



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  
**639000019**

PAGE  
**1**

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

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF HIGHWAYS  
 CHIEF OF INFORMATION SYSTEMS  
 BUILDING 5  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0430 304-558-0408

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/10/2008				

BID OPENING DATE: **11/26/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	11	EA		938-31		
<p><b>ENGINEERING PRINTING SYSTEM/WITH MAINTENANCE &amp; TRAIN</b></p> <p>TO PROVIDE ELEVEN (11) ENGINEERING PRINTING SYSTEMS AND ONE (1) WIDE FORMAT SCANNER THAT WILL INCLUDE INSTALLATION, MAINTENANCE AND TRAINING FOR THE WEST VIRGINIA DIVISION OF HIGHWAYS PER THE ATTACHED SPECIFICATIONS.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH 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.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION        PURCHASING DIVISION        BUILDING 15        2019 WASHINGTON STREET, EAST        CHARLESTON, WV 25305-0130</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 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."

---

**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  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
639000019

PAGE
2

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

**RFQ COPY**  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF HIGHWAYS  
 CHIEF OF INFORMATION SYSTEMS  
 BUILDING 5  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0430 304-558-0408

DATE PRINTED 11/10/2008	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
----------------------------	---------------	----------	--------	---------------

BID OPENING DATE: 11/26/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER: 33 RFQ. NO.: 639000019  BID OPENING DATE: ----- BID OPENING TIME: -----  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:  ----- CONTACT PERSON (PLEASE PRINT CLEARLY):  -----  ***** THIS IS THE END OF RFQ 639000019 ***** TOTAL: _____						

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'

1) Description of Needs:

The West Virginia Department of Transportation, Division of Highways (WVDOH) is releasing this Request for Quotation (RFQ) for the acquisition, installation, and maintenance of eleven new Engineering Printing Systems, and one wide format Scanner. One of the systems will be placed in the WVDOH Materials Division, the remaining ten systems will be placed in each of the ten WVDOH District Headquarters, and the one wide format Scanner is to be setup and installed at the WVDOH Headquarters Building (see Attachment 2 for location and contact person data).

1.1) General Description of the Engineering Digital Printing System:

In brief, each printing system is to consist of (see Attachment 3):

- One color plotter that can accommodate media that is up to 36 inches wide, and
- One toner based monochrome plotter that can accommodate media that is up to 36 inches wide, and
- One scanner that can accommodate media that is up to 36 inches wide, and the scanner shall be able to make color and monochrome scans and copies, and a
- Controller unit that is well integrated with the color plotter, the monochrome plotter, and the scanner.
- One year of maintenance is to be included with each system.

1.2) General Description of the Scanner for the WVDOH Headquarters Building:

The Headquarters Building is already well served by an Engineering Digital Printing System, therefore a full scale printing system is not required at this location. However, this location does need a wide format Scanner that can interface with the WVDOH computer network, can produce color and monochrome scans, and then place the scan files on an FTP site or a Shared Drive for later retrieval and/or printing.

1.3) Installation Requirements of each system:

All of the systems are to be delivered, installed, set-up, tested, and fully functional within 45 days after bidder has received the order. One day of operator training is to be included in the quoted price and is to be provided at each installation location.

All items are to be delivered freight prepaid to each of the twelve locations specified by the WVDOH (see attached list). The Vendor shall provide a minimum two day notice of equipment delivery, with the delivery being made to an inside office location. The Vendor is responsible for the installation, set-up and removal/disposal of packing materials. The Vendor has the option of removing the trade-in equipment or not taking possession of it (see Attachment 1 and Attachment 2).

1.4) Award process:

Award shall be based on the lowest bid meeting the specifications for the Engineering Digital Printing System RFQ. The award shall be made to a single vendor who provides an integrated solution featuring a Color Plotter, a Monochrome Plotter, a Scanner capable of producing both Color and Monochrome Scans, and a Controller Unit that electronically links all of the various components. Components from multiple manufacturers will not be considered.

Currently, the ten WVDOT District Offices are using the Xerox 8825 Scanner/Plotter unit for working with large format documents (see Attachment 2 for locations and serial numbers), therefore WVDOT also requests a trade-in price from each vendor participating in this RFQ.

This RFQ is to include one year maintenance, with the option of an additional two consecutive years of maintenance renewal. All maintenance costs will be billed in arrears.

The quote shall be all-inclusive. No separate reimbursement will be made to the vendor for travel or other expenses.

Upon payment in whole, all right, title and interest to the equipment shall transfer to WVDOH.

2) Below are the specific requirements for each of the major components in the Digital Printing System.

2.1) Minimum Specifications for the Color Plotter (Oce` TCS500 or equal with the following features):

- Ability to produce Color and Monochrome prints.
- Ability to produce prints while the ink cartridges are being changed.
- Ability to produce prints while the media is being changed.
- Printer resolution of 600 dpi.
- Have at least three different Quality Modes (i.e., Low, Medium, and High).
- Allow the User to define the Quality Mode.
- Have the plotter automatically be able to change the quality mode as necessary to produce prints of high quality but that minimize ink usage.
- Produce one, color, "E" size print per 60 seconds.
- Produce one, Monochrome, "E" size drawing per 40 seconds.
- Be equipped with Two Rolls.
- Have the option to later upgrade the plotter with a Third Roll.
- Ability to switch rolls manually and/or automatically.
- Roll media widths from 11.5 inches to 36 inches.
- Print documents that are 8 inches to 120 inches long.
- Maximum roll length of 300 feet.
- Print to Bond, Vellum, and Mylar media.
- Ability to define what media is being used in each roll.
- Have the prints cut to size according to a Standard size (i.e., ANSI or ARCH), or have the prints cut according to the size of the print, or have the prints cut by a User defined size.
- Have a display monitor that can show the percentage of ink level.
- Have a display monitor that provides an out of ink signal.
- Use standard 120 VAC, 60Hz power.
- Have the "Energy Star" rating.

2.2) Minimum Specifications for the Monochrome Plotter (Oce` TDS450 or equal with the following features):

- Uses Toner Based Monochrome system for producing the prints.
- Printer resolution of 600 dpi.
- Ability to print ten linear feet per minute, or produce two "E" size Monochrome prints per minute in all print modes.
- Two Rolls of Media.
- Have a Manual Media Feed tray.
- Allow the User to select either Manual Feed or Roll Feed media.
- Roll media widths from 11.5 inches to 36 inches.
- Print documents that are 8 inches to 120 inches long.
- Roll length of up to 500 feet.
- Print to Bond, Vellum, and Mylar media.
- Ability to define what media is being used in each roll.

- Have the prints cut to size according to a Standard size (i.e., ANSI or ARCH), or have the prints cut according to the size of the print, or have the prints cut by a User defined size.
- Uses instant on technology so that there is no warm-up time.
- Use standard 120 VAC, 60Hz power.
- Have the "Energy Star" rating.

2.3) Minimum Scanner Specifications:

- Ability to properly interface with the WVDOH computer network.
- Ability to place scanned files on an FTP site or a Shared Drive of a server.
- Ability to produce Color or Monochrome scans.
- Produce scanned files in 'tiff' and 'pdf' format.
- Adjustable scanner resolution with a maximum of 600 dpi.
- Scan documents that contain lines and text, blueprints, dark originals, photographs, or transparent documents.
- Scan documents 8 inches wide to 36 inches wide.
- Scan documents that are 8 inches to 120 inches long.
- Automatic exposure adjustment.
- Note 1: in the case of the ten WVDOH District Offices and the Materials Division, the Scanner will need to be electronically connected to the Controller Unit (see paragraph 2.6) in order to electronically retrieve scanned documents and/or make copies of them.
- Note 2: in the case of the one Scanner which will be installed at the WVDOH Headquarters Building, the Scanner will need to be electronically connected with the WVDOH computer network in order to retrieve scanned documents and/or make copies of them.
- Use standard 120 VAC, 60Hz power.

2.4) Minimum Controller Specifications:

- Make copies (1 to 999) from a single scan.
- Make copies (1 to 999) from a scan set.
- Allow the User to define the input mode of documents to be copied (Single, Collated Set, or Multiple Sheets).
- Allow the User to define the Zoom setting (10% to 1000%) so that documents can be made larger or smaller as needed.
- Allow the User to define the Exposure setting so that documents can be made lighter or darker as needed.
- Allow the User to define the Media to be used when making copies (Roll 1, Roll 2, or Manual Feed).
- Produce image files (TIFF, PDF, and CALS formats) from scans.
- Support the following file formats: HPGL, HPGL2, HPRTL, TIFF 6.0, and PostScript.
- Produce prints while documents are being scanned.
- Automatically rotate documents when the scan width is larger than the media width.
- Automatically provide each scanned document with a unique name.
- Job Queuing.
- Electronically Collate Job Sets.
- Have a Bentley InterPlot Driver available.
- Print Management Tools.
- Document Submission Tools.
- Document Retrieval Tools.
- 1.0 GB of Memory.
- A Hard Disk Capacity of 80 GB so that Jobs can be stored and reprinted later.
- Ethernet Interface 100/10 Mbits/s with RJ45 Connection.

- Embedded Windows/XP Controller Software.
- Be able to simultaneously Print, Copy, and Scan.
- Support the TCP/IP FTP, and Novell (IPX/SPX) Network Protocols.
- Provide Automatic Roll Selection and Roll Switching.

3) Other requirements of the contract.

3.1) Start up supplies for each of the eleven systems:

- One box of Toner for the Monochrome Plotter,
- One box of Color Cartridges for the Color Plotter,
- One roll of Paper media (150' X 34") for the Monochrome Plotter, and
- One roll of Paper media (150' X 34") for the Color Plotter.
- One copy of the User Manual and other product documentation (either printed or 'pdf' format is acceptable).
- Note: since a full system will not be installed at the Headquarters Building, this location does not require media, or toner, or cartridges. However, this location will require a copy of the User Manual and other documentation for the scanner which will be installed there, additionally this location does require a copy of the Digital Engineering Printing System User Manual and other product documentation.

3.2) Maintenance Requirements:

- Onsite maintenance of the equipment.
- Four (4) hour call back response to the initial problem report.
- One (1) business day of onsite response time which shall be calculated from the time of the initial problem report.
- One (1) year of maintenance for the eleven printing systems and the one scanner is to be included in the quote.
- The quote shall also include two one-year consecutive maintenance renewal options. Vendor shall quote price for each year. All maintenance costs to be billed in arrears.

3.3) Maintenance shall include:

- Preventive maintenance as required;
- Preventive maintenance calls necessary to maintain the equipment within the original specifications;
- Replacement parts at no additional charge including drums;
- Travel and other expenses involved in completing maintenance;
- Any part replacement is made with Original Equipment Manufacture (OEM) Parts.

3.4) Training:

- Onsite training on the use of the new equipment is to be provided at each District Office location, at the Materials Division Office, and at the Headquarters Building.
- At least two hours of training is to be provided at each location.
- The training is to include telling and showing the Users how the new equipment is used.
- The training is to include telling and showing the Users how to load and change media.
- The training is to include telling and showing the Users how to load Toner in the Monochrome Plotter.
- The training is to include telling and showing the Users how to install the Ink Cartridges in the Color Plotter.

- The training is to include providing at least one User Manual for each of the 11 systems, and the Scanner unit which is to be installed at the Headquarters Building. Either a printed manual or a manual in 'pdf' format is acceptable.
  - Note: User training for the Scanner unit which will be installed at the Headquarters Building will also be required, but not training in how to change media and ink cartridges because an engineering printing system will not be installed at this location.
- 3.5) WVDOH may consider a trade-in of the existing equipment (see Attachment 2) to be replaced with these new Engineering Digital Printing Systems, provided that it is approved by the Surplus Property Section of State Purchasing. If the vendor does have a trade-in program, then please show the trade-in costs on the 'Cost Sheet' (see Attachment 1).



Attachment 1: Cost Sheet Data

**COST SHEET**

QTY	DESCRIPTION	PURCHASE COST	MAINTENANCE*	TOTAL
11	Color Plotters (2.1)			
11	Monochrome Plotters (2.2)			
12	Scanners (2.3)			
11	Controllers (2.4)			
	Hardware Sub-Total			

\* Annual Maintenance as described in 3.2 and 3.3.

SERVICES	COST
Installation (1.3)	
Training (3.4)	
Services Sub-Total	

QTY	DESCRIPTION	UNIT PRICE	TOTAL
11	Toner Cartridges for the Monochrome Plotters		
11	Color Cartridges for the Color Plotters		
11	Rolls of Paper Media (150' x 34") for the Monochrome Plotters		
11	Rolls of Paper Media (150' x 34") for the Color Plotters		
12	Copies of the Color Plotter User Manual*		
12	Copies of the Monochrome Plotter User Manual*		
12	Copies of the Scanner User Manual*		
12	Copies of the Controller User Manual*		
	Start-up Supplies Sub-Total		

\*Note, the User Manuals may be in either a printed form or in the 'pdf' format.

DESCRIPTION	TOTALS
Hardware Sub-Total	
Services Sub-Total	
Start-up Supplies Sub-total	
<b>TOTAL</b>	

NOTE: The State may choose to accept a trade-in for the equipment to be replaced, and may subtract it from the Total above for evaluation purposes. If you offer a trade-in, the value is \$ \_\_\_\_\_.

*Attachment 2: Delivery, Installation, Setup, and Training Locations -*

District 1  
1334 Smith Street  
Charleston, WV 25301-1492  
District Engineer/Manager  
Anthony Carovillano  
(304)558-3001  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9031090

District 2  
801 Madison Avenue  
Huntington, WV 25712-0880  
District Manager  
Keith Chapman  
(304)528-5625  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9031269

District 3  
624 Depot Street  
Parkersburg, WV 26102-0308  
District Engineer  
James E. Roten, Jr.  
(304)420-4645  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9031273

District 4  
I-79 & Meadowbrook Road (Exit 121)  
Clarksburg, WV 26302-2570  
District Manager  
Greg Phillips  
(304)842-1550  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9030880

District 5  
P. O. Box 99 (US Route 50)  
Burlington, WV 26710  
District Engineer  
Robert Amtower  
(304)289-2200  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9031065

District 6  
1 DOT Drive  
Moundsville, WV 26041  
District Engineer  
Robert W. Whipp  
(304)843-4008  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9031070

*Attachment 2: Delivery, Installation, Setup, and Training Locations -*

District 7  
255 Depot Street  
Weston, WV 26452-1228  
Highway District Manager  
Ron Hooton  
304-269-0414  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9030950

District 8  
US Route 219 North  
P.O. Box 1516  
Elkins, WV 26241  
District Engineer  
Mike Moran  
(304)637-0220  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9031021

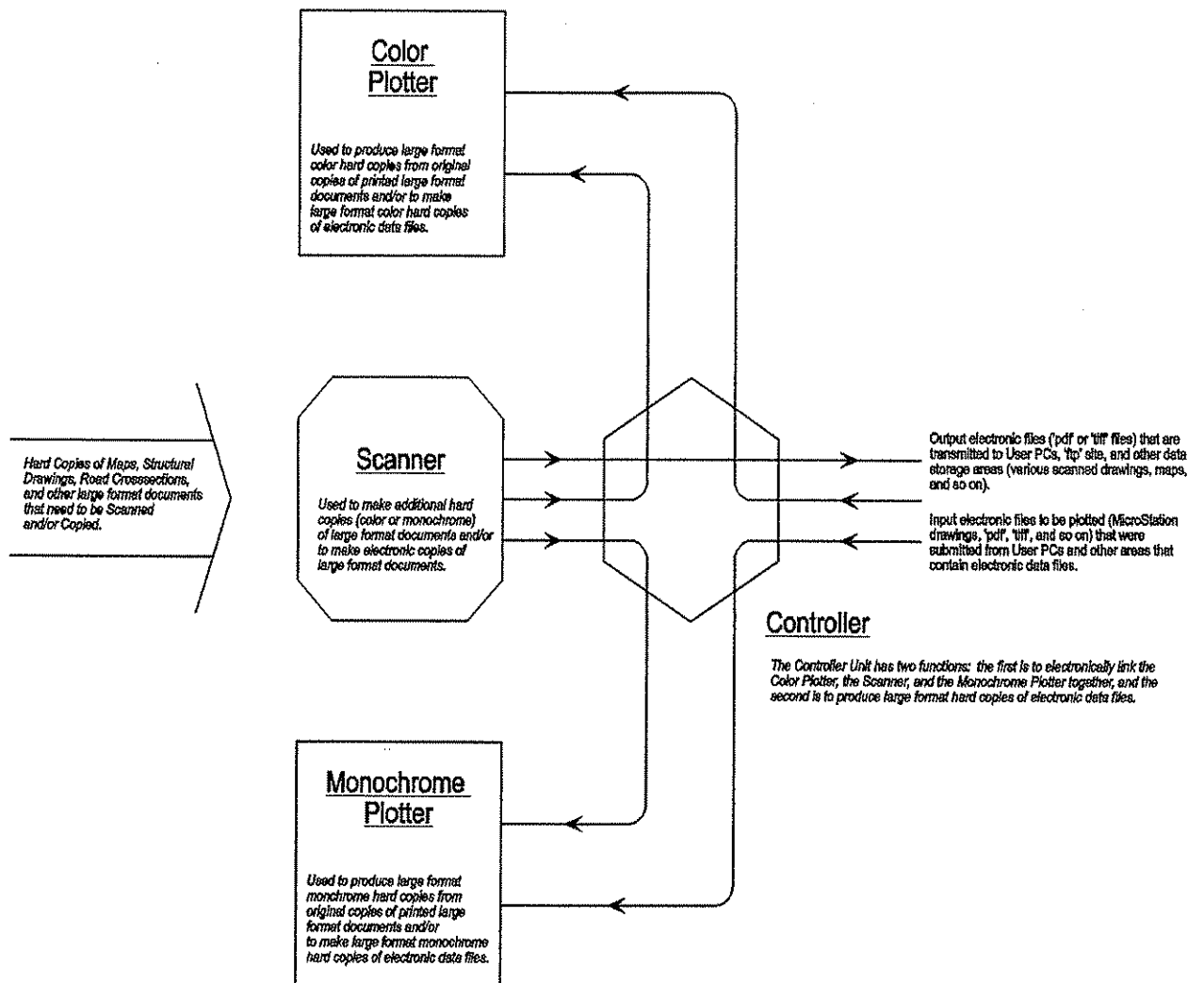
District 9  
103 1/2 Church Street  
Lewisburg, WV 24901  
District Engineer  
Jim Lagos  
(304)647-7450  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9031255

District 10  
270 Hardwood Lane  
Princeton, WV 24740  
District Manager  
Jim McBrayer  
(304)487-5228  
Xerox 8825 Plotter/Scanner currently in use at this location,  
Serial Number: DT9031178

Materials Division  
190 Dry Branch Road  
Charleston, WV 25306  
Division Manager  
Aaron Gillespie  
(304)558-3160  
Removal and/or Trade-in of old equipment is not required at this location.

WVDOH Headquarters  
1900 Kanawha Blvd, East  
Charleston, WV 25305  
Information Services Director  
Joe Biancaniello  
(304)558-9241  
Removal and/or Trade-in of old equipment is not required at this location.

Attachment 3: Diagram of the Engineering Printing System –



**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:**

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A 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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

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

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

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