



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  
**06900285**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**MICHAEL AUSTIN  
 304-558-2402**

VENDOR

**RFQ COPY  
 TYPE NAME/ADDRESS HERE**

SHIP TO

**DIVISION OF HIGHWAYS  
 JOBSITE  
 SEE SPECIFICATIONS**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>05/10/2009</b>				

BID OPENING DATE: **05/27/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>0001</b>	<b>1</b>	<b>LS</b>		<b>968-27</b>		
<b>48 LF OF PRECAST BOX CULVERT 20' SPAN 10' RISE</b>  <b>TO PROVIDE PRECAST BOX CULVERTS WITH ACCESSORIES FOR STATE PROJECT S352-21-3, PICKENPAW RUN BRIDGE PER THE ATTACHED SPECIFICATIONS.</b>  <b>DELIVER TO PICKENPAW RUN BRIDGE, PRINCETON, WV</b>  <b>PLEASE CALL 24 HOURS BEFORE ANY DELIVERY @ 304-843-3656</b>  <b>EXHIBIT 10</b>  <b>REQUISITION NO.: .....</b>  <b>ADDENDUM ACKNOWLEDGEMENT</b>  <b>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</b>  <b>ADDENDUM NO.'S:</b>  <b>NO. 1 .....</b>  <b>NO. 2 .....</b>  <b>NO. 3 .....</b>  <b>NO. 4 .....</b>  <b>NO. 5 .....</b>						

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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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05/10/2009				

BID OPENING DATE: 05/27/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
------	----------	-----	----------	-------------	------------	--------

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

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.

.....  
 SIGNATURE

.....  
 COMPANY

.....  
 DATE

REV. 11/96

### NOTICE

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 BUILDING 15  
 2019 WASHINGTON STREET, EAST  
 CHARLESTON, WV 25305-0130

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF

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SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE: **05/27/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:            SEALED BID</p> <p>BUYER: 33            RFQ. NO.: 06900285</p> <p>BID OPENING DATE: -----            BID OPENING TIME: -----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY            TO CONTACT YOU REGARDING YOUR BID:            -----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):            -----</p> <p>***** THIS IS THE END OF RFQ 06900285 ***** TOTAL: _____</p>						

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### 1. DESCRIPTION

The box culvert shall have a 20'-0" span, 10'-0" rise, 48'-0" long and be designed for an HL-93 loading with less than two feet of fill. The box culvert shall be manufactured in twelve (12) 4'-0" long interlocking sections for a total length of 48'-0".

Two (2) exterior sections and ten (10) interior sections are required.

In addition to the box culvert the fabricator shall also supply in accordance with the attached plans all associated items included but not limited to the following:

Lifting/assembly hardware, rubber resin joint filler and self-adhesive exterior joint sealer.

### 2. ACCEPTANCE

Cracks developing in a box culvert section may be cause for rejection of the section. Cracks that are not detrimental to the structural integrity of the box culvert section, as determined by the Division of Highways, may be accepted under the following conditions:

- 1) Cracks of 0.004 inch or less shall be treated with a second coat of a Division of Highways approved concrete sealer.
- 2) Cracks of greater than 0.004 inch shall be treated by a Division of Highways approved epoxy injection methods. All concrete sealer and epoxy injection required for acceptance shall be performed at no additional cost to the Division of Highways.

### 3. DELIVERY

ALL BOX CULVERT SECTIONS AND ACCESSORIES SHALL BE DELIVERED TO THE PROJECT SITE DURING THE WEEK OF OCTOBER 26, 2009.

Upon receipt of a Purchase Order the Vendor shall submit shop drawings to the District Bridge Engineer within fifteen (15) calendar days. Shop drawings must be approved by the Division of Highways prior to the manufacture of any box culvert sections.

Should the Vendor fail to meet the above delivery schedule, liquidated damages will be assessed in accordance with Section 108.7 of the current Division of Highways Standard Specifications Roads and Bridges.

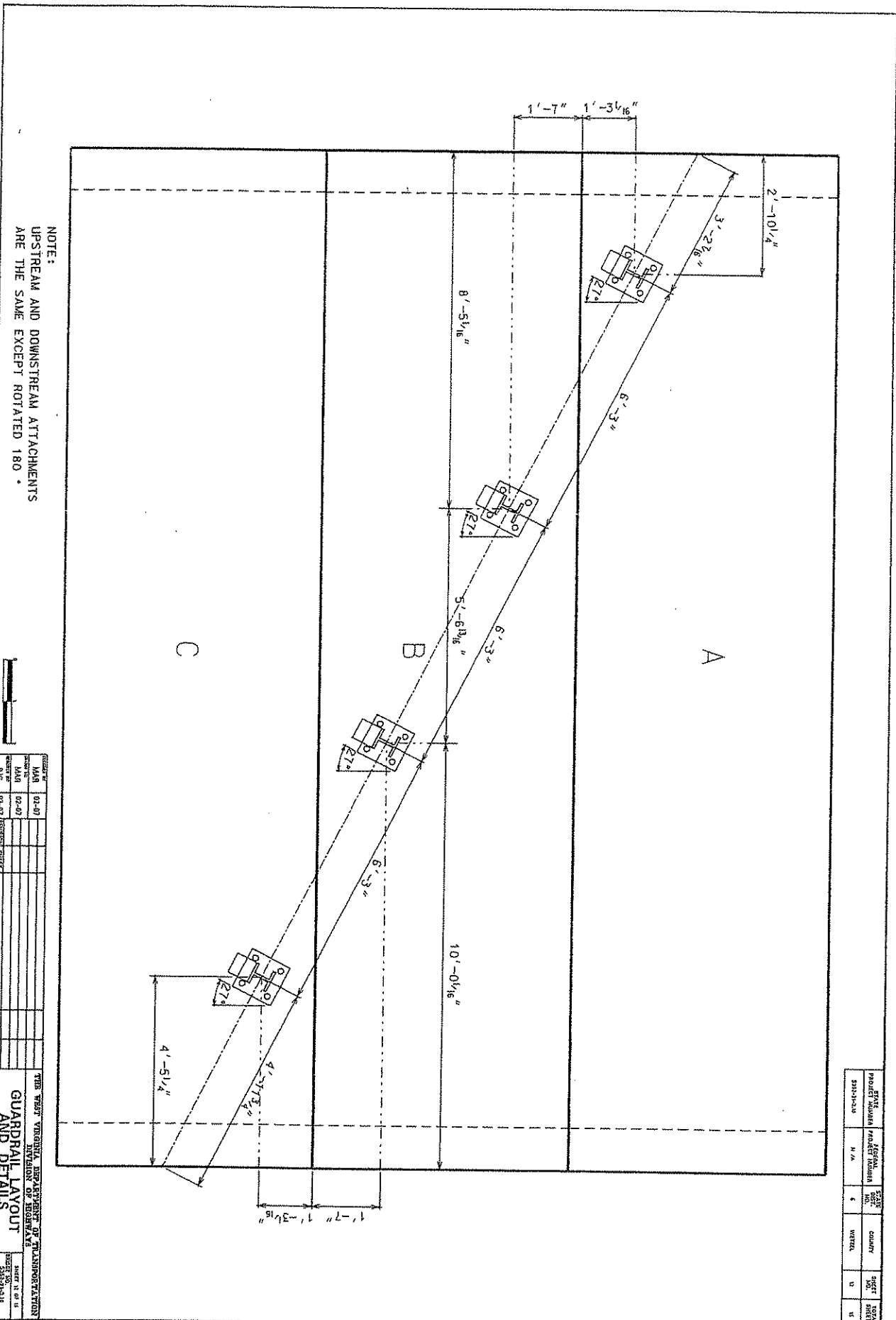
Sites for delivery of box culvert sections and accessories under this contract shall be accessible to equipment that is normally and customarily used for transportation of box culvert sections. Delivery will not be required where gross vehicle loaded weights will exceed the legal road or bridge load. Upon receipt of an approved Purchase Order, the Vendor must notify the District Bridge Engineer within ten (10) calendar days if delivery under the terms of this contract cannot be performed due to weight restrictions or roadway geometrics.

Prior to delivery, all box culvert sections, accessories and optional items shall be tested and accepted in accordance with Section 603 of the Division of Highways Standard Specifications Roads and Bridges adopted 2000, as modified by the January 1, 2009 Supplemental Specifications.

### 4. PARTIAL PAYMENT OF APPROVED BOX CULVERT

Upon completion of manufacture and approval by the Division of Highways of the box culvert specified on Purchase Order, the vendor may invoice and the Division will pay for the cost of manufacturing the box culvert, not to exceed 65% of the total cost of the delivered box culvert. Partial payment for the box culvert shall be subject to the following conditions:

- a. The vendor must request partial payment and furnish an official invoice for the manufactured and approved box culvert.
- b. The partial payment invoice shall be accompanied by a surety bond equal to the invoiced amount guaranteeing delivery of all items specified on the Purchase Order.
- c. The vendor shall furnish a statement of approved box culvert condition and exact storage location.
- d. The vendor shall furnish a legal right-of-entry onto the storage site to Division of Highways' employees and/or agents for the purpose of inspecting, sampling, testing and removing any or all box culvert sections.
- e. The vendor shall certify that the stored box culvert sections are suitably marked and identified as property of the Division of Highways and will not be for any purpose not designated by the Division.

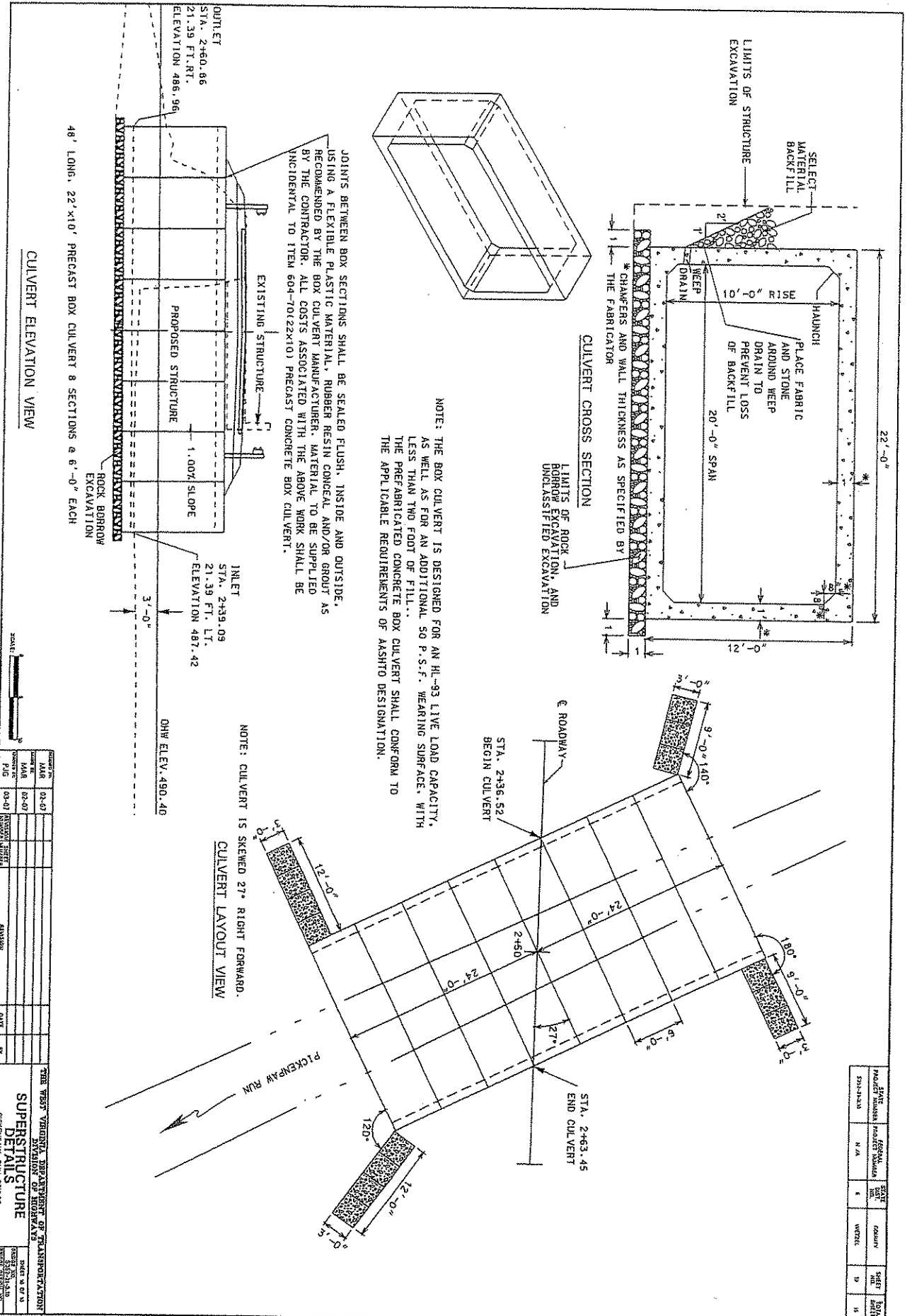


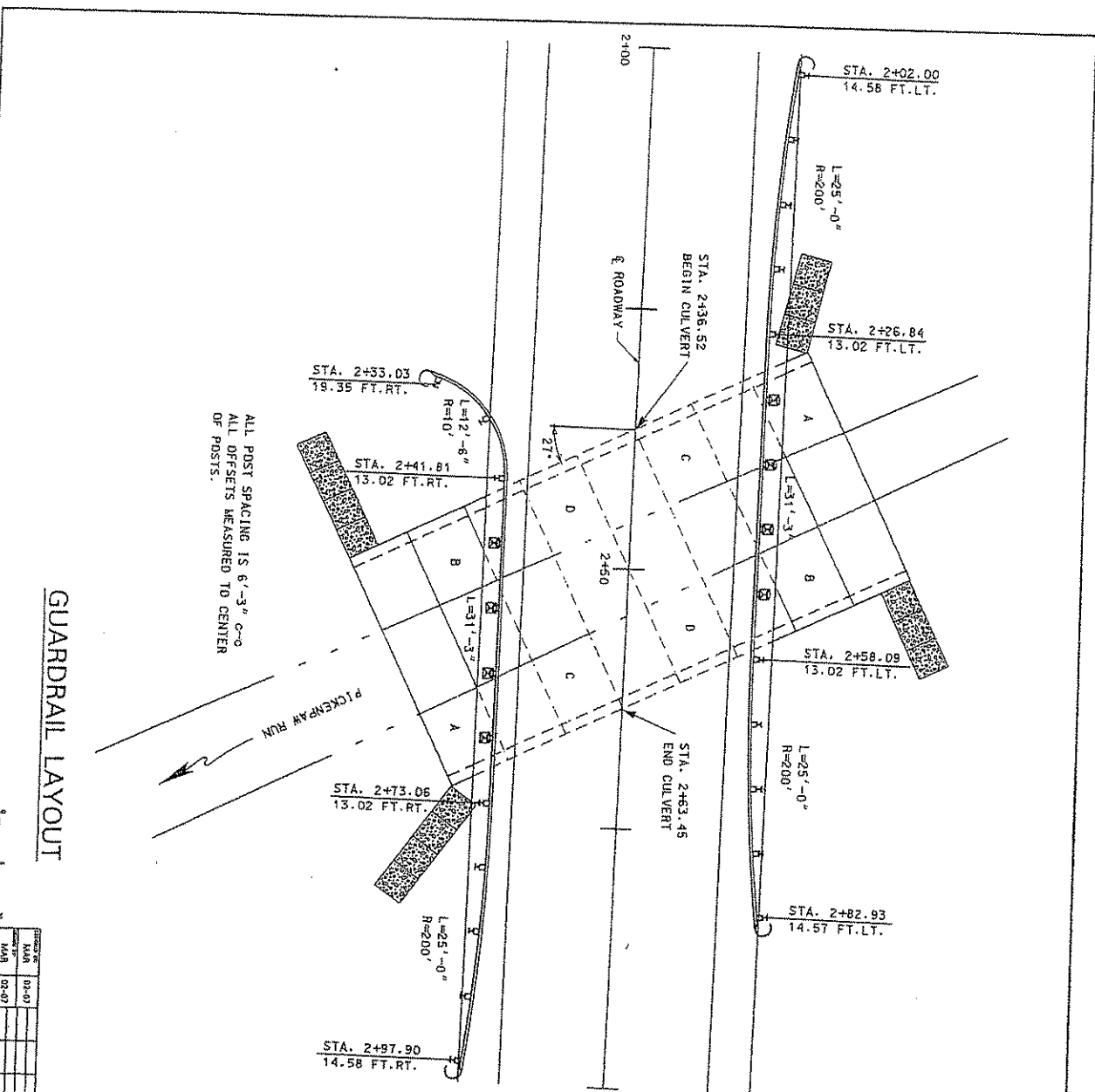
NOTE:  
UPSTREAM AND DOWNSTREAM ATTACHMENTS  
ARE THE SAME EXCEPT ROTATED 180°.

DATE	BY	REVISION
02-03		
02-07		
02-07		

THE GREAT WESTERN CORPORATION  
 DIVISION OF HOEGH  
**GUARDRAIL LAYOUT AND DETAILS**  
 PROJECT NO. 100-1-1-1-1-1  
 SHEET NO. 511

DATE	PROJECT NUMBER	SCALE	COUNTY	SHEET NO.	TOTAL SHEETS
02-03-02	100-1-1-1-1-1	1" = 10'	CLATSOP	511	511





**GUARDRAIL LAYOUT**

ALL POST SPACING IS 6'-3" C-C  
ALL OFFSETS MEASURED TO CENTER  
OF POSTS.

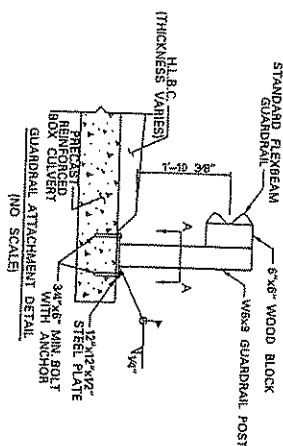
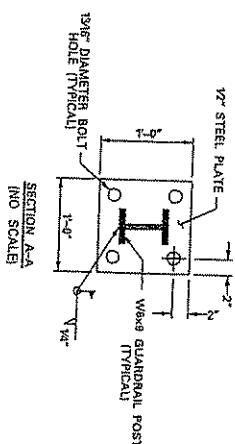
SCALE

PROJECT NO.	102-01	DATE	02-01
DESIGNED BY	MAH	CHECKED BY	MAH
DRAWN BY	MAH	APPROVED BY	
SCALE	AS SHOWN	DATE	02-01
<b>GUARDRAIL LAYOUT AND DETAILS</b>			
THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION		SHEET NO. 1	
DIVISION OF HIGHWAYS		OF 13	
PROJECT NO. 102-01		DRAWING TITLE	
SCALE		DATE	
PROJECT NO.		DRAWING TITLE	

**GUARDRAIL QUANTITIES LIST**

- FOR INFORMATION ONLY
- 6 SECTIONS OF GUARDRAIL @ 11'
  - 1 SECTION OF GUARDRAIL @ 17' RADIUS
  - 1 SECTION OF STRAIGHT GUARDRAIL
  - 130' END RADIUS GUARDRAIL
  - 4 BUFFERED END RADIUS GUARDRAIL
  - 18 GUARDRAIL POSTS @ 6'-3" LENGTHS
  - 2 GUARDRAIL POSTS MOUNTED WITH 1" X 2" X 2" STEEL PLATE
  - 2 GUARDRAIL POST ASSEMBLY ASSEMBLES
  - 28 WOODEN CLOTS

NOTE AFTER THE GUARDRAIL POST AND 1 1/2" X 1/2" STEEL PLATE ASSEMBLY HAVE BEEN FABRICATED AND PAINTED WITH GALVANNEUM OR GALV. THE INSULATION OF THE ENGINEER AND PAINTED WITH GALVANNEUM OR GALV.



NOTE: ALL COST ASSOCIATED WITH THE GUARDRAIL ASSEMBLIES ARE TO BE INCLUDED IN ITEM 6200-021 TYPE ROADWAY CONSTRUCTION.

ITEM NO.	QUANTITY	UNIT	EST. COST
6200-021	130'	FT.	



VENDOR PREFERENCE CERTIFICATE

Certification and application\* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: \_\_\_\_\_ Signed: \_\_\_\_\_

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

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**LICENSING:**

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_