



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  
**DNR90133**

PAGE  
**1**

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

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Ship to:  
 WV Division of Natural Resources - Wildlife  
 Bowden Hachery  
 Rt1, Elkins, WV 26241

DATE PRINTED <b>04/13/2008</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **05/01/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		830-04		
<p><b>ALUMINUM TANKS</b></p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES IS SOLICITING BIDS FROM QUALIFIED AND RESPONSIBLE VENDORS TO PROVIDE AN ALUMINUM DISTRIBUTION TANK TO THE BOWDEN HACHERY, PER THE FOLLOWING SPECIFICATIONS, AND TERMS &amp; CONDITIONS.</p> <p><b>VENDOR PREFERENCE CERTIFICATE</b></p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) 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</p> <p>( ) 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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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 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  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS		
04/13/2008						
BID OPENING DATE: 05/01/2008		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <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 &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE			TELEPHONE		DATE	
TITLE		FEIN		ADDRESS CHANGES TO BE NOTED ABOVE		

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<p>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 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>						

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04/13/2008				

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TITLE: -----  * 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)  NOTICE  A SIGNED BID MUST BE SUBMITTED TO:  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: 44 RFQ. NO.: DNR90133 BID OPENING DATE: 05/01/2008 BID OPENING TIME: 1:30 PM						

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BID OPENING DATE: 05/01/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): -----  ***** THIS IS THE END OF RFQ DNR90133 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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REV. 10/81

STATE OF WEST VIRGINIA  
**PURCHASING CONTINUATION SHEET**

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Item No:	Quantity	Description	Unit Price	Amount
		<p><u>Dimensions:</u> 87 inches wide x 30 inches deep x 120 inches long (outside dimensions).</p> <p><u>Core:</u> Tank shall have 3/16 inch thick 5052 aluminum inner and outer side walls and bottom. The top deck, lids and inside compartment divider walls shall be 1/4 inch thick 5052 aluminum. A 2 inch thick injected polyurethane foam insulating core shall be installed between the outer and inner walls. This tank shall be designed to have personnel working on the top deck area.</p> <p><u>Capacity:</u> Approximately 1,000 gallons to the overflow drains.</p> <p><u>Compartments:</u> Six of equal dimensions (2 by 3 configuration), with dual in line rear discharge (see fig #1 &amp; 11). Each of the adjoining compartments shall have a three inch diameter round water equalizing portal located as low on the longitudinal wall as possible and inside the screened area, also a three inch diameter round equalizing portal between each of the inline compartments inside the screened area and as low to the floor as possible to allow water levels to maintain equal volume in each of the six</p>		
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STATE OF WEST VIRGINIA  
**PURCHASING CONTINUATION SHEET**

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		<p>compartments during use of the recirculating system (see fig #1).</p> <p><u>Lids:</u> The lids are to be 24 inches wide and 27 inches long (see fig # 13). Compartment lids numbered 1,2,3 &amp; 4 shall open towards the cab of the truck or the front of the tank (see fig #3 &amp; #13) and Compartment lid numbered 5 &amp; 6 shall open toward the back of the tank (see fig #13). Each lid will be outfitted and supported with two (2) heavy duty gas spring pistons; the piston brackets shall be made of 1/4" aluminum (see picture #6) that hold the lid in an open position without wedge like back rests. A single Pular model 503 lid clamp is to be mounted in the center of each lid. A 5 inch diameter screened vent (centered), and mounted flush with the top deck surface, and a 3-inch open piano hinge to extend the width of the lid (with 1/4" stainless pin) shall be installed on each lid. The entire inside of the lid is to have a half round silicon rubber bead seal (see fig #6) and shall be flush mounted to the top deck of the tank.</p> <p><u>Exit Drains:</u> There shall be two 8 5/8 in. outside diameter and 1/4 inch thick walled aluminum pipe inline drains that shall extend 6 inches out from the rear of the tank (see fig# 1 &amp; 4). All fish are discharged</p>		
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Item No:	Quantity	Description	Unit Price	Amount
		<p>compartment to compartment via a solid slide gate assembly which covers 12 in. wide by 8 in. high discharge chutes centrally located on the dividing walls in line with the rear exit drains. The gate bottom shall rest on the tank floor with no countersunk groove. This assembly should be as water tight as possible. Pull rods for these assemblies extend up through the deck and have a recessed "T" handle. The slide gate assembly shall be constructed to hold at any position and not be pulled out of the guide slots at its full up position. The rear most slide gates <b>must be water tight</b> (see picture #8) using an "O" ring and pressure devise configuration to eliminate excessive water discharge when the pipe cap is removed.</p> <p><u>Tank Floors:</u> The tank floor will be solid and level, there shall be no slope front to rear (this tank will be mounted on a dump bed truck). The bottom of each compartment shall be sloped <b>side to middle</b>, (see figure # 7) toward flat channels in the centers of each compartment. The channels will be lined up with the bottoms of the slide gate assemblies.</p> <p><u>Overflow Drains:</u> One 1 in. diameter "snap-tite" marine drain plug shall be installed per compartment to allow 6 in. of air space between water level and the inside</p>		
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		<p>surface of the lid (see fig #7). The drain is covered on the inside by a perforated disc to prevent fish from escaping. These are to be mounted at the center of each compartment. Each of the plugs shall be attached to the tank by a size 1 brass safety chain. (see picture # 2&amp; # 3)</p> <p><u>Tank Mounting Brackets:</u> A 3 in. x 3 in. x 1/2 in. angle aluminum bracket shall be secured at each end of the tank. The brackets must extend the entire width of the tank and the weld shall also extend for the entire length of the bracket. There shall be no pre-drilled holes on the brackets; this will be done at the hatchery site (see fig #9).</p> <p><u>Internal Screens:</u> Screening to cover aerator intake tube and water recirculating systems will be 1/8 in. thick aluminum having 1/8 in. diameter holes on 3/16 in. staggered centers. All screen joints, corners, and points where screens meet walls will be close fitting to prevent small fish from entering aerator area. Top screen should be angled downward and close fitted around the "fresh-flo" aerator opening. No openings around the screen will be more than 1/16 inch. These screens must be <b>removable</b> (see figure #2).</p>		
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		<p><u>Recirculation:</u> A 2 inch pipe water recirculating system shall be installed.</p> <p>The intake pipes shall run through each of the two (three inline compartment) areas. The intake pipes will terminate at the bottom and back of the outside of the tank with a removable cleanout cap (see fig # 3). The intake pipes shall have 1/2 inch holes two inches apart for the entire length of the pipe that is inside the tank. The intake pipes will extend 3 inches outside of the front of the tank and have standard male threads.</p> <p>The discharge pipes shall run through each of the two (three inline compartment) areas. The discharge pipes will terminate at the top and back of the outside of the tank with a removable cleanout cap. The discharge pipes will not have any holes predrilled (we will drill the holes). The discharge pipes will extend 3 inches outside of the front of the tank and have standard male threads. (see fig # 3 &amp; 4 )</p> <p><u>Aeration:</u> Each compartment will be equipped with a Fresh Flow Model TT aerator centrally positioned (in the screened area inside the compartment) and secured to the tank top by two toggle clamps. The aerators shall be wired with weather proof 2 pin trolling motor connectors compatible to the protected power</p>		
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		<p>outlet (see picture #6) and configured as in figure # 13. The aerator tube shall be six inches from the tank bottom and the impeller should be two inches from the end of the tube.</p> <p><u>Electrical Power Supply:</u> The tank will be electrically wired to provide a 12 VDC outlet, low profile mounted; between each pair of aerator portholes (see fig #13) Wiring will be through conduit embedded in the deck of the tank. A water proof junction box equipped with 6 switches and power on indicator lights (one for each aerator) will be positioned on the front end top drivers side of the tank ready (inset 14 inches from wide to accommodate for the front ladder) see figure #5 &amp; #13, ready for hook-up to electrical power from the cab of the truck (see picture #2 ). All electrical items used are to be heavy duty, weatherproof and designed for outdoor use. Receptacles are to be two pin trolling motor style, heavy duty, weather resistant and located as close to the aerator is as practical. Each electrical outlet shall be designed and secured for protection against personnel or other mechanical damage.</p> <p><u>Drain Valves:</u> The tank shall have two 2 inch brass globe drain valves positioned at the bottom of the rear compartments and located within the screened aerator area. The valves should be able to be</p>		
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		<p>removed and/or replaced from the outside of the tank (see fig #1 &amp; 4 and picture #1).</p> <p><u>Lifting Rings:</u> The tank shall have stainless steel lifting hardware mounted on each of the four corners and designed for the purpose of lifting the tank on and off the truck (see figure #8 &amp; picture #1).</p> <p><u>Toe Rail:</u> The tank shall have a toe rail installed around the outside top edge of the sides and rear leaving an open section for the ladder mounting plate at the rear of the tank (see fig #10 and picture #4). This rail shall be 7/8 inch stainless marine style pipe securely attached to the tank with boat rail fittings. The top of the rail shall be two inches high from the top of the tank.</p> <p><u>Accessories:</u> 1) REAR LADDER MOUNT: A 24 inch by 6 inch by 1/2 inch thick aluminum plate securely installed at the rear of the tank deck and centered to be used to mount an access ladder. The aluminum plate shall have four 1/2 inch diameter holes drilled and threaded for attaching the ladder as configured in figure # 5. Also see picture #5.</p> <p>2) FRONT LADDER MOUNT: A 12 inch by 3 inch by 1/2 inch thick aluminum plate shall be securely welded at front drivers top corner of the tank deck (see figure #5) The aluminum plate shall four 1/2 inch diameter holes</p>		
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		<p>drilled and threaded for attaching the ladder as configured in Figure #5</p> <p>2) WINCH MOUNT: A 14 inch by 6 inch by 1/2 inch thick aluminum plate installed for the use of mounting a loading winch. This plate shall be center mounted between compartments #3, 4,5,&amp; 6 and positioned longitudinal to the tank deck (see figure #11) The plate must be anchored to the tank deck in a manner that will support a electric winch with a sideways pull of up to one hundred pounds. All anchoring hardware must be flush with the surface of the winch plate. The plate shall have four 1/2 inch holes drilled and threaded one inch in from each of the four corners to mount the winch (See figure #12 and picture 9).</p> <p>3) A 3/4 inch conduit shall be imbedded in the tank deck to supply a route for power to the winch. The conduit shall extend 3 inches out of the rear of the tank and have a 90 degree elbow facing up at the winch plate end (See figure #11 &amp; #12 and picture #7).</p> <p>Upon completion of the tank at the manufacturer's site the tank shall be filled with water for a minimum of 24 hours and checked for leaks. The tank will be tested at the delivery site in the same manner, any tank delivered to our hatchery site that leaks will be rejected. A written statement of <b>QUALITY ASSURANCE</b> is required by this state agency to insure the tank meets or exceeds all of the stated specifications.</p> <p>This tank shall be built and delivered to the designated hatchery location</p>		
<b>TOTAL THIS PAGE</b>				<u>0.00</u>

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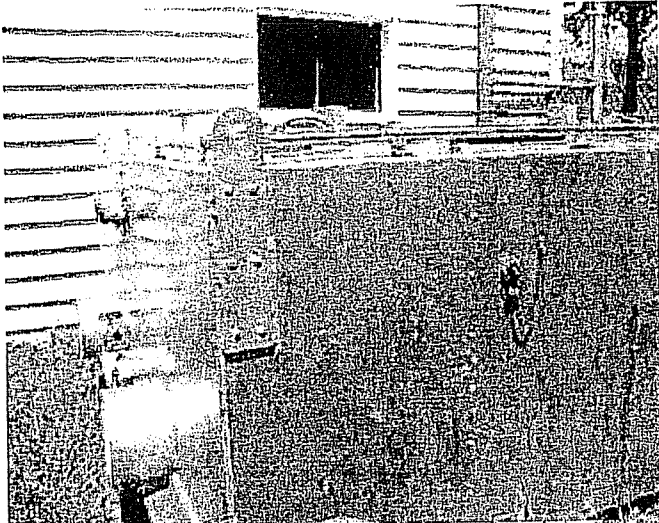
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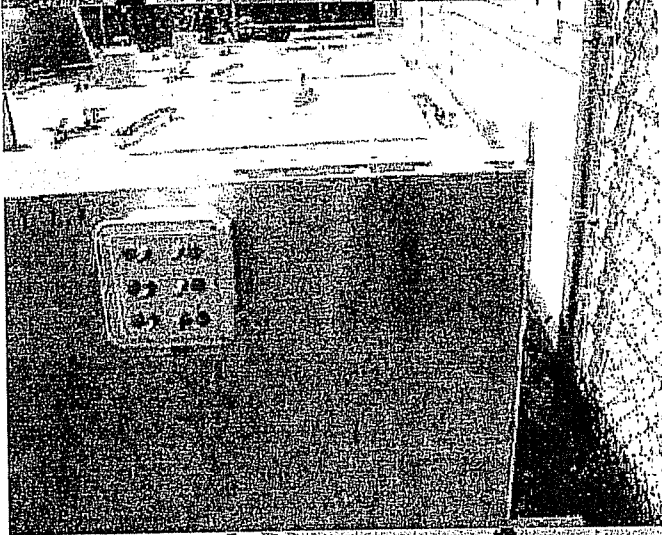
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DNR -

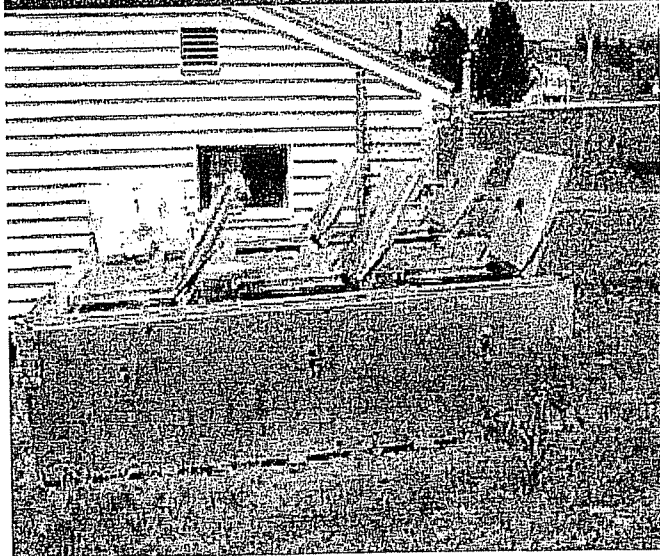
Item No:	Quantity	Description	Unit Price	Amount
		<p>in no more than 120 days from the receipt of the purchase order. Should the delivery deadline be exceeded, the West Virginia Division of Natural Resources will impose a fine of \$50.00 per day.</p> <p>A written warranty for any manufacturing defects for a minimum of three years is required by the Division of Natural Resources, Wildlife Section.</p>		
<b>TOTAL THIS PAGE</b>				<u>0.00</u>



#1

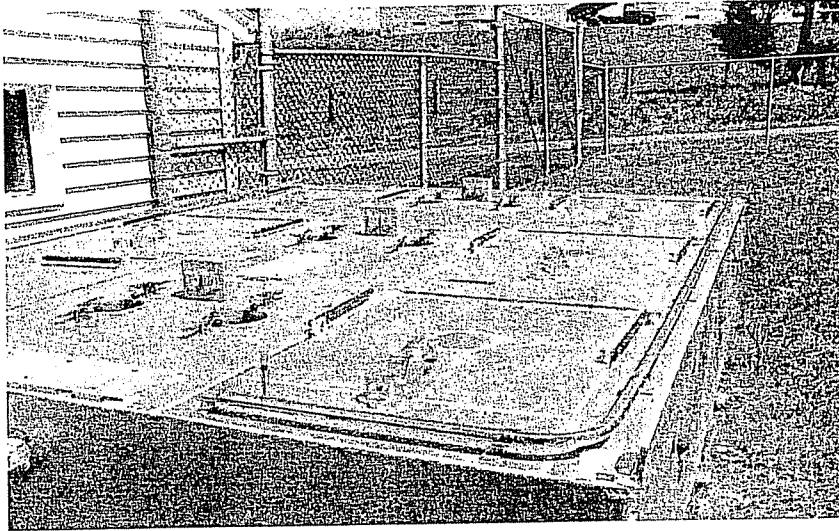


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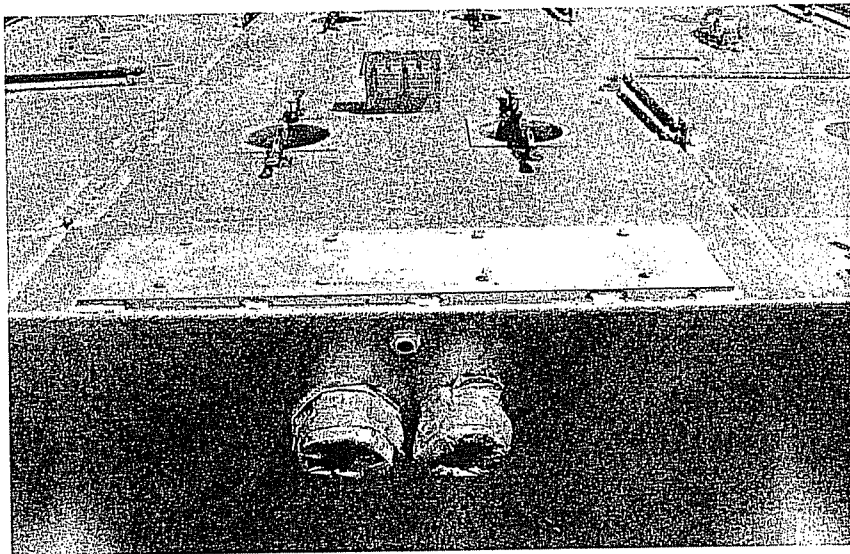


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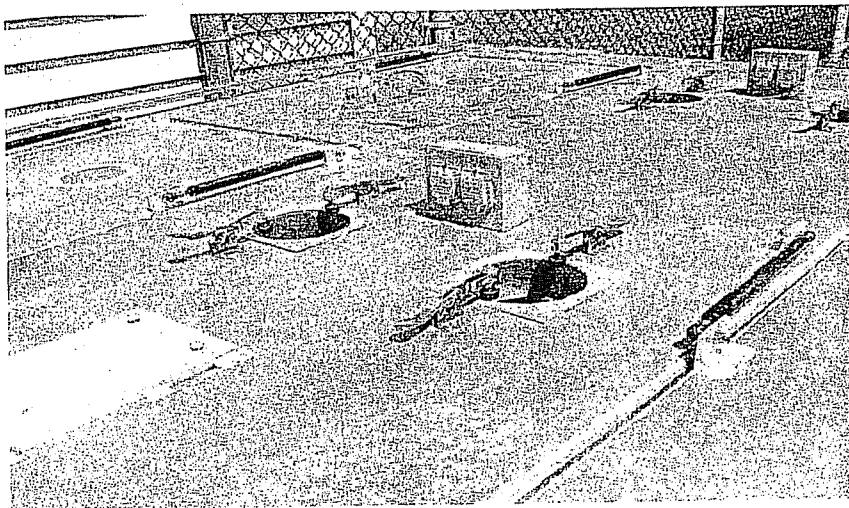




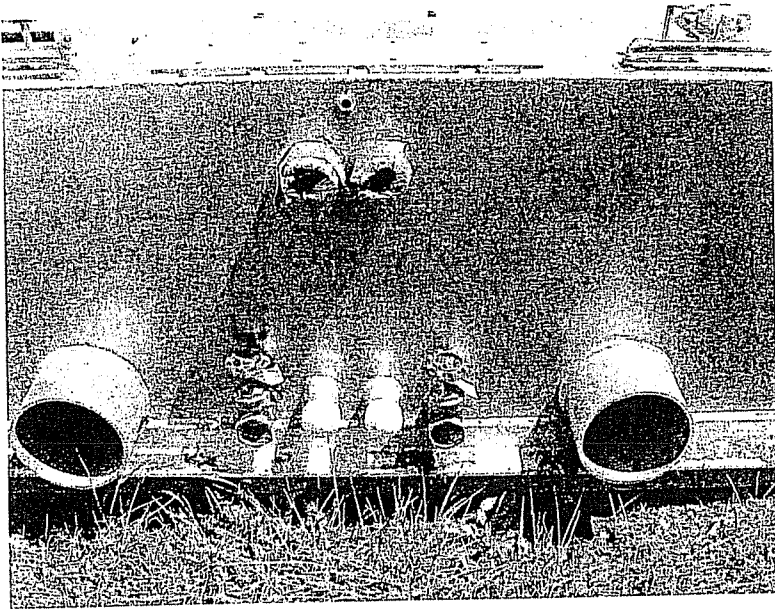
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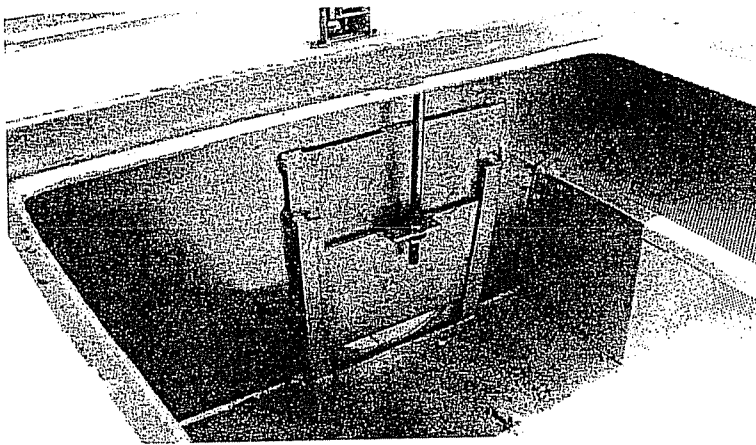
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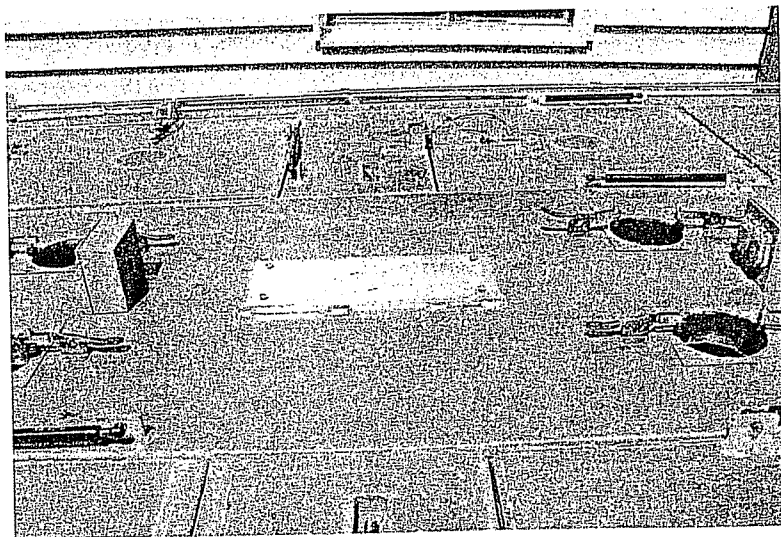
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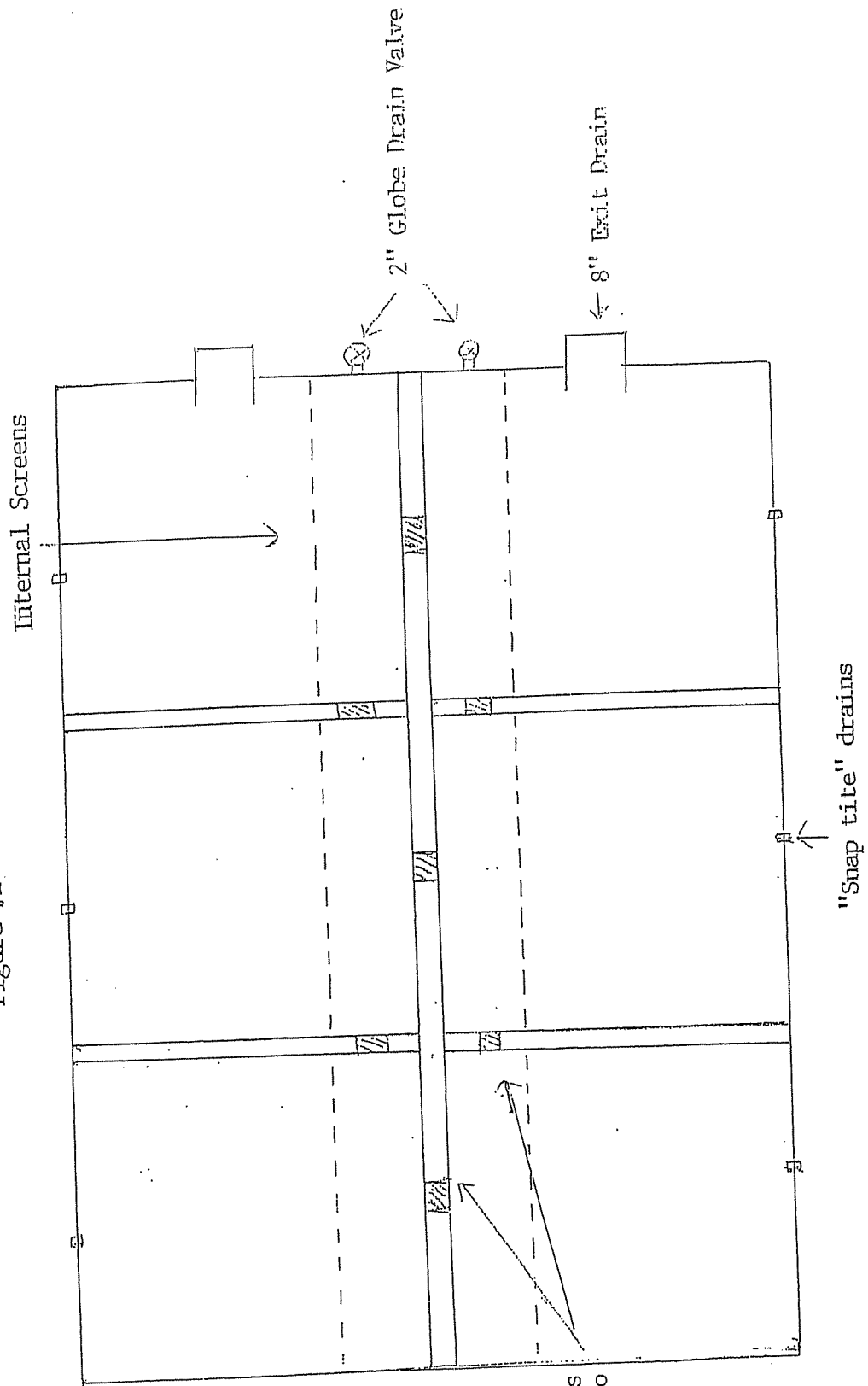


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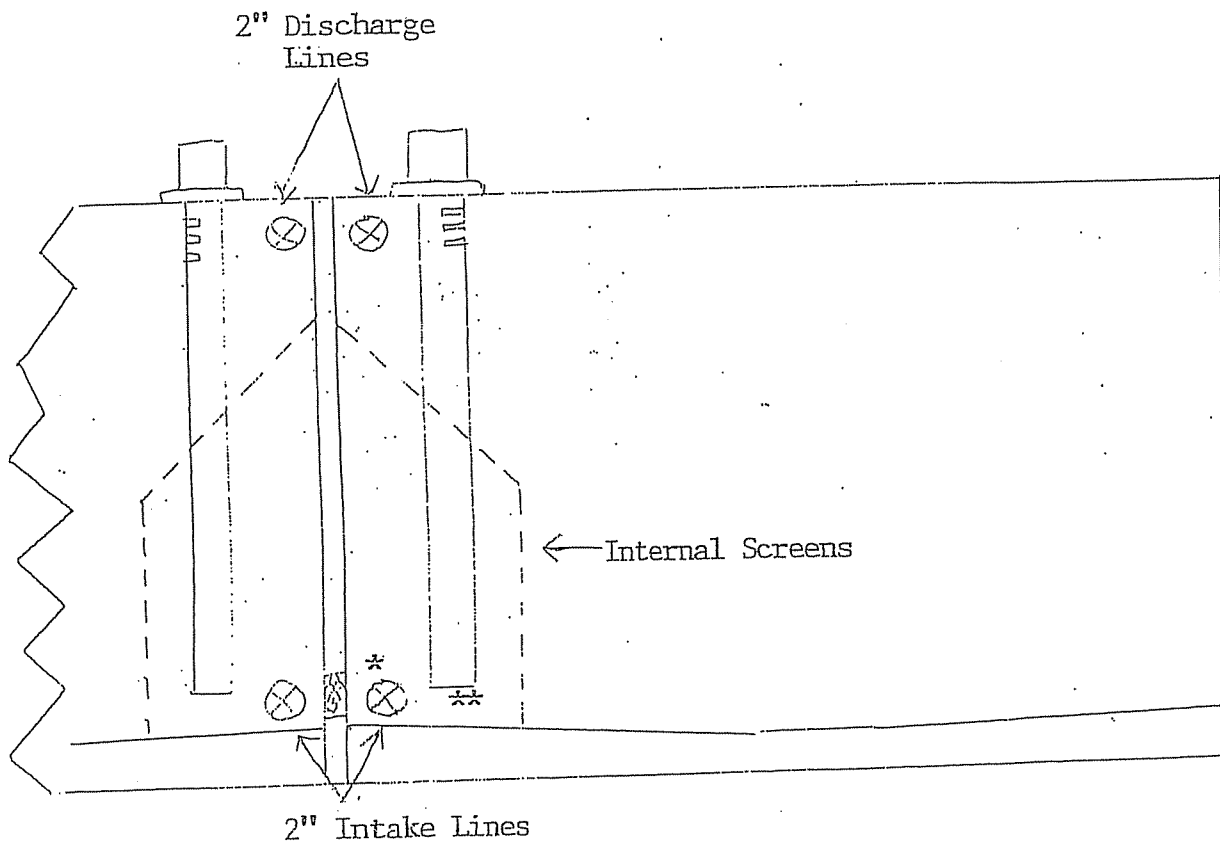
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Figure #1



3" Diameter water equalizing portals located as near to the bottom as possible.

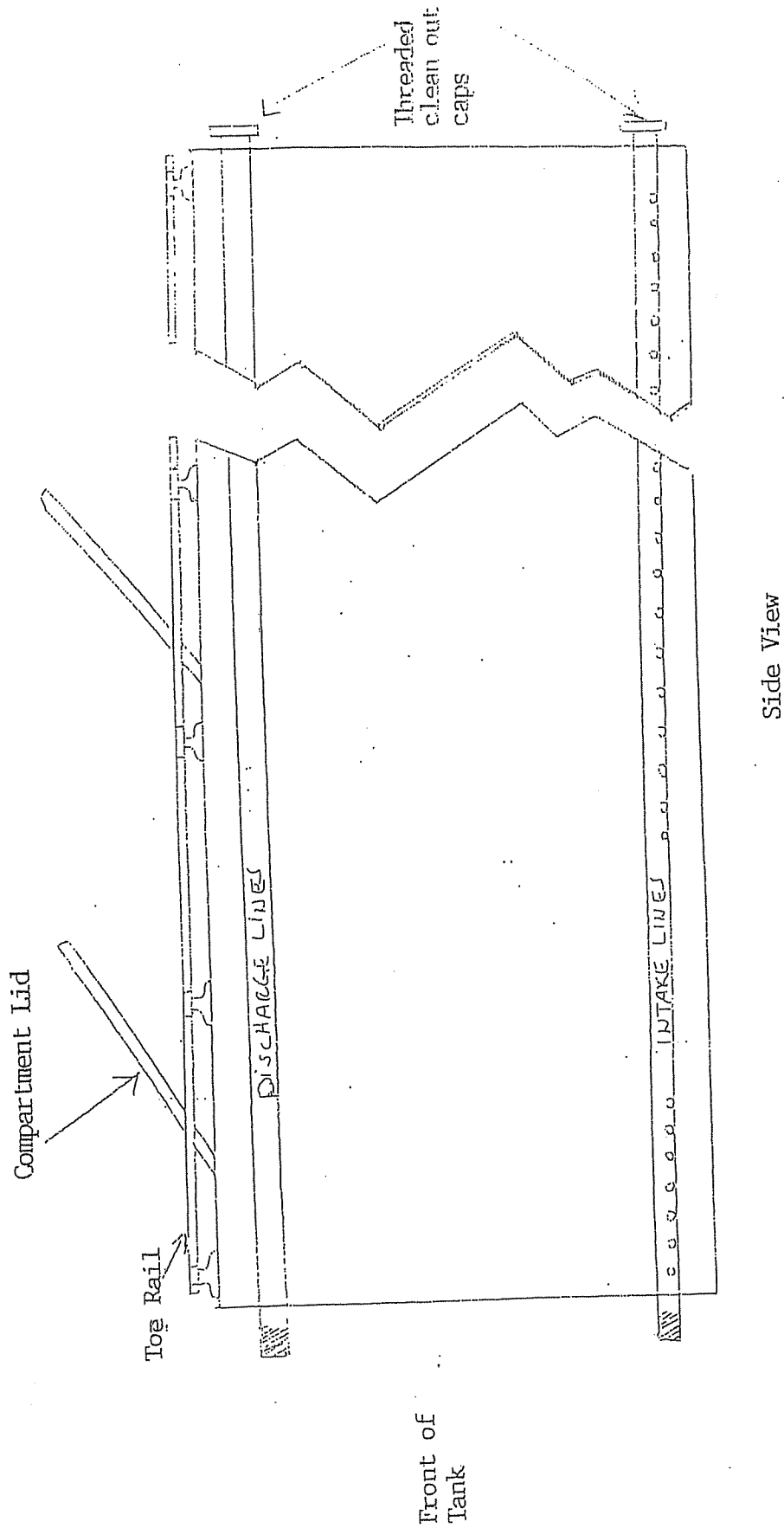
FIGURE# 2



Note: \*3" diameter portal between 2" intake lines

\*\*Aerator tubes must be 6" above tank floor  
and the impeller 2" from the bottom of the tube

FIGURE #3



Note: Toe rail must be installed on the sides and back of the tank.

FIGURE #4

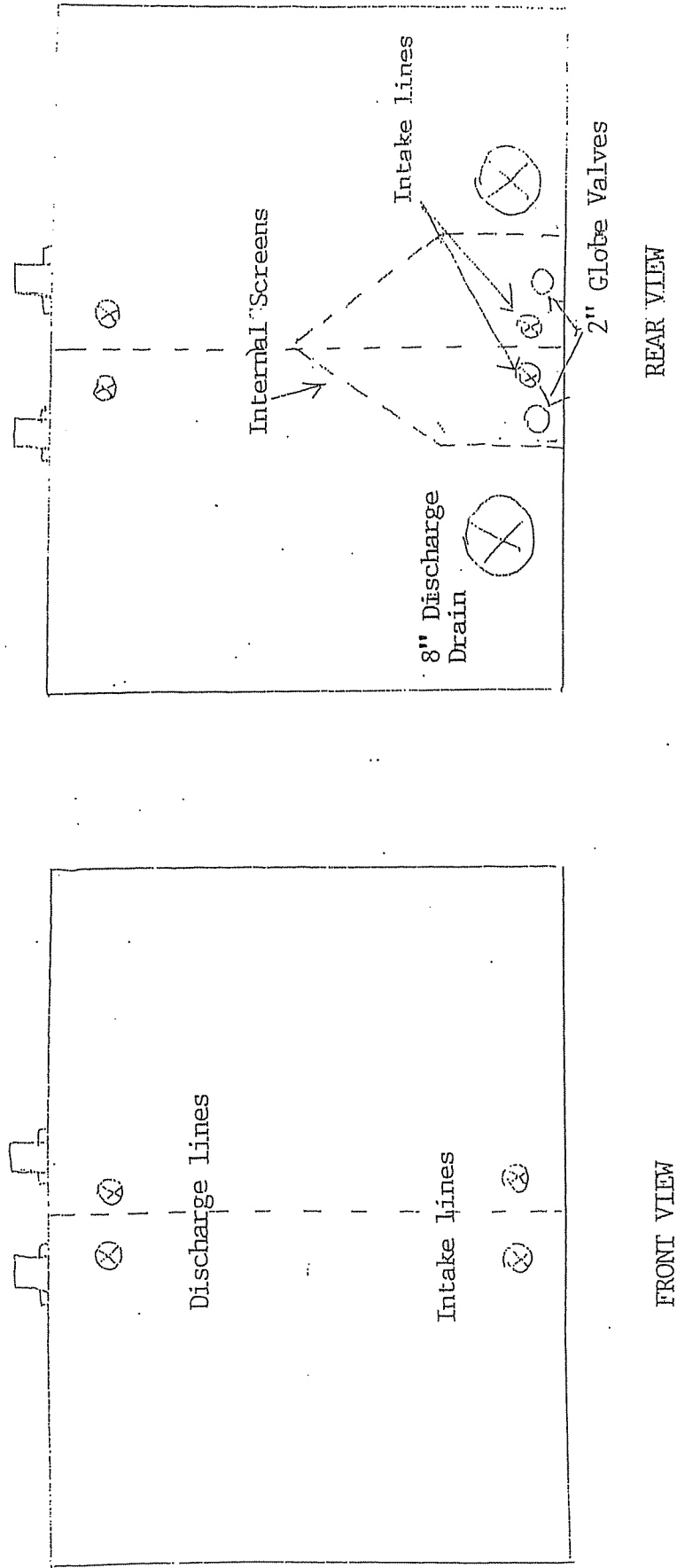
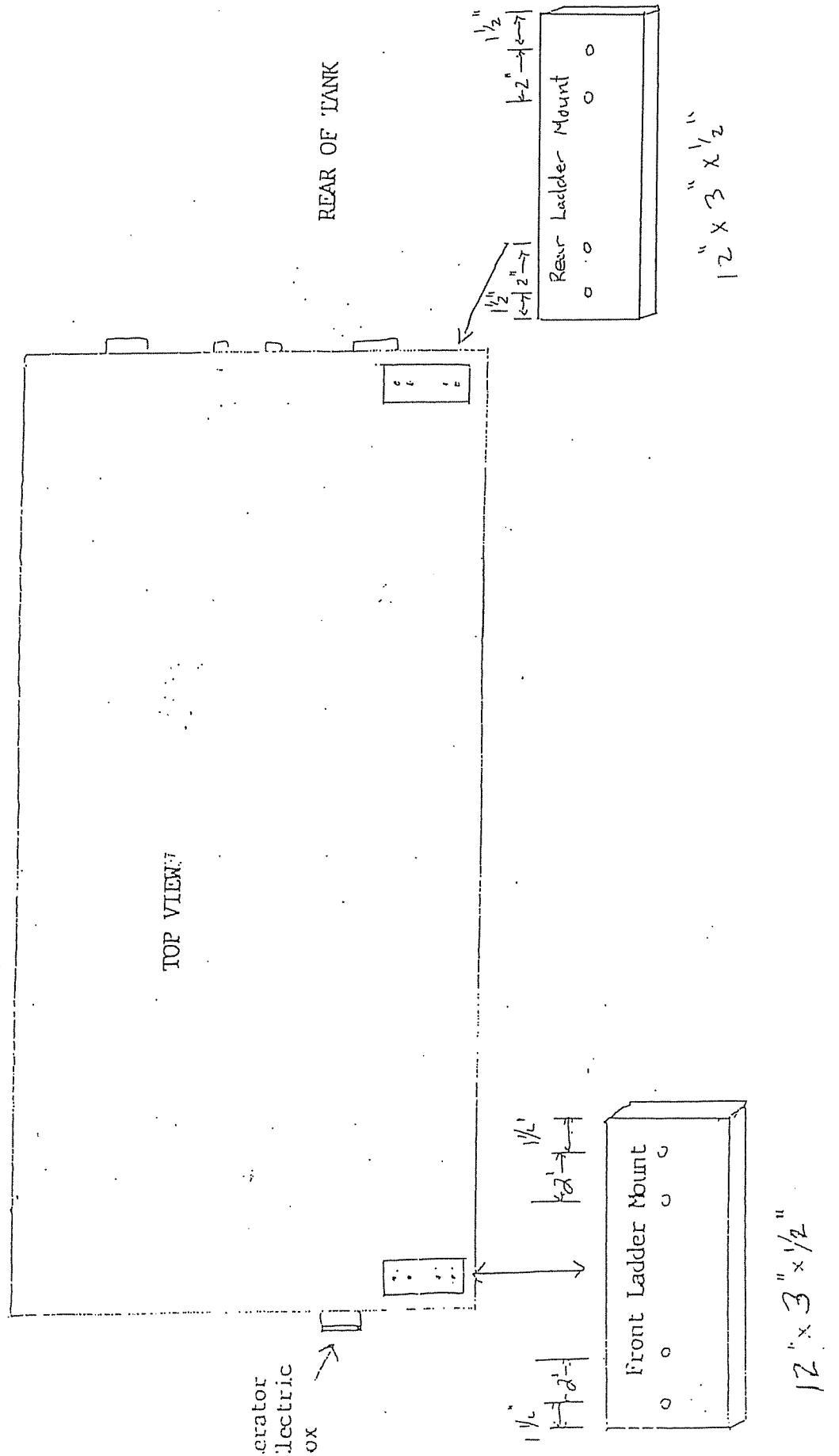


FIGURE #5



erator  
electric  
OX

TOP VIEW

REAR OF TANK

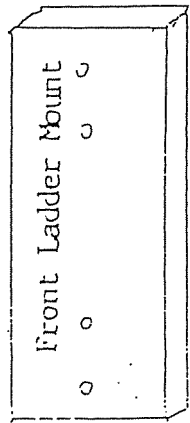
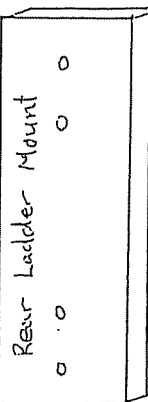


FIGURE #6

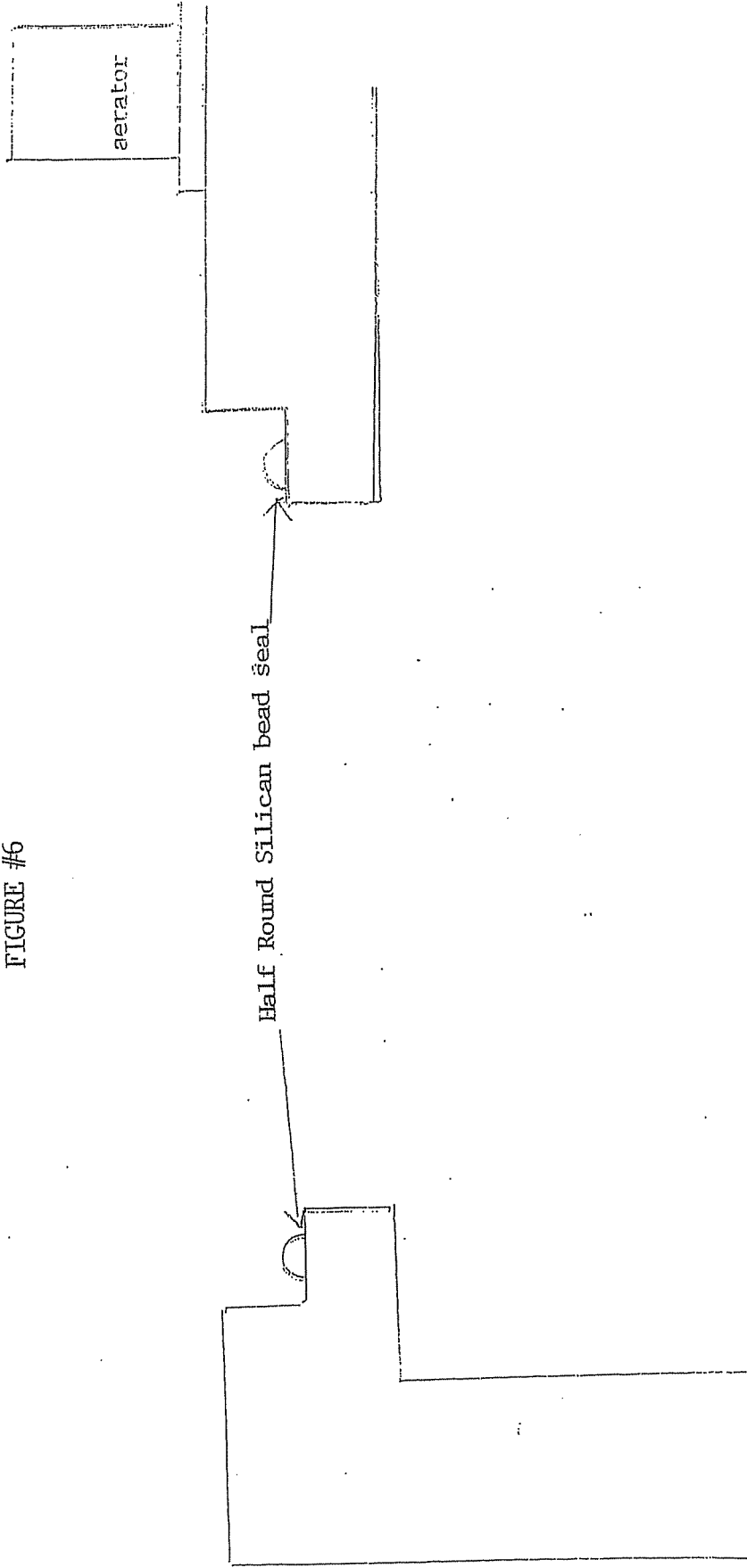




FIGURE #7

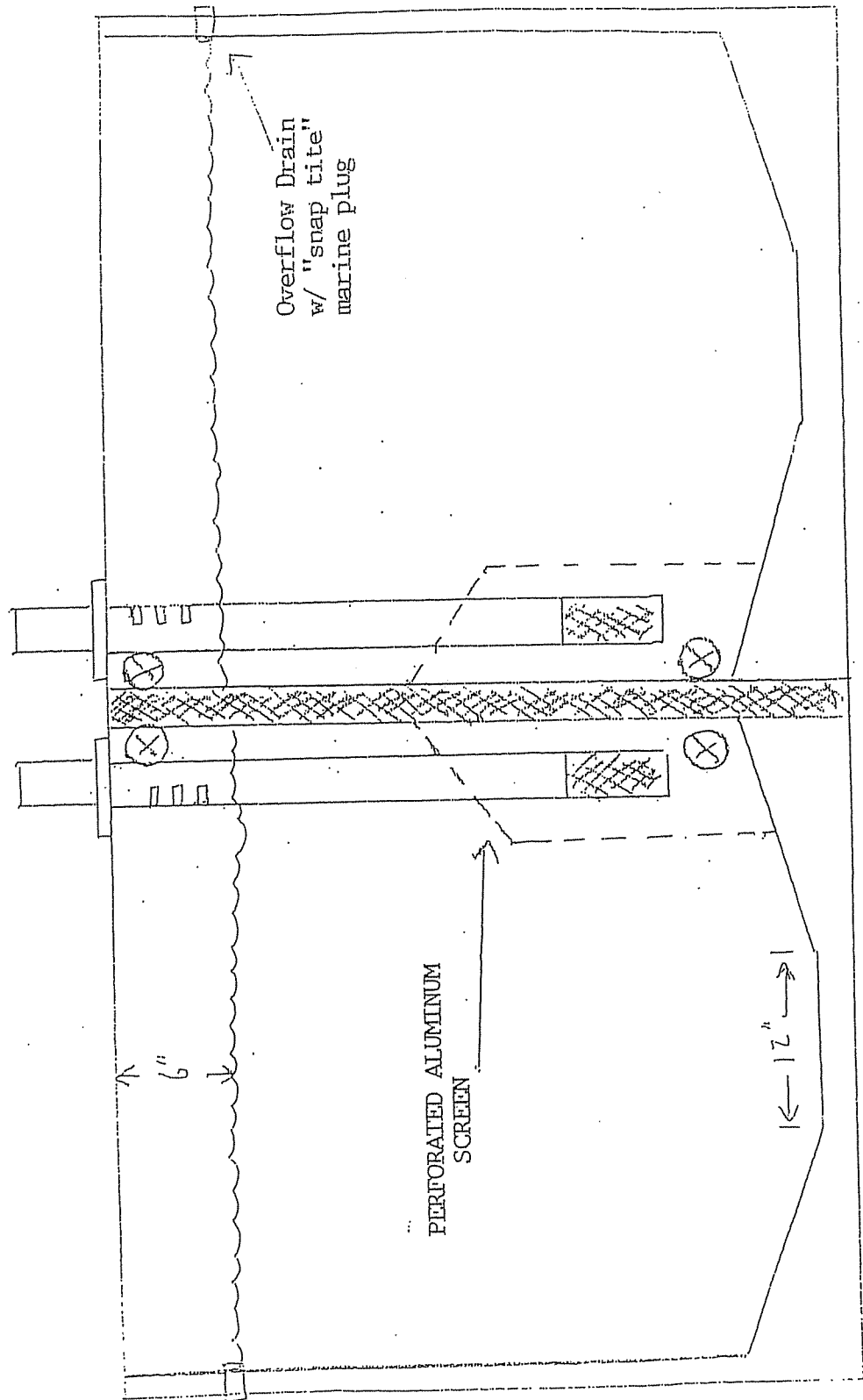


FIGURE #8

LIFTING LOG DETAIL  
TYP. - (A) PLS

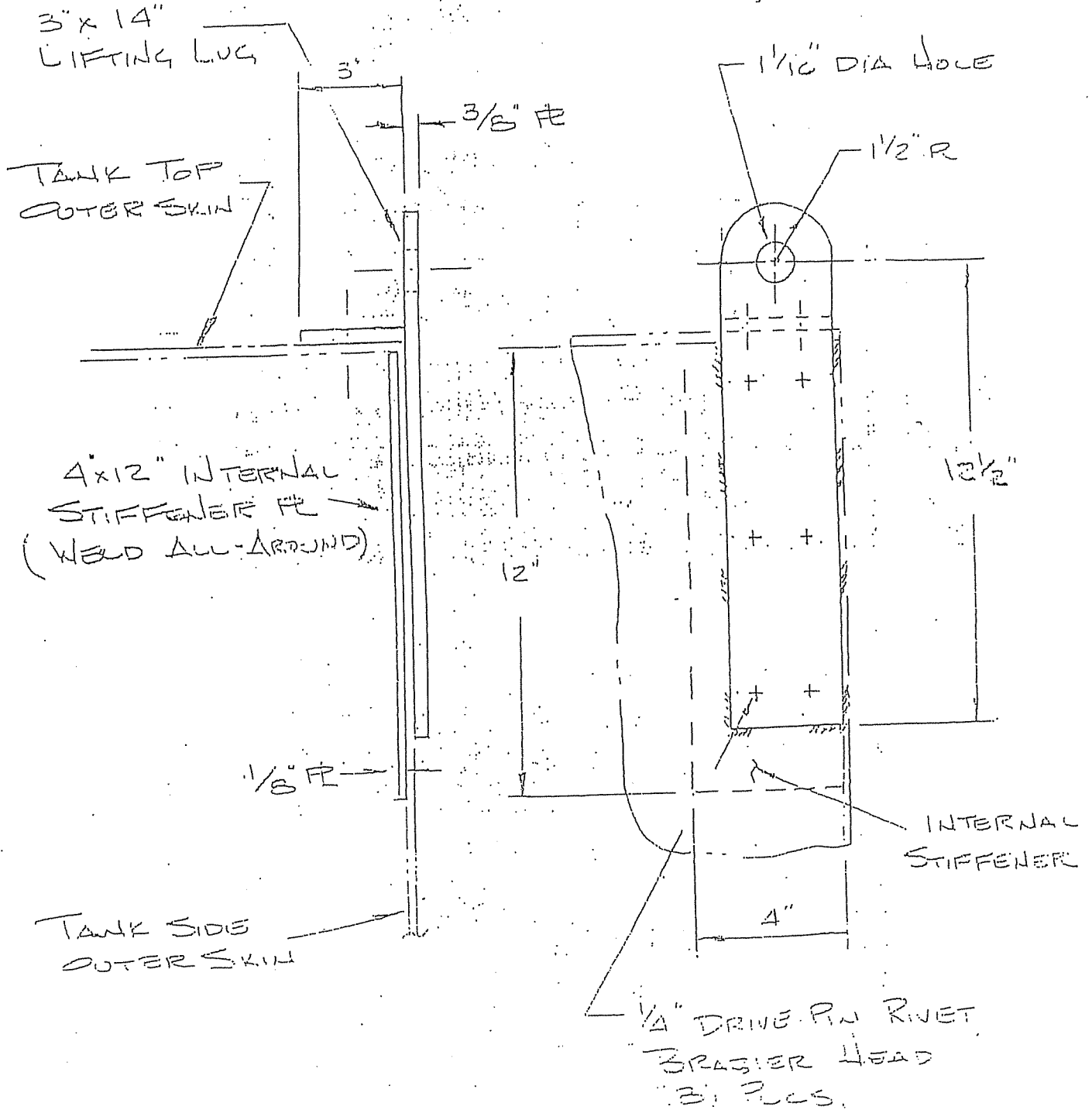
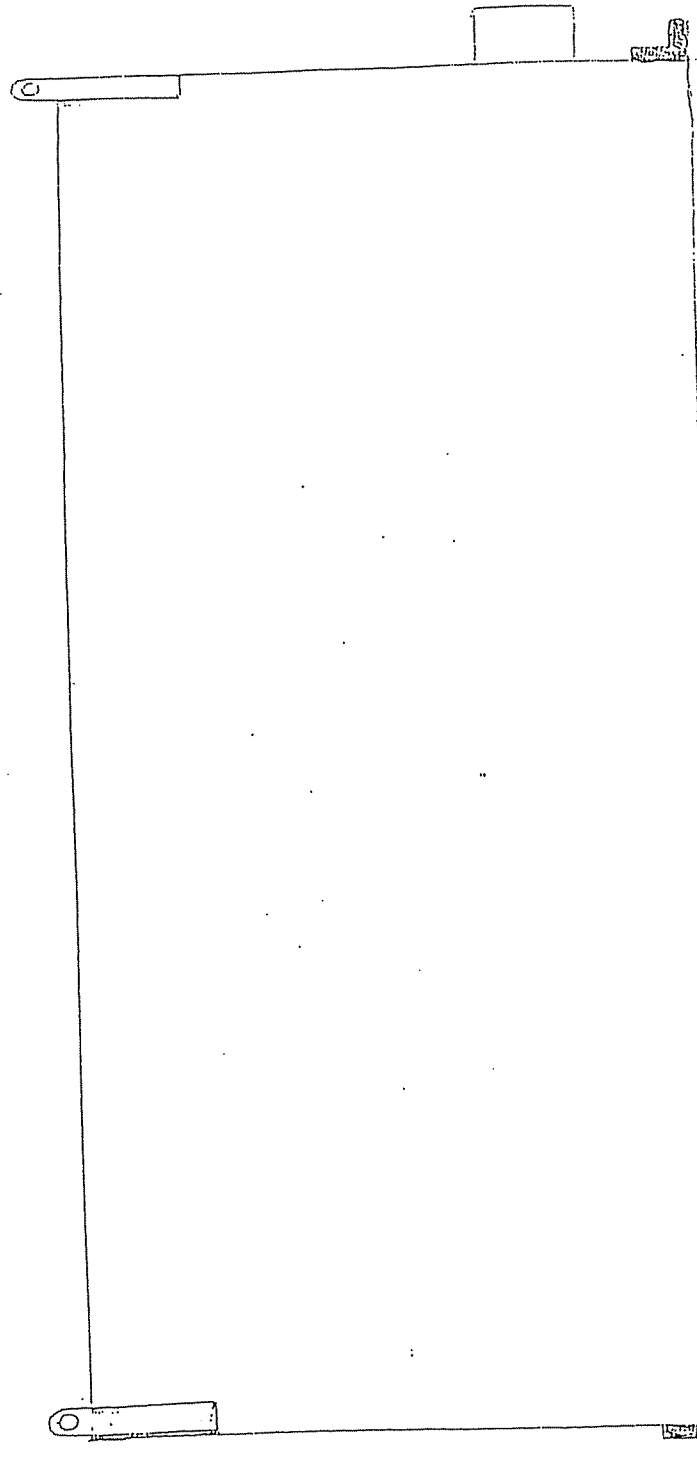


FIGURE #9



Angle mounting brackets (front and rear)

FRONT

FIGURE #10

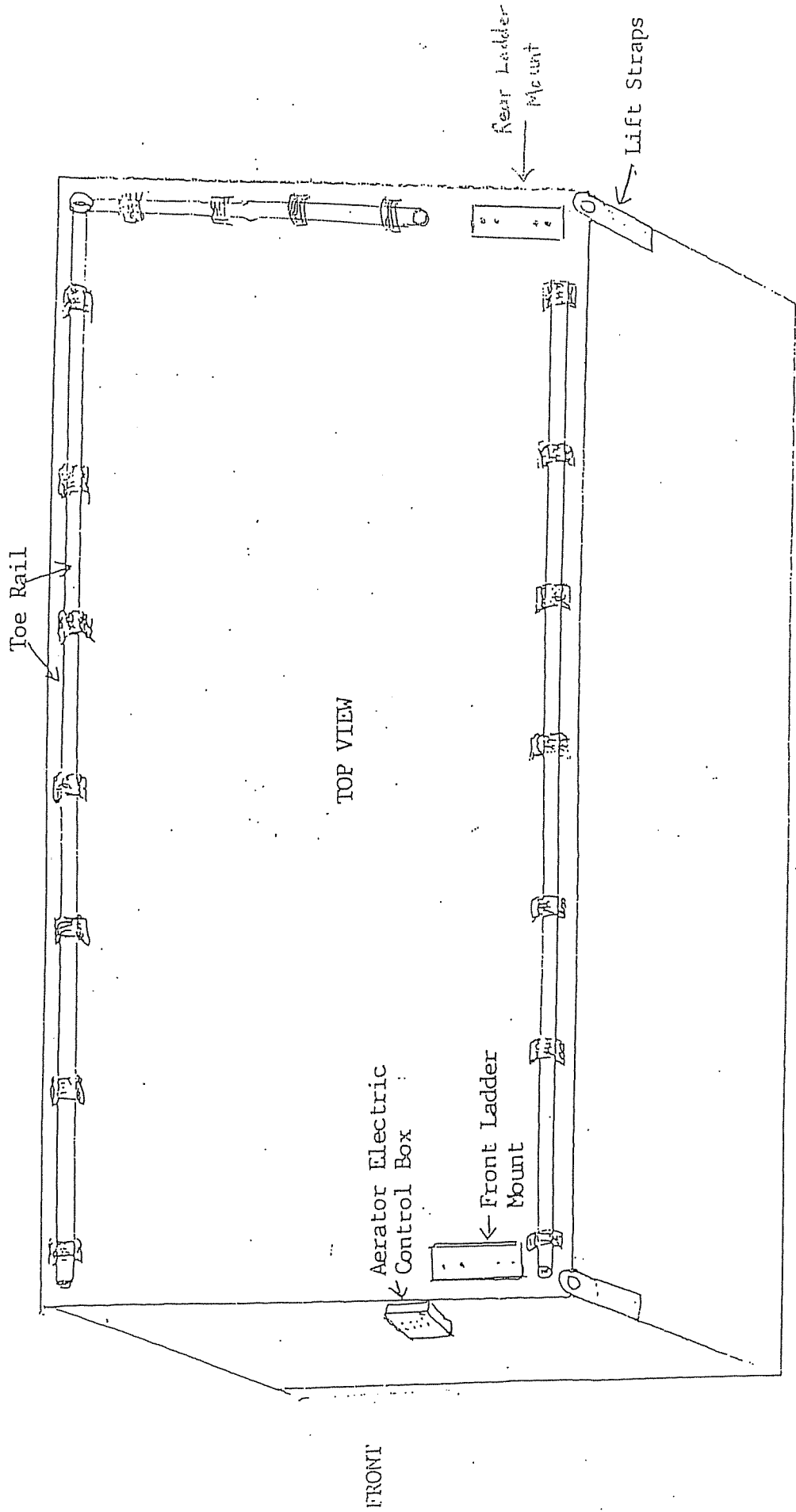


FIGURE #11

Winch plates to be centered

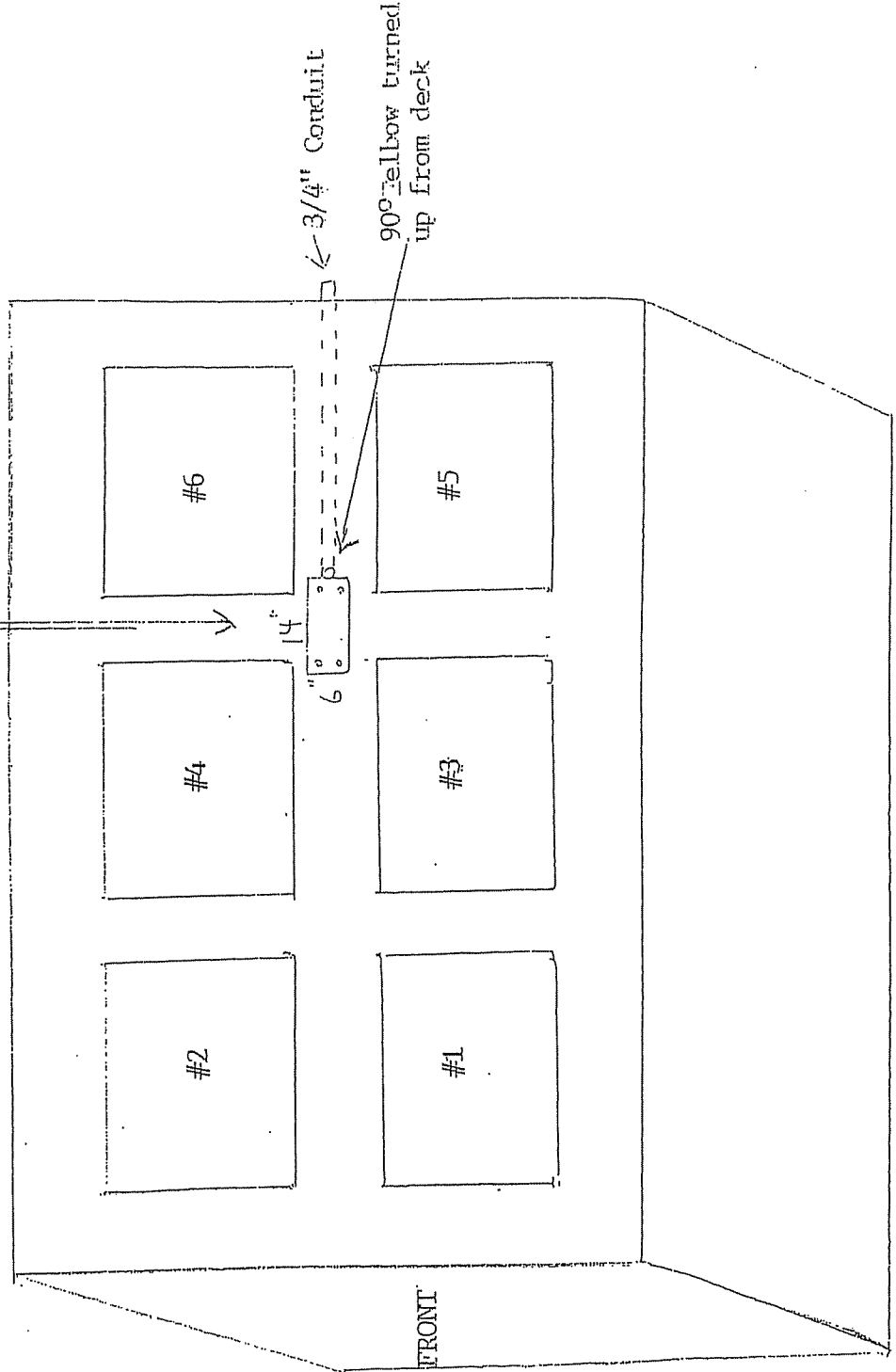
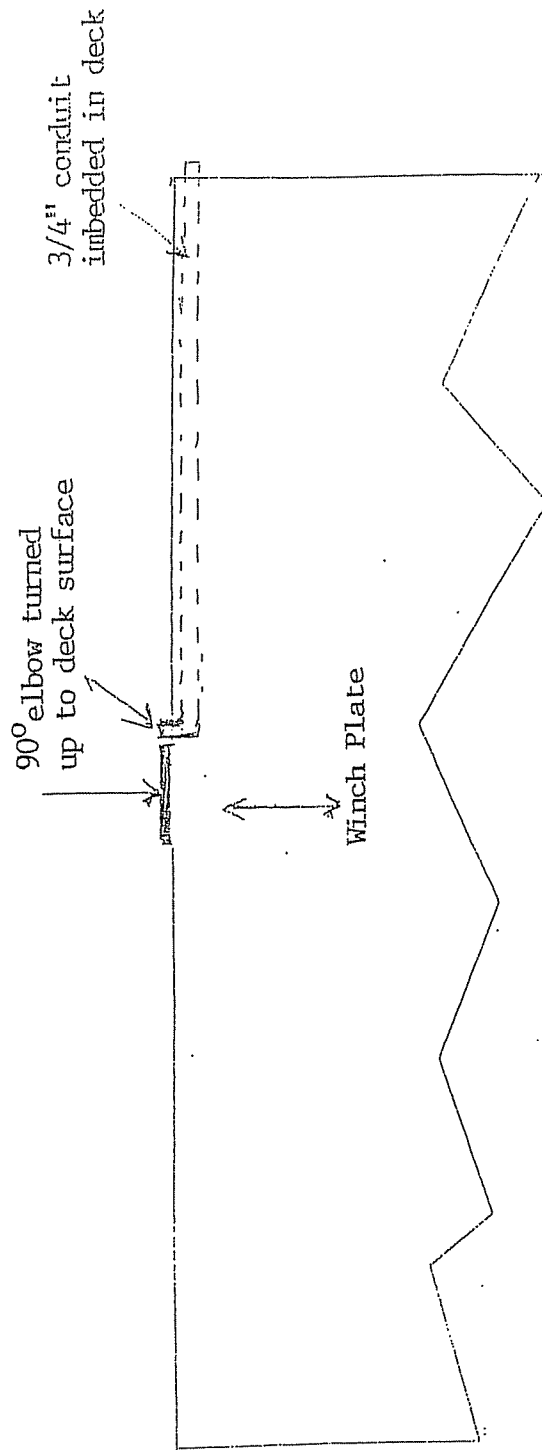


FIGURE #12



Hull Front

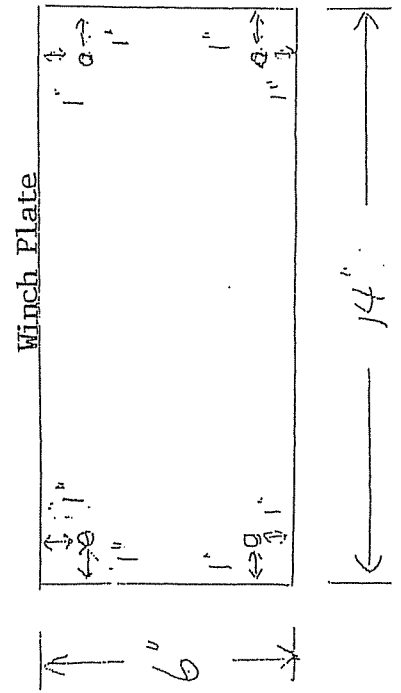


FIGURE #13



FRONT

Electrical  
Junction  
Box

Front Ladder Mount

Rear Ladder Mount

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](http://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: \_\_\_\_\_