



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
LBS80426

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER
304-558-0067

VENDOR

RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
BPH - LABORATORY SERVICES

167-ELEVENTH AVENUE
SOUTH CHARLESTON, WV
25303 304-558-3530

DATE PRINTED 09/05/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **09/20/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ADDENDUM NO. 1</p> <p>1. QUESTIONS AND ANSWERS ARE ATTACHED.</p> <p>2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>END OF ADDENDUM NO. 1</p>						

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 is automatically null and void, and is 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

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1. QUESTION: The bid request the vendor to provide necessary thermocycler and centrifugation equipment. If an alternate assay can be run on a thermocycler that already exists in the laboratory running the test should it still be provided?

RESPONSE: Currently the Newborn Screening Lab does not have a thermocycler. Yes, it must be provided by the vendor bidding on this contract.

2. QUESTION: The same question applies to the printer request. If the instrument can interface with any USB printer, is it necessary to provide an additional printer?

RESPONSE: Yes, an additional dedicated printer must be provided with the requested test system. No other printer will be located in the area where the test system will be installed.

3. QUESTION: The bid requests the vendor supply equipment required for extraction. If that equipment already exists in the lab is it necessary to provide additional equipment?

RESPONSE: Currently the Newborn Screening Laboratory does not have any extraction equipment, so this must be provided.

4. QUESTION: Is it necessary for the vendor to supply the extraction reagents?

RESPONSE: Yes.

5. QUESTION: Is there an expected start date for CFTR testing once the assay is adopted?

RESPONSE: Once the assay is adopted, installed and test system is validated, the CFTR testing will begin immediately.

6. QUESTION: Why does the bid specify a particular vendor when it was routed to other vendors offering the same test?

RESPONSE: We look at the market for available test systems or a particular analyte and evaluate them for our required criteria. This RFQ specifies a

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particular vendor's product "or equivalent" which allows other vendors to supply comparable equipment and reagents.

7. QUESTION: Are other vendors going to be given equal consideration?

RESPONSE: Yes, all vendors bids will be evaluated per our requirements.

8. QUESTION: What is the primary feature that will drive a decision for any vendor? Price, automation, instrumentation provided, support, proximity to WV, other?

RESPONSE: The bid that meets and/or exceeds all the specifications with the lowest cost, will drive the decision on the award of this request.

9. QUESTION: Can you tell me how you would like for us to respond to your bid for Cystic Fibrosis testing? Should we hand write on the original, write responses on a separate sheet or can you provide an electronic copy?

RESPONSE: Your response should be submitted on the original cost sheet which was provided with the Request for Quote, this can be hand written or typed.

10. PLEASE CORRECT THE LANGUAGE ON PAGE 2 OF THE RFQ AS FOLLOWS:

FROM: The Office of Laboratory Services (OLS), 167-11th. Avenue, South Charleston, WV 25303, is requesting quotes for an open end contract to purchase reagents to perform neonatal screening for mutations in the Cystic Fibrosi transmembrane conductance regulator (CRTR) gene.

TO: The Office of Laboratory Services (OLS), 167-11th. Avenue, South Charleston, WV 25303, is requesting quotes for an open end contract to purchase reagents to perform neonatal screening for mutations in the Cystic Fibrosis transmembrane conductance regulator (CFTR) gene.

THERE ARE NO OTHER CHANGES AT THIS TIME.

PURCHASING CONTINUATION SHEET

Buyer: RW-22	Page 4	Req. or P.O. No.: LBS80426
Spending Unit:		

Vendor:

Requisition No.: LBS80426

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) may be cause for rejection of bids.

Signature

Company

Date