



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
DNR90149

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
JOHN ABBOTT
304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES
BEECH FORK STATE PARK
ATTN: PARK SUPERINTENDENT
5601 LONG BRANCH ROAD
BARBOURSVILLE, WV
25504 522-0303

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/25/2008				

BID OPENING DATE: **06/11/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*****ADDENDUM #1*****</p> <p>THIS ADDENDUM IS BEING ISSUED TO PROVIDE THE ATTACHED CLARIFICATION AND ADDITIONS TO THE MAINTENANCE REQUIREMENTS ARE ADDED TO THE SPECIFICATION AS A RESULT OF THE MANDATORY PRE-BID MEETING HELD ON 05/15/08</p> <p>THE BID OPENING IS EXTENDED TO 06/11/08 AT 1:30 PM</p>						
0001	1	LS		968-95		
WASTEWATER TREATMENT PLANT OPERATIONS						
***** THIS IS THE END OF RFQ DNR90149 ***** 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.

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



**DIVISION OF NATURAL RESOURCES
BEECH FORK STATE PARK
5601 Long Branch Road
Barboursville, WV 25504
Telephone (304) 528-5794
Fax (304) 522-3298
www.wvstateparks.com**

Joe Manchin III
Governor

Frank Jezioro
Director

May 21, 2008

TO: Angela Negley

FROM: Matt Yeager, Superintendent
Beech Fork State Park

RE: Addendum to Wastewater operations bid

All cost associated with labor, supplies, and equipment for operations, maintenance, and preventive maintenance to the waste water treatment plant and lift stations are the responsibility of the contractor.

Additions to maintenance requirements to sewage treatment plant:

- 1) All rust in exposed areas (all visible components except grating) is to be maintained annually. Clean rust and metal prior to painting with compatible paint that is suitable for wastewater plants. All rusted pipe fittings will be cleaned of rust and spray painted w/ zinc rich paint.
- 2) Air diffusers must be pulled by operator and inspected by operator and a Superintendent. Faulty diffusers must be replaced with Snap Cap diffusers.
- 3) Inspect all anodes to ensure that all are installed and wire connections are electrically connected. Replace any anodes that are not currently installed or need replaced in which connections are available.

Additions to maintenance requirements to the 5 wastewater lift stations:

- 1) Float switches should be cleaned of sludge build up every 3 months on operating stations beginning on the first month of contract. After cleaning, floats should be visually inspected and worked in sequence to check pump operation. Replace any faulty float units.
- 2) Float switches shall be visually checked weekly for tangles or catches which may cause erroneous on and off signals. Float mounting brackets and hanging devices should be inspected and properly secured to original installation design.
- 3) Inspect visible parts on pump and installation components. Replace or fix worn or damaged parts- make sure that all screws, bolts, and nuts are tight. Check and repair condition of carrying handle/lifting eyes, chains, wire ropes, vents, lids, and locks. Check that the guide bars are vertical. Biennially
- 4) Pump wash down should be done every 6 months on operating stations beginning on the first month of the contract. Wash down should wash away the sludge build up on the pump body and cooling fins with a pressure hose.
- 5) Junction box connections at the Lake View lift station will need maintained for excessive moisture build up to prevent electrical operational problems with floats.
- 6) All biennial work is to be done between the months of Nov 1 and April 1 of the first year of the contract.
- 7) Change #1 on lift station requirements to biennial.