



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  
 SANPAP08

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 JO ANN ADKINS  
 804-558-8802

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED 05/23/2008	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 06/05/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 2*****						
	1.			SANPAP08 ITEM SPECIFICATIONS, REVISED 05/23/08, 2 PAGES.		
	2.			SANPAP08 PRICING PAGES, REVISED 05/23/08, 2 PAGES.		
*****END OF ADDENDUM NO. 2*****						
0001	1	EA		640-75-01-001 VARIOUS SANITARY PAPER PRODUCTS AND DISPENSERS		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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

**SANPAP08**  
**Item Specifications\***  
**REVISED 05/23/08**

<b>Item #</b>	<b>Standard (Equal to)</b>	<b>Description</b>
1	Georgia Pacific Envision (14580)	1 ply Bath Tissue
2	Georgia Pacific Acclaim (13701)	1 Ply Rollsavr Jumbo Roll Bath Tissue
3	Georgia Pacific Angel Soft PS (16640)	2 Ply Bath Tissue (Muskogee)
4	Georgia Pacific (47046)	1 Ply ½ Fold Seat Covers
5	Georgia Pacific Acclaim (47410)	2 Ply Facial Tissue, Flat Box
6	Georgia Pacific Envision (23304)	1 Ply Multifold (Savannah, Moskogee)
7	Georgia Pacific Envision (23504)	1 Ply Singlefold Towel
8	Georgia Pacific Envision (21924)	1 Ply C-Fold Towel
9	Georgia Pacific Envision (26401)	1 Ply Hardwound Roll Towel (GBB, MSK, SRM)
10	Georgia Pacific Preference (27385)	2 Ply Perforated Roll Towel
11	Georgia Pacific Dyna Max (29414)	Carded Rayon Wiper (C-Fold)
12	Georgia Pacific enMotion (89460)	1 Ply High Capacity Roll Towels (GBB)
13	Georgia Pacific Shur-Wipe (29811/01)	2 Ply Utility Wiper
Items 14 – 16	Sanitary paper dispensers herein shall be of standard manufacture and shall be new and shall be of the current production model. Dispensers shall be suitable for public buildings.	
Item 17	Georgia Pacific enMotion	Automated Touchless Dispenser
18	Scott (SC-05137)	2 Ply Toilet Tissue
19	Kimberly Clark (KC-01510)	1 Ply C-Fold White Towel
20	Kimberly Clark (KC-07827)	2 Ply Toilet Tissue
21	Kimberly Clark (KC-07805)	2 Ply Toilet Tissue JR
22	Kimberly Clark (KC-01040)	White Roll Towel
23	Kimberly Clark (KC-01080)	White Roll Towel
24	Kimberly Clark (KC -01890)	White Multifold Towel

\*See detailed item specifications of items 1 – 13 attached.

**Note:**

The brand specified herein establishes the acceptable level of quality only and are not intended to reflect a preference or favor any particular brand or vendor. Vendors who are bidding alternates should so state and include pertinent literature and specifications. Failure to provide information for any alternates may be grounds for rejection of the bid. The State reserves the right to waive minor irregularities in bids or specifications in accordance with section 148-1-4 (F) of the West Virginia Legislative Rules and Regulations.

SANPAP08  
 PRICING PAGES  
 REVISED 05/23/08

VENDOR \_\_\_\_\_

	Description	Mfg	Model	Rolls or Pkg Per Case	Basis Weight	Post Consumer Content %	Sheet size	Sq Ft Per Case	Est Qty	Case Price	Total
1	Toilet Tissue, Rolls Single Ply								5000		
2	Tissue, Toilet, Jumbo Rolls, Single Ply								5000		
3	Tissue, Toilet, Rolls, Two-Ply, Facial Quality								5000		
4	Covers, Toilet Seat, Half-Fold, flat, covers per case, in dispensing carton								5000		
5	Tissue: Facial, Two-Ply								2000		
6	Hand Towels, Multi-Fold, unbleached, Single-Ply Sheet								5000		
7	Hand Towels: Single-Fold, Unbleached, Single Ply Sheets								3000		
8	Hand Towels, C-Fold, Unbleached, Single-Ply Sheet								2000		
9	Hand Towels: Non perforated roll, unbleached, single ply sheet								2500		
10	Hand Towels: Bleached, household type, two-ply, perforated roll.								2500		
11	Towels: Food Service, Heavy Duty								2500		
12	Towels: (Must fit automated touchless dispenser item 17.)								1000		
13	Wipers: Industrial Paper, Medium Duty								1000		
14	Dispenser: Toilet tissue roll, open style; open style, single roll, heavy duty construction; Pricing must be per individual dispenser.								30		
15	Dispenser: Toilet Tissue roll, open style; enclosed style, jumbo roll. Pricing shall be per individual dispenser.								30		
16	Dispenser: Hand Towel, non-perforated roll; Unbleached single-ply sheet. (This is for use with item 9.) Pricing shall be per individual dispenser.								30		

SANPAP08  
PRICING PAGES  
REVISED 05/23/08

VENDOR \_\_\_\_\_

	Description	Mfg	Model	Rolls or Pkg Per Case	Basis Weight	Post Consumer Content %	Sheet size	Sq Ft Per Case	Est Qty	Case Price	Total
	Dispenser: Automated Touchless (This is for use with Item 12.) Pricing shall be per individual dispenser.										
17	Tissue, Toilet, 2 ply, 500 sheet/rolls							50			
18	Hand Towels, C-Fold, White Single-Ply Sheet							3000			
19	Toilet Tissue, Rolls, 2 Ply							1000			
20	Toilet Tissue, JR, Rolls, 2 Ply							500			
21	Towel, White Roll							2000			
22	Towel, White Roll							1000			
23	Towel, White Multifold							500			
24	# of Days ARO for Delivery (Bids listing more than 15 days will not be considered.)										
	Contract Coordinator:										
	Toll Free Telephone Number:										
	Telephone Number:						Signature:				
	Fax Number:										
	E-Mail:						Date:				