



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
 DNR90127

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 FRANK WHITTAKER
 304-558-2316

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES
 CARNIFEX FERRY BATTLEFIELD
 ATTN: PARK SUPERINTENDENT
 1194 CARNIFEX FERRY ROAD
 SUMMERSVILLE, WV
 26651 304-872-0825

| | | | | |
|------------------------------|---------------|--------------------------|--------|---------------|
| DATE PRINTED 04/14/2008 | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
| BID OPENING DATE: 04/24/2008 | | BID OPENING TIME 01:30PM | | |

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|------|----------|-----|--------|---|------------|--------|
| | | | | ADDENDUM NO. 1 | | |
| | | | | THIS ADDENDUM IS ISSUED TO REPLACE EXHIBIT 6 PRICE ADJUSTMENT PROVISION AND THE PREFERRED TERMS WITH THE FOLLOWING LANGUAGE: | | |
| | | | | THE STATE OF WEST VIRGINIA WILL ALLOW FOR PRICE ADJUSTMENTS TO THE ORIGINAL CONTRACT ON A QUARTERLY BASIS, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT. | | |
| | | | | BID OPENING DATE AND TIME HAVE BEEN CHANGED TO: | | |
| | | | | DATE: 04/24/08 | | |
| | | | | TIME: 1:30 PM | | |

| | | |
|---|-----------|-----------------------------------|
| 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



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
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DIVISION OF NATURAL RESOURCES
 CARNIFEX FERRY BATTLEFIELD
 ATTN: PARK SUPERINTENDENT
 1194 CARNIFEX FERRY ROAD
 SUMMERSVILLE, WV
 26651 304-872-0825

| DATE PRINTED | TERMS OF SALE | SHIP VIA | FOB | FREIGHT TERMS |
|--------------|---------------|----------|-----|---------------|
| 04/14/2008 | | | | |

BID OPENING DATE: 04/24/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------|
| 0001 | 1 | LS | | 550-66 | | |
| THERMOPLASTIC SIGN BOARD MATERIAL | | | | | | |
| ***** THIS IS THE END OF RFQ DNR90127 ***** TOTAL: | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|-----------|-----------|-----------------------------------|
| SIGNATURE | TELEPHONE | DATE |
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**STATE OF WEST VIRGINIA
PURCHASING CONTINUATION SHEET**

| | | |
|--------|------|--------------------------|
| Buyer: | Page | Req. or PO No. P3 |
|--------|------|--------------------------|

Vendor:

Spending Unit:
DNR
Carnifex Ferry Battlefield State Park

| Item No. | Quantity | Description | Unit Price | Amount | | | | | | | | | | | | | | | |
|-------------------|---------------------|---|----------------|---------------------|-------------------|-----------------|-------------------|-------------------|-------------------|---------------|------------------|-----------------|-------------------|-------------------|-----------------|--------------------|--|--|--|
| | | <p>SPECIFICATIONS:</p> <p>All material to be a C-tek/Dense-tec thermoplastic sign board material – Polymer Industries or approved equal. Outer skin thickness, regardless of color, is not to exceed .080 inches for ¾ inch material with no bleed-through of core color. Sheets to be scratch-free with no handling damage.</p> <p>Vendors bidding alternate materials must submit a sample to show color and surface finish. It is strongly preferred that vendors submit this sample with their bid. The agency reserves the right to request these samples. Vendors must submit any requested samples/literature within 48 hours of request. Failure to respond in this time frame may result in bid disqualification.</p> <p>Standard colors by Polymer Industries or approved equal:</p> <table border="0"> <tr> <td>Red/Yellow/Red</td> <td>Yellow/Black/Yellow</td> <td>White/Black/White</td> </tr> <tr> <td>White/Red/White</td> <td>Yellow/Red/Yellow</td> <td>Green/White/Green</td> </tr> <tr> <td>Black/White/Black</td> <td>Red/White/Red</td> <td>White/Blue/White</td> </tr> <tr> <td>Blue/White/Blue</td> <td>Beige/Green/Beige</td> <td>Green/Beige/Green</td> </tr> <tr> <td>Gray/Black/Gray</td> <td>Brown/Yellow/Brown</td> <td></td> </tr> </table> | Red/Yellow/Red | Yellow/Black/Yellow | White/Black/White | White/Red/White | Yellow/Red/Yellow | Green/White/Green | Black/White/Black | Red/White/Red | White/Blue/White | Blue/White/Blue | Beige/Green/Beige | Green/Beige/Green | Gray/Black/Gray | Brown/Yellow/Brown | | | |
| Red/Yellow/Red | Yellow/Black/Yellow | White/Black/White | | | | | | | | | | | | | | | | | |
| White/Red/White | Yellow/Red/Yellow | Green/White/Green | | | | | | | | | | | | | | | | | |
| Black/White/Black | Red/White/Red | White/Blue/White | | | | | | | | | | | | | | | | | |
| Blue/White/Blue | Beige/Green/Beige | Green/Beige/Green | | | | | | | | | | | | | | | | | |
| Gray/Black/Gray | Brown/Yellow/Brown | | | | | | | | | | | | | | | | | | |

Thermoplastic Sign Board BID FORM

| Description | *Estimated Annual Usage Per Sheet | **Minimum Order Quantity | Per Sheet Price | Extended Price |
|--|-----------------------------------|--------------------------|-----------------|----------------|
| 4' x 8' x 3/4" Brown/Yellow/Brown – Pick-up | 60 sheets | 10 | \$ | \$ |
| 4' x 8' x 3/4" Green/White/Green – Pick-up | 20 sheets | 10 | \$ | \$ |
| 4' x 8' x 3/4" Gray/Black/Gray – Pick-up | 20 sheets | 10 | \$ | \$ |
| 4' x 8' x 1/2" Assorted Colors – Pick-up | 10 sheets | 10 | \$ | \$ |
| 4' x 8' x 3/4" Brown/Yellow/Brown – Delivery | 60 sheets | 10 | \$ | \$ |
| 4' x 8' x 3/4" Green/White/Green – Delivery | 20 sheets | 10 | \$ | \$ |
| 4' x 8' x 3/4" Gray/Black/Gray – Delivery | 20 sheets | 10 | \$ | \$ |
| 4' x 8' x 1/2" Assorted Colors – Delivery | 10 sheets | 10 | \$ | \$ |
| TOTAL | | | | \$ |

BIDDER/VENDOR INFORMATION:

Name:

Address:

Phone Number:

Email Address:

***Quantities are estimated annual usage for bidding purposes and bidder's information.**

**** Vendor is to use ten (10) sheets as the minimum order when calculating "per sheet" price for pick-up and delivery prices.**