



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  
 TAX08014

PAGE  
 1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF TAX & REVENUE  
 PROPERTY TAX DIVISION  
 GREENBROKE BUILDING  
 1124 SMITH STREET  
 CHARLESTON, WV  
 25301 304-558-3940

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
06/17/2008				

BID OPENING DATE: 06/26/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS/CONCERNS RAISED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 6/11/2008.						
ATTACHMENT: QUESTIONS AND RESPONSES						
THE BID OPENING DATE WILL REMAIN 6/26/2008.						
0001	1	HR		964-04		
PROJECT MANAGER						
EXHIBIT 10						
REQUISITION NO.: TAX08014						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						

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



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 Department of Administration  
 Purchasing Division  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 1	.....					
NO. 2	.....					
NO. 3	.....					
NO. 4	.....					
NO. 5	.....					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH            ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL            REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY            ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES            AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE            INFORMATION ISSUED IN WRITING AND ADDED TO THE            SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>.....            SIGNATURE</p> <p>.....            COMPANY</p> <p>.....            DATE</p> <p>----- END OF ADDENDUM NO. 1 -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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**TAX08014****ADDENDUM No. 1****Question**

Will the State reimburse for travel related expenses? The RFQ provides the bid is to be an all-inclusive hourly billable rate; however language in the "Requirements For Project Manager" section seems to provide for reimbursement based on State travel regulations if the Tax Division approves the travel in writing.

**Response**

Request for Quote under Requirements for Project Manager currently reads:

Must provide his or her own transportation, parking and incidental travel related expenses. If the Tax Division specifically provides written authorization for the Project Manager to travel in order to perform oversight duties, he or she will be reimbursed at the rates and in accordance with the rules applicable to reimbursement of State employees, in accordance with the State travel regulations.

These two statements are conflicting and must be changed to read:

Must provide his or her own transportation, parking and incidental travel related expenses.

**Question**

How many hours does the Tax Department expect the project manager to work per week?

**Response**

This will vary from week to week. Please refer to the RFQ section entitled **Additional Requirements for Project Manager** which states:

- Monthly work schedule and billable hours must be determined in advance in conjunction with the Tax Commissioner. Hours in excess of those previously agreed to by the Tax Commissioner must be approved in writing by the Tax Commissioner prior to working any hours in excess of the previously agreed to work schedule for the month.

**Question**

Do the hours have to be spent in the Charleston Tax Office, since this is a county based contract?

## Response

Please refer to the RFQ section entitled **Additional Requirements for Project Manager** which states:

- The Tax Division agrees to provide an on-site work area for the Project Manager. Since there will necessarily be much interaction with the Tax Division, the primary work area will be provided in Charleston; however as the Contractors will be working at various locations throughout the state, there will be times that temporary accommodations will be made available to the extent possible in our field offices located in Beckley, Clarksburg, Martinsburg, Parkersburg and Wheeling.

## Question

How often does the Tax Department expect the project manager to be in the counties?

## Response

As previously mentioned, the monthly work schedule and billable hours must be determined in advance in conjunction with the Tax Commissioner. The amount of time based in the counties will be determined as the project progresses.

## Question

What is the projected schedule as which counties are completed I.E. The first year what are the projected counties?

## Response

Approximately one third of the State's counties will be subject to review for each of the three years of the Project. The first year the following 19 counties will be completed: Barbour, Berkeley, Brooke, Grant, Hampshire, Hancock, Hardy, Harrison, Jefferson, Marion, Marshall, Mineral, Monongalia, Morgan, Ohio, Preston, Taylor, Tucker and Wetzel.

## Question

Can the project manager take advantages of the regional field offices to work in? This being Clarksburg, Martinsburg or Beckley

## Response

As previously mentioned, please refer to the RFQ section entitled **Additional Requirements for Project Manager** which states:

- The Tax Division agrees to provide an on-site work area for the Project Manager. Since there will necessarily be much interaction with the Tax Division, the primary

work area will be provided in Charleston; however as the Contractors will be working at various locations throughout the state, there will be times that temporary accommodations will be made available to the extent possible in our field offices located in Beckley, Clarksburg, Martinsburg, Parkersburg and Wheeling.

**Question**

Will everybody that bids be notified as to who and at what hourly rate was the winning bid?

**Response**

All bids become public record once opened. They are scanned onto the internet.