



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  
**DNR90097**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**KRISTA FERRELL  
 304-558-2596**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES  
 CANAAN VALLEY RESORT  
 ATTN: PARK SUPERINTENDENT  
 ROUTE 1, BOX 320  
 DAVIS, WV  
 26260 866-4111

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/19/2008				

BID OPENING DATE: **02/26/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) ANSWER QUESTIONS RAISED DURING THE MANDATORY PRE-BID MEETING AND THOSE QUESTIONS SUBMITTED PRIOR TO THE 02/14/2008 DEADLINE FOR TECHNICAL QUESTIONS.						
2.) PROVIDE A COPY OF THE PRE-BID ATTENDEE LIST						
BID OPENING DATE REMAINS: 02/26/2008						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
0001	1	EA		165-29		
THREE TANK COMMERCIAL DISHWASHER SYSTEM						
***** THIS IS THE END OF RFQ DNR90097 ***** TOTAL: _____						

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.

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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

**Meeting Minutes  
Mandatory Pre-Bid Meeting  
Canaan Valley State Park  
Commercial Dish Washer  
DNR90097  
Tuesday, February 12, 2008 10:00 AM**

**Attendees:**

**Canaan Valley State Park: Rob Gilligan, Stan Beafore and Lora Smith.  
Guest Services: Troy Cardwell, Dave Bostic, Chef Nemat Odeh and John Pennington**

**Hobart Corporation: Bob Archer, John Pierson**

**C& T Design and Equipment: Paul Manahan  
Hooten Equipment Company, Inc: Toby Rucker**

**Went over the RFQ (Pre-bid checklist is attached) and terms and conditions and went to review the job site.**

**Questions and answers regarding the RFQ were as follows:**

**Question: If utilities need to be relocated, whose responsibility is it?  
John Pierson, Hobart Sales and Service.**

**Answer: Guest Services is responsible for relocating utility hookups if necessary.  
Rob Gilligan, Superintendent, Canaan Valley State Park**

**Question: Can equipment be shipped ahead of time?  
Paul Manahan, C&T Design**

**Answer: Yes, but it may have to be reloaded or stored.  
Robert Gilligan, Superintendent, Canaan Valley State Park**

**SIGN IN SHEET**

**DNR90097**

Request for Quotation Number:

**Tuesday, February 12, 2008**

Date:

**PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.**

Firm Name:	HOBART CORPORATION
Firm Address:	2126 HARVEY PKWY GROVE CITY, OHIO 43127
Representative Attending:	BOB ARCHER
Phone Number:	614-875-8450
Fax Number:	614-875-0911
Email Address:	BOB.ARCHER@HOBARTCORP.COM

Firm Name:	HOOTEN EQUIPMENT COMPANY, LLC
Firm Address:	961 VIRGINIA ST. W CHARLESTON, WV 25302
Representative Attending:	TOBY L. RUCKER
Phone Number:	304-346-0521
Fax Number:	304-346-3421
Email Address:	toby@hootenequipmentcompany.com

Firm Name:	CET DESIGN AND EQUIPMENT
Firm Address:	102 HAZEL DRIVE ELKVIEW, WV 25071
Representative Attending:	PAUL MANAHAN
Phone Number:	304-965-7575
Fax Number:	965-6693
Email Address:	PMANAHAN@CETDESIGN.COM

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Hobart Sales & Service
Firm Address:	134 W. Pike Street Charleston, WV
Representative Attending:	John Pierson
Phone Number:	(304) 624-5962
Fax Number:	(304) 624-9772
Email Address:	jpier@wvds.net

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	