



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
DRS080848

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
SHELLY MURRAY 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIV OF REHABILITATION SERVICES  
 WV REHABILITATION CENTER  
 ATTENTION: RECEIVING

INSTITUTE, WV  
 25112 766-4621

DATE PRINTED 05/28/2008	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 06/19/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE						
FROM: 05/29/2008						
TO : 06/19/2008						
AN ADDENDUM WILL BE ISSUED TO ADDRESS QUESTIONS AND CONCERNS RAISED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 5/7/08 AT A LATER DATE.						
ATTACHMENT: PRE-BID SIGN IN SHEET						
----- END OF ADDENDUM NO. 1 -----						

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

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: DRS080848

Date: 5/7/08

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:	Glen Company
Firm Address:	P.O. Box 2109 Charleston WV 25328
Representative Attending:	Stephen Browning
Phone Number:	304-342-2721
Fax Number:	304-344-0833
Email Address:	sbrowning@wvdsi.net

Firm Name:	Tai State Pipeline, Inc.
Firm Address:	412 Solina Road South Point, Ohio 45080
Representative Attending:	Eric Taylor
Phone Number:	740 377 9208
Fax Number:	740 377 9435
Email Address:	ERIC.TAYLOR@YAHOO.COM

Firm Name:	Helding, Inc.
Firm Address:	1712 Pinesville Ave. P.O. Box 6007 Charlotte, NY 25362
Representative Attending:	Tom Summers
Phone Number:	346-0763
Fax Number:	343-5498
Email Address:	MSUMMERS@ATT.NET

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

Firm Name:	MIKE ENYARD & SONS
Firm Address:	SOUTH POINT OHIO 19 PRIVATE DR 30R
Representative Attending:	Bruce Keith Justice
Phone Number:	740-451-8131
Fax Number:	740 451 0187
Email Address:	

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

PRE-BID CONFERENCE  
SIGN IN SHEET

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Request for Quotation Number: DR5080848

Date: 5/7/08

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Firm Name:	<u>ELCO MECHANICAL</u>
Firm Address:	<u>PO Box 349</u> <u>CHARL WV</u> <u>25322</u>
Representative Attending:	<u>Scott Lewis</u>
Phone Number:	<u>306-0546</u>
Fax Number:	<u>-0548</u>
Email Address:	

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

Firm Name:	<u>WV Hank &amp; Plumb</u>
Firm Address:	<u>1339 Smith St.</u> <u>Charleston WV 25301</u>
Representative Attending:	<u>Michael Ball</u>
Phone Number:	<u>304 342-3197</u>
Fax Number:	<u>304 342-3184</u>
Email Address:	<u>MichaelBallWVHP@yahoo.com</u>

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

Firm Name:	<u>Carpenter Reclamation</u>
Firm Address:	<u>PO. Box 13015</u> <u>Sissonville, WV</u> <u>25360</u>
Representative Attending:	<u>Randy Carpenter</u>
Phone Number:	<u>984-1115</u>
Fax Number:	<u>984-2770</u>
Email Address:	<u>Reclamation@aol.com</u>

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