATORY REQUIRED ATTRIBUTES. A SPECIFICATION CHECKLIST IS PROVIDED AND IS REQUIRED TO BE SUBMITTED WITH THE BID FOR EVALUATION PURPOSES.</p> <p>FABRICATION COMPLETION DATE DEADLINE IS APRIL 1, 2008. IT IS THE AGENCY'S DESIRE TO PICK UP THE TRAILER AT THE FACTORY AND DMV WILL BE SOLEY RESPONSIBLE FOR ARRANGING THE PICK-UP DATE WITH THE VENDOR.</p> <p>PLEASE REVIEW THE ATTACHED SPECIFICATIONS FOR FURTHER REQUIREMENTS OF THIS ADVERTISEMENT.</p> <p>PLEASE ENTER THE LUMP SUM PRICE FOR THIS TRAILER IN THE BLANK AT THE TOP OF PAGE ONE OF THIS RFQ.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT MAY BE DEEMED NULL AND VOID, AND TERMINATED WITHOUT FURTHER ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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.
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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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
VENDOR PREFERENCE CERTIFICATE						
CERTIFICATION AND APPLICATION IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).						
A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:						
<input type="checkbox"/> 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						
<input type="checkbox"/> 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						
<input type="checkbox"/> 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.						
B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:						

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<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;</p> <p>OR</p> <p>() 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 & 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 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</p>						

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<p>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> <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>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE		TELEPHONE	DATE
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DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER:				CB-23		
RFQ. NO.:				DMV80078		
BID OPENING DATE:				01/23/2008		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

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Trailer Specifications: WVMSP Mobile Unit

Purpose of trailer: This trailer is to be used for Mobile Motorcycle Safety Training. It will consist of an enclosed trailer that will be used to transport 6 training motorcycles; it will contain a classroom section complete with seating and tables for 6 adults plus the instructor. It will have restroom facilities (toilet and sink) with hot water. It will be self supportive with an onboard generator system. It will have climate control (air conditioning and heat), and an audio visual system (TV and DVD System).

Specifications listed below are minimum specifications and bid proposals must meet or exceed each:

40 foot long x 8.5 foot wide cargo type trailer

6 foot, 6 inch interior height

5th wheel type hitch

Electric/Hydraulic landing gear with manual override

No beavertail

Tripe 5,000 pound axles

Independent torsion bar suspension

16 inch aluminum wheels

Heavy-duty, trailer-rated radial tires

All-wheel electric brakes

12 volt break-away switch with battery

On board 12 volt battery system for operating 12 volt interior lighting that will recharge when connected to the tow vehicle

White, rivet-less aluminum exterior

Polished front stone guard

Polished front and rear corners

Complete undercoating

3 – 12 volt interior lights (1 in attic) with interior switches

12 volt LED exterior lighting

4 – 110 volt florescent lighting fixtures mounted at an angle in upper corners in classroom portion of trailer with switch at inside side entry door

White aluminum interior walls

White vinyl ceiling

All walls and roof insulated with R-6 grade or greater insulation

Ramp rear door with cable assist lift with black coin flooring on ramp and flap

Black rubber coin flooring throughout (except attic)

Dark Royal Blue carpeting in attic section (vendor to supply small color sample with bid)

Four rows of 3-track from the front of wheel houses to rear of trailer to be used for securing motorcycles – motorcycle dimensions are 85 inches overall length, 32 inches overall width

6 removable wheel chocks mounted at specs on attached prints

36" RV style entry door w/screen door and lock assembly

Recessed step well with black coin flooring at side entry door

2-step, folding RV step at entry door

Outside porch light at entry door w/switch inside door

Automotive style weather stripping throughout

16-inch, on-center framing in side walls

Fronts of all interior cabinets to be dark blue in color (vendor to supply small color sample with bid)

Yellow-colored wall to ceiling transition moldings mounted at a 45-degree angle (vendor to supply small color sample with bid)

Wall enclosed attic section w/access door and folding ladder to access attic

Restroom w/sink and toilet (no shower)

Fresh water storage tank – 30 gallon

Waste water storage tanks – 21 gallon each

Hot water tank – electric, 110v, 10 gallon

4 foot, 3 compartment cabinet with 1 compartment being drawers along side wall by entry door (see attached drawing)

3 compartment cabinet overhead above bottom cabinet

Formica counter top on bottom cabinet with smooth edges

2 – 24 inch sections of e-track on the right side wall of attic and one on the wall that is built between attic and classroom for securing loose items

Lockable access door under attic (accessible from outside) for storage

6 KW (minimum) diesel powered generator system

Control panel (with fuel gauge) for generator system mounted inside trailer

Insulated box built around generator system for quietness

50 amp electrical service upgrade

Underbody fuel tank for generator system with outside fuel filler door on left side of trailer – 27 gallon

17-inch flat screen remote control color monitor mounted securely on the solid outside wall of restroom at an angle facing classroom

Separate, securely mounted remote control DVD system

TV and DVD system on an isolated electrical circuit

Directional vents in lower side walls – 1 in front part of classroom and one on opposite side of trailer in the rear of trailer (for fresh air ventilation)

Air conditioning system (15,000 BTU minimum, with minimum 12,500 BTU electric heat)

Tables that fold down from sidewalls with attached seating capable of seating 6 adults and enough space to do paperwork

A 5th wheel hitch lock (for securing trailer when not attached to tow vehicle)

Trailer will be of an open floor plan, with the exception of the restroom

DMV80078

P.# 009

Floor plan with exact measurements will be clarified, verified, and agreed upon by DMV and Vendor upon award. The agency will pre-approve construction drawings prior to trailer fabrication and reserves the right to refuse acceptance of completed trailer upon inspection.

COMPLETION DATE SHALL BE NO LATER THAN APRIL 1, 2008.

DMV WILL BE RESPONSIBLE FOR ARRANGING PICK UP AT FACTORY.

SPECIFICATIONS CHECLIST

Bid proposals must meet or exceed each item to be considered.

SPECIFICATION ITEM	DOES NOT MEET	MEETS	EXCEEDS
40 foot long x 8.5 foot wide cargo type trailer			
6 foot, 6 inch interior height			
5 th wheel type hitch			
Electric/Hydraulic landing gear with manual override			
No beavertail			
Triple 5,000 pound axles			
Independent torsion bar suspension			
16 inch aluminum wheels			
Heavy-duty, trailer-rated radial tires			
All-wheel electric brakes			
12 volt break-away switch with battery			
On board 12 volt battery system for operating 12 volt interior lighting that will recharge when connected to the tow vehicle			
White, rivet-less aluminum exterior			
Polished front stone guard			
Polished front and rear corners			
Complete undercoating			
3 – 12 volt interior lights (1 in attic) with interior switches			
12 volt LED exterior lighting			
4 – 110 volt florescent lighting fixtures mounted at an angle in upper corners in classroom portion of trailer with switch at inside side entry door			
White aluminum interior walls			
White vinyl ceiling			
All walls and roof insulated with R-6 grade or greater insulation			
Ramp rear door with cable assist lift with black coin flooring on ramp and flap			
Black rubber coin flooring throughout (except attic)			
Dark Royal Blue carpeting in attic section (vendor to supply small color sample with bid)			
Four rows of 3-track from the front of wheel houses to rear of trailer to be used for securing motorcycles – motorcycle dimensions are 85 inches overall length, 32 inches overall width			
6 removable wheel chocks mounted at specs on attached prints			

DOES NOT

	MEET	MEETS	EXCEEDS
36" RV style entry door w/screen door and lock assembly			
Recessed step well with black coin flooring at side entry door			
2-step, folding RV step at entry door			
Outside porch light at entry door w/switch inside door			
Automotive style weather stripping throughout			
16-inch, on-center framing in side walls			
Fronts of all interior cabinets to be dark blue in color (vendor to supply small color sample with bid)			
Yellow-colored wall to ceiling transition moldings mounted at a 45-degree angle (vendor to supply small color sample with bid)			
Wall enclosed attic section w/access door and folding ladder to access attic			
Restroom w/sink and toilet (no shower)			
Fresh water storage tank – 30 gallon			
Waste water storage tanks – 21 gallon each			
Hot water tank – electric, 110v, 10 gallon			
4 foot, 3 compartment cabinet with 1 compartment being drawers along side wall by entry door (see attached drawing)			
3 compartment cabinet overhead above bottom cabinet			
Formica counter top on bottom cabinet with smooth edges			
2 – 24 inch sections of e-track on the right side wall of attic and one on the wall that is built between attic and classroom for securing loose items			
Lockable access door under attic (accessible from outside) for storage			
6 KW (minimum) diesel powered generator system			
Control panel (with fuel gauge) for generator system mounted inside trailer			
Insulated box built around generator system for quietness			
50 amp electrical service upgrade			
Underbody fuel tank for generator system with outside fuel filler door on left side of trailer – 27 gallon			
17-inch flat screen remote control color monitor mounted securely on the solid outside wall of restroom at an angle facing classroom			
Separate, securely mounted remote control DVD system			
TV and DVD system on an isolated electrical circuit			
Directional vents in lower side walls – 1 in front part of classroom and one on opposite side of trailer in the rear of trailer (for fresh air ventilation)			

	DOES NOT MEET	MEETS	EXCEEDS
Air conditioning system (15,000 BTU minimum, with minimum 12,500 BTU electric heat)			
Tables that fold down from sidewalls with attached seating capable of seating 6 adults and enough space to do paperwork			
A 5 th wheel hitch lock (for securing trailer when not attached to tow vehicle)			
Trailer will be of an open floor plan, with the exception of the restroom			
Floor plan with exact measures will be decided by DMV and Vendor upon award			

Company Name: _____

**Name of Individual
Completing this
Checklist** : _____

Signature : _____

Date : _____

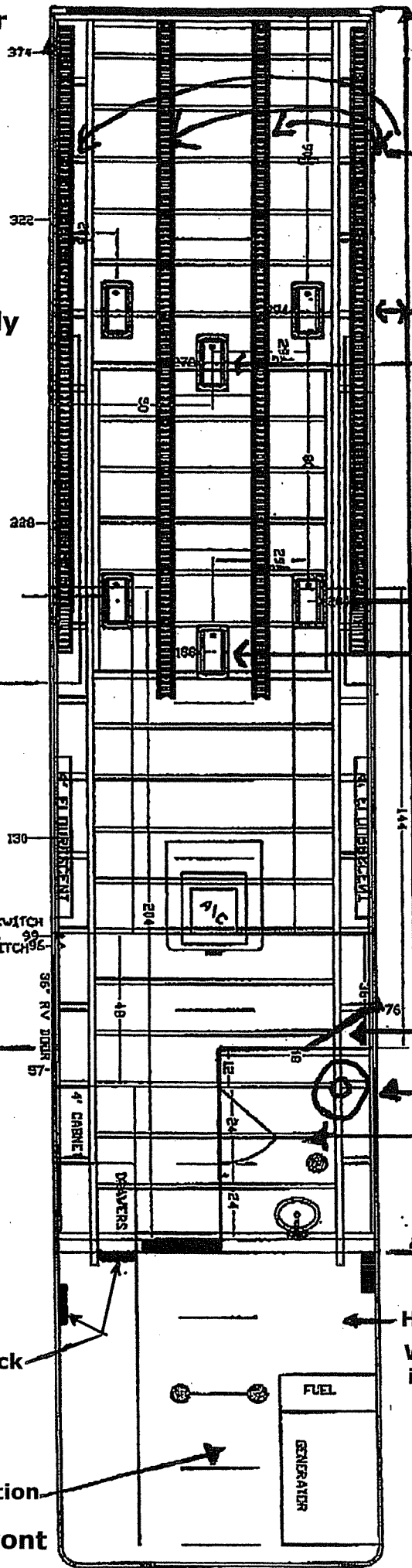
Trailer Rear

For Illustrative Purposes Only
Not to Scale

Classroom Section

Attic Section

Trailer Front



E-Tracks to tie down Cycles

Center of Wheel Chocks - 294"

Center of Wheel Chock - 278"

Center of Wheel Chocks - 204"

Center of Wheel Chock - 188"

32' - 0"

110V LT SWITCH
STD. D.F.F. 99
12V LT SWITCH
STD. D.F.F. 96

38" RV BENCH

204"

188"

4" CABINET

DRAWERS

Location of Angle Built Wall
to Mount Color Monitor

Toilet

Restroom

All Measurements taken
from this corner

Hot Water & Fresh Water Tanks
Waste Tanks Incorporated
into Frame

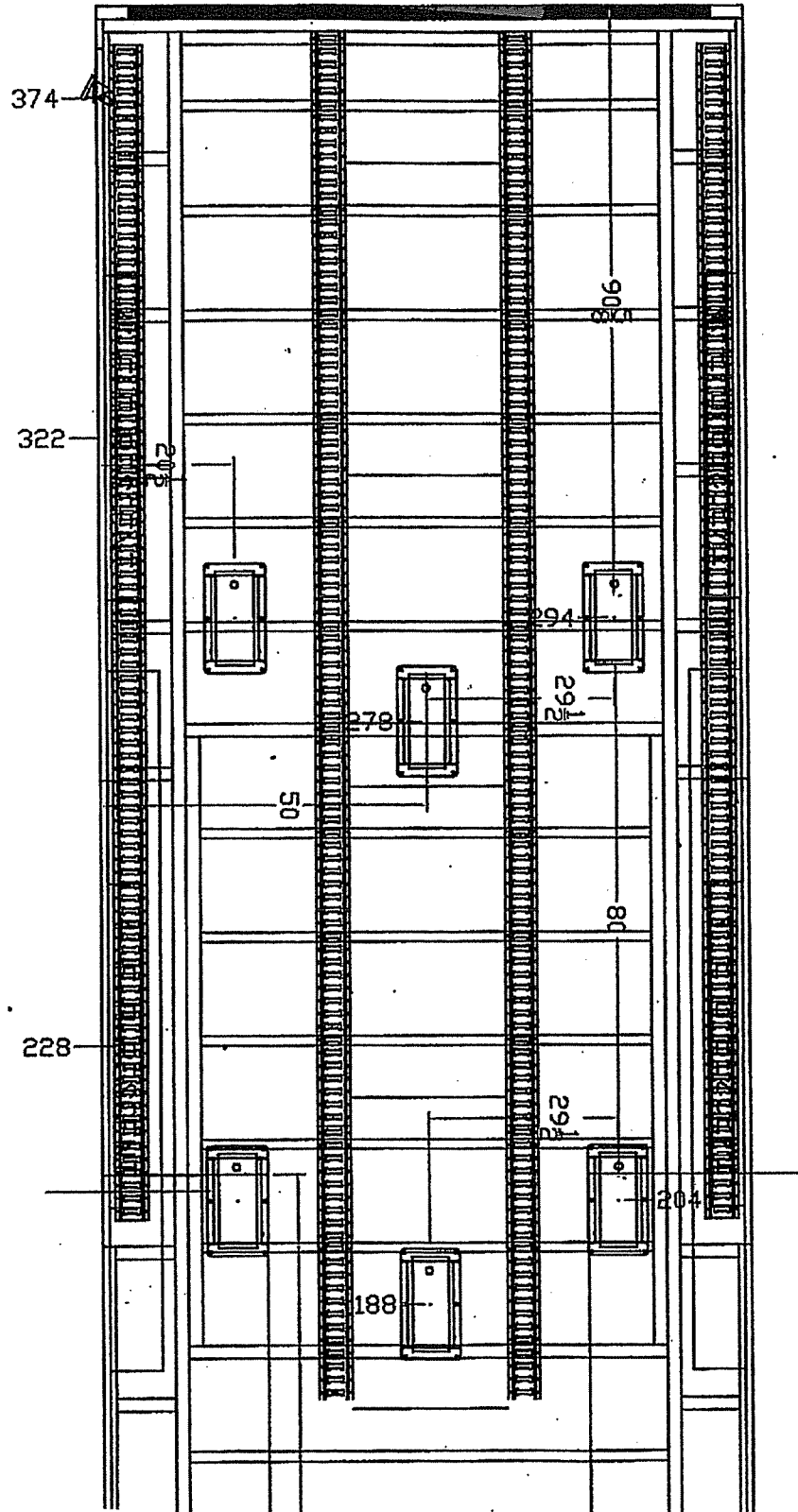
FUEL

GENERATOR

Location of 24" Pieces of E-Track

Back View of Trailer Not To Scale

Enlarged to show Measurements of Wheel Chocks Only



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: _____