



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:  
 PTR08020

PAGE:  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 CHUCK BOWMAN  
 304-558-2157

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF PUBLIC TRANSIT  
 BUILDING 5, ROOM 830  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0432 304-558-0428

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/29/2008				

BID OPENING DATE: 04/10/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		557-05		
<p>***** ADDENDUM NO. 1 *****</p> <p>ADDENDUM ISSUED AS A RESULT OF THE PRE-BID MEETING OF 02/21/2008, FOR THE 186" WHEELBASE DUAL REAR CUTAWAYS WITH A/C. ADDENDUM DISTRIBUTES THE PRE-BID SIGN-IN SHEETS, A LIST OF CLARIFICATIONS AS PROVIDED BY THE AGENCY, AND A CD CONTAINING EXAMPLES OF BUS ARTWORK, STRIPING DESIGN, AND OTHER OPTIONS.</p> <p>INCLUDED HEREIN ARE LANGUAGE CHANGES IN THE SPECIFICATIONS AND BID REQUIREMENTS AS REQUIRED BY THE PURCHASING DIVISION FOR BID SUBMISSION. VENDORS ARE ADVISED TO REVIEW THE ENTIRE DOCUMENT FOR REVISIONS THAT INCLUDE, BUT ARE NOT LIMITED TO, THE CONSISTENT LISTING OF 04/10/08 AS THE BID OPENING DATE, THE REMOVAL OF LANGUAGE REFERENCING RESIDENT VENDOR PREFERENCE AND ITS APPLICATION TO THIS REQUEST FOR QUOTATION, THE ADDITION OF PRICE ESCALATION PREVISION LANGUAGE ALLOWING FOR PASS THROUGH PRICE INCREASES AT THE TIME OF CONTRACT RENEWAL, AND THE AMENDED LANGUAGE ON PART 5: REQUIRED BID FORMS PER THE ATTACHED REVISED PAGE 74 INTENDED TO REPLACE THE ORIGINAL PAGE 74 OF THE RFQ. AS PREVIOUSLY STATED, IT IS STRONGLY SUGGESTED THAT VENDORS THOROUGHLY REVIEW THE AMENDED PURCHASING DOCUMENT.</p> <p>BID OPENING DATE AND TIME REMAIN 04/10/2008 AT 1:30 PM.</p> <p>**** ADDITIONAL CHANGES MAY BE INCORPORATED HEREIN ****</p>						
186" WHEELBASE DUAL REAR WHEEL CUTAWAYS WITH A/C						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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  
Charleston, WV 25305-0130



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BID OPENING DATE: 04/10/2008 BID OPENING TIME 01:30PM

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<p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF PUBLIC TRANSIT, IS SOLICITING BIDS FROM QUALIFIED AND RESPONSIBLE VENDORS TO AWARD AN OPEN-END CONTRACT TO PROVIDE THE AGENCY WITH AN ESTIMATED QUANTITY OF 1-50 186" WHEELBASE, DUAL REAR WHEEL CUTAWAYS, WITH A/C, WHEELCHAIR LIFT, AND WHEELCHAIR SECUREMENT SYSTEM, PER THE FOLLOWING SPECIFICATIONS, SCOPE OF WORK, TERMS &amp; CONDITIONS, AND THE BID SCHEDULES AS ATTACHED.</p> <p>A MANDATORY PRE-BID CONFERENCE IS SCHEDULED FOR FEB. 21, 2008, AT 9:30 AM IN BUILDING 5, ROOM 916, 1900 KANAWHA BLVD., EAST, CHARLESTON, WV 25305. FAILURE TO ATTEND THIS MANDATORY MEETING WILL RESULT IN THE DISQUALIFICATION OF ANY SUBMITTED BID PROPOSAL FROM THE AGENCY EVALUATION PROCESS AND RECOMMENDATION FOR CONTRACT AWARD.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY</p>						

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<p>RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION:            THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, 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 EFFECTIV</p>						

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<p>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.</p> <p>PREFERRED TERMS:            IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR, AND THAT PASS THROUGH PRICE INCREASES BE CONSIDERED AT TIME OF CONTRACT RENEWAL ONLY.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:            SEALED BID</p> <p>BUYER: CB-23</p>						

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
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***** THIS IS THE END OF RFQ PTR08020 ***** TOTAL:						

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**SIGN IN SHEET**

PLEASE PRINT

**Request for Proposal No.**

**\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD**

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME      MAILING ADDRESS

Company: <u>National Bus Sales &amp; Leasing, Inc.</u>	<u>2075 W. Main St</u>	PHONE <u>540 729-3751</u>
Rep: <u>David Clawson</u>	<u>Waynesboro, VA 22980</u>	TOLL FREE <u>800 282 7981</u>
Email Address: <u>clawson@earthlink.net</u>	<u>clawson@nationalbussales.com</u>	FAX <u>540 337 4619</u>
Company: <u>SONNY MERZEMAN, INC.</u>	<u>PO Box 495</u>	PHONE <del>800</del> <u>432-821-1000 x311</u>
Rep: <u>MARK ROBERTS</u>	<u>MUSTARBE, VA 24088</u>	TOLL FREE <u>800-533-1006 x311</u>
Email Address: <u>mark@sonnymerryman.com</u>		FAX <u>432-821-8203</u>
Company: <u>Bus Service Inc</u>	<u>8120 Howe Ind. Pkwy</u>	PHONE <u>614 853 0222</u>
Rep: <u>Nook Prestifilippo</u>	<u>Carroll Winchester OK 43110</u>	TOLL FREE <u>614 206 9049</u>
Email Address: <u>Bus @ Columbus, RL.com</u>	<u>* 315 Camb Ave, Cols OK 43219</u>	FAX <u>614 343 1940</u>
Company: <u>TESCO</u>	<u>6124 SEAMAN RD</u>	PHONE <u>419-836-2835</u>
Rep: <u>Bob Holzhauser</u>	<u>Oregon Ohio 43618</u>	TOLL FREE <u>800-227-3572</u>
Email Address: <u>BHolzhauser@tescobus.com</u>		FAX <u>419-836-8460</u>
Company: <u>TESCO</u>	<u>6124 SEAMAN RD.</u>	PHONE <u>614-836-2835</u>
Rep: <u>THOMAS LAUSNER</u>	<u>OREGON OH 43618</u>	TOLL FREE <u>800-227-3572</u>
Email Address: <u>TLAUSNER@TESCOBUS.COM</u>		FAX <u>419-836-8460</u>



Date: \_\_\_\_\_

**SIGN IN SHEET**

PLEASE PRINT

Request for Proposal No. \_\_\_\_\_

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TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME MAILING ADDRESS

Company: <u>General Truck Sales</u>	<u>3100 M'Cookle Ave SW</u>	PHONE <u>(304) 744-1321</u>
Rep: <u>Kevin Wrennan</u>		TOLL FREE
Email Address: <u>Kevin@GTSWV.com</u>		FAX <u>11 11 -9852</u>
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX

## ADDENDUM #1

PTR08020

1. Page 3- No Vendor Preference Certification applies to this RFQ.
2. Page 7- Change the bid opening date from 3/27/2008 to 4/10/2008.
3. Pages 14-, Approved Equals are due to WVDPT by 4:00pm on March 13, 2008.
4. Pictures of transit system logos are saved to the enclosed CD as provided by the West Virginia Purchasing Division.
5. Page 27, Section 24: The vendors agrees to hold two (1) day training sessions per year at two locations selected by the Division of Public Transit.
6. Page 32, Section 1.2 – Wheelbase replace with 180"-186" or +/-10" is acceptable.
7. Page 32, Section 1.2- Add to read Passenger and Driver A/C
8. Page 32, Section 1.2 Engine Capacity is for diesel engine options
9. Page 35, Section 3.1- Both diesel engines shall be equipped with the engine block heater.
10. Page 35, Section 3.1- Both diesel engines shall be equipped with the diesel fired engine pre-heater.
11. Page 38, Section 5.1 change to read that the vendor will supply a 270 amp alternator or Approved Equal built to Milspec standards for gas engine only. Ford diesel to be equipped with the dual OEM alternators (120/140) and the Chevy chassis diesel option to be equipped with the OEM dual alternators (150/150).
12. Page 41, Section 6.1.3- add to read Heater capacity 2x35,000 BTU with a Circulation pump on one heater to circulate heat.
13. Page 42, Section 6.2 (b) insert after condenser with a rated capacity of 76,000 BTU's/hour.
14. Page 42, Section 6.2 (c) change wording from minimum capacity to a rated capacity of 53,000 BTU's/hour.
15. Page 42, Section 6.2- add (e) acceptable systems to include TransAir 733 Super, Carrier 713 Max or Approved Equals meeting the above specifications.
16. Page 49, Section 11.1- change Hip to Knee room from 27" to 26"
17. Page 52, Section 13.1- add to first sentence to read fully adjustable heated outside rear view mirrors with auto shut off feature.
18. Page 54, Section 19.1- add to read Ceiling, side and rear panels.
19. Page 55, Section 19.3.1- The interior signs to be laminated.
20. Page 45, Section 20.0 - The change in verbiage in Section 20 **Fixed Route Package** would be as follows:  
The signs must come with all accessories in order for the transit system to be able to change the routes daily if needed, including operator control unit(OCU) with PC Card port for data uploading will be required for each bus. Eliminate (along with a 12 volt DC converter).

Spending Unit: Division of Public Transit  
Department of Transportation

## PART 5 REQUIRED BID FORMS

The following certifications **must be properly completed and furnished by the bidder**. It is **preferred** that these forms be submitted with the bid proposal. Failure to submit any of these certifications in a timely manner upon the request of the agency shall deem the vendor non-responsive and result in the disqualification of the vendor's bid.

*A documentation checklist has been provided for bidder's usage in Part 6.*