

Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF

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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 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



Request for Quotation

RFQ NUMBER DEP14642

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ADDRESS CORRESPONDENCE TO ATTENTION OF

CHUCK BOWMAN 304-558-2157

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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130 Charleston, WV 25305-0130

Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF

CHUCK BOWMAN l<u>304-558-2157</u>

SHIP

ENVIRONMENTAL PROTECTION DEPARTMENT OF OFFICE OF AML&R 601 57TH STREET SE CHARLESTON, WV

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State of West Virginia
Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

Request for Quotation

ADDRESS CORRESPONDENCE TO ATTENTION OF CHUCK BOWMAN B04-558-2157

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State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

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CHUCK BOWMAN 304-558-2157

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State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

Request for Quotation

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TERMS OF SALE

ENVIRONMENTAL PROTECTION
DEPARTMENT OF
OFFICE OF AML&R
601 57TH STREET SE
CHARLESTON, WV
25304 304-926-0499

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Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF 8

CHUCK BOWMAN 304-558-2157

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RFQ COPY TYPE NAME/ADDRESS HERE

ENVIRONMENTAL PROTECTION
DEPARTMENT OF
OFFICE OF AML&R
1 601 57TH STREET SE
CHARLESTON, WV
25304 304-926-0499

DATE PRINTED TERMS OF SALE FREIGHT TERMS SHIP VIA F.O.B. 04/23/2009 BID OPENING DATE: -06/11/2009 BID OPENING TIME CAT. QUANTITY UOP LINE ITEM NUMBER UNIT PRICE AMOUNT THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS. FOREIGN MADE ALUMINUM GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. \$UCH COST IS UNREASONABLE IF IT I 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS. PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS. IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE \$PENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID FOR DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL. REV. 3/88 EXHIBIT 9 NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA. THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES: SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE DATE TITLE FEIN ADDRESS CHANGES TO BE NOTED ABOVE



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State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

Request for Quotation

DEP14642

PAGE

ADDRESS CORRESPONDENCE TO ATTENTION OF

CHUCK BOWMAN B04-558-2157

ENVIRONMENTAL PROTECTION
DEPARTMENT OF
OFFICE OF AML&R
601 57TH STREET SE

CHARLESTON, WV 25304

304-926-0499

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CHUCK BOWMAN 304-558-2157

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ENVIRONMENTAL PROTECTION
DEPARTMENT OF
OFFICE OF AML&R
601 57TH STREET SE
CHARLESTON, WV
25304 304-926-0499

DATE PRINTED TERMS OF SALE SHIP VIA FREIGHT TERMS F.O.B. BID OPENING DATE: 2009 06/112009 BID OPENING TIME 01:30PMCAT NO. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE **AMOUNT** ADDENDUM NO. 'S: NO. 1 NO. 2 NO. 3 NO. 4 NO. 5 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 REV. 11/96 NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT ADMINISTRATION SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE DATE TITLE ADDRESS CHANGES TO BE NOTED ABOVE



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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130 Charleston, WV 25305-0130

Request for Quotation

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CHUCK BOWMAN 304-558-2157

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DEP#14642

Contractor's Bid Sheet

Vendors Name:	
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The DEP reserves the right to request additional information and supporting documentation regarding unit prices when the unit price appears to be unreasonable.

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
NO.	QUANTITY	DESCRIPTION	UNITRICE	AMOUNT
		N. C. 3. 325		de
1	1	Mobilization/Demobilization Lump Sum		\$
		(not more than 10% of Bid)		f
				\$ \$
2	1	Construction Layout Lump Sum	<u> </u>	3
		(not more than 5% of bid)		6
	1	O. P. G. III. G.		<u>\$</u>
3	11	Quality Control Lump Sum		3
		(not more than 3% of Bid)		6
	ļ			\$ \$
4	1	Site Preparation Lump Sum		3
		(not more than 5% of Bid)		Δ.
 				\$
5	2,300	Sediment Control per Linear Foot		\$
	<u> </u>		<u> </u>	\$
6.	4 .	Revegetation per acre	<u> </u>	\$
 				\$
8	2,755	Unclassified Excavation per cubic yard		\$
				\$
9.1	0	Concrete per cubic yard injected		\$
9.2	200	Grout per cubic yard injected		\$
9.3	0	Coarse Aggregates per ton		\$
9.4	00	Fine Aggregates per ton		\$
				\$
				\$
				\$
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			·	\$
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······				\$
				\$
	1			\$
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	1 .			\$
				s
*****		TOTAL		\$

OMB #1029-0119 Expiration Date: Ol/31/2010

AML CONTRACTOR INFORMATION FORM

You must complete this form for your AML contracting officer to request an AML eligibility evaluation from the Office of Surface Mining to determine if you are eligible to receive an AML contract. This eligibility requirement applies to contractors and their sub-contractors and is found under OSM's regulations at 30 CFR 874.16.

Contractor Name:		Tax Payer I	D No.:		
City:	State:	Zip Code:	Phone:		
Fax No.:					
Part B: Legal Structur	re				
() Corporation () Other (please spec	() Sole Proprietorship ify)	() Partnership	()LLC		
Part C: Certifying and one of the following	d updating information in toptions, follow the instruct	he Applicant/Violate ions for that option,	or System (AVS). Se and sign below.	lect only	
Ι,	, h	ave the express auth	ority to certify that:		
date. If you s Sign and date	on the attached Entity OFT elect this option, you must below and do not complete formation on the attached	te Part D.	I HOM AVS to this I	O	
the informati	on in AVS for my compan in Entity OFT from AVS to formation. Sign and date be	y must be updated. It this form. Use Part	D to provide missing	on, you	
Our company provide all in	currently has no informati formation required in Part	on in AVS. If you se D. Sign and date bel	elect this option, you ow and complete Pa	must rt D.	
Date	S	Signature	Tit	le	
conv of your busine	n Part C to the accuracy of ss' Entity OFT. To obtain request it from www.avs.c	an Entity Of I, come	ici ine Ava Omico, c	btain a oll-free	

Part D.

Contractor Name:

If the current entity and Entity OFT information for your business is incomplete or incorrect in AVS, or if there is no information in AVS for your business, you must provide all of the following information as it applies to your business affiliations. Please make as many copies of this page as you require.

- Every officer (President, Vice President, Secretary, Treasurer, etc.);
- All Directors:
- All persons performing a function similar to a Director;
- Every person or business that owns 10% or more of the voting stock in your business;
- Every partner, if your business is a partnership;
- Every member and manager, if your business is a limited liability company; and
- Any other person(s) who has the ability to determine the manner in which the AML reclamation project is being conducted.

Name	Position/Title
Address	Telephone #
	% of Ownership Begin Date:
Ending Date:	
Name	Position/Title
Address	Telephone #
	% of Ownership Begin Date:
	Ending Date:
None	Position/Title
Name	Telephone #
Address	% of Ownership
Begin Date:	Ending Date:
Name	Position/Title
Name	Telephone #
Address	% of OwnershipBegin Date:
	Ending Date:

PAPERWORK REDUCTION STATEMENT

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501) requires us to inform you that: Federal Agencies may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. This information is necessary for all successful bidders prior to the distribution of AML funds, and is required to obtain a benefit.

Public reporting burden for this form is estimated to average 45 minutes per response, including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Office of Surface Mining Reclamation and Enforcement, Room 210 S1B, Constitution Ave., NW, Washington, D.C. 20240.

	Agency REQ.P.O#		
	BID BOND	Witness No.	017
KNOW ALL MEN BY THESE PRESENTS, That we,	the undersigned,		
of	, as Pri	ncipal, and	
of			
with its principal office in the City of	, as Su	rety, are held and firmly bound	unto the State
of West Virginia, as Obligee, in the penal sum of	(\$) for the pa	yment of which,
well and truly to be made, we jointly and severally bind oursel	ves, our heirs, administrato	rs, executors, successors and a	assigns.
The Condition of the above obligation is such that who Department of Administration a certain bid or proposal, attach			
NOW THEREFORE,			
(a) If said bid shall be rejected, or (b) If said bid shall be accepted and the Principal shareto and shall furnish any other bonds and insurance requiragreement created by the acceptance of said bid, then this office and effect. It is expressly understood and agreed that the exceed the penal amount of this obligation as herein stated. The Surety, for the value received, hereby stipulates	ed by the bid or proposal, oligation shall be null and v ne liability of the Surety for	and shall in all other respects poods, otherwise this obligation shang and all claims hereunder si	erform the all remain in full hall, in no event,
way impaired or affected by any extension of the time within waive notice of any such extension.	which the Obligee may acco	ept such bid, and said Surety do	pes hereby
IN WITNESS WHEREOF, Principal and Surety have	hereunto set their hands a	and seals, and such of them as	are corporations
have caused their corporate seals to be affixed hereunto and	these presents to be signe	d by their proper officers, this	
day of, 20			
Principal Corporate Seal	·		
,		(Name of Principal)	
	Ву		
		(Must be President Vice President)	or
	Approject de particular de la constantina della	(Title)	
Surety Corporate Seal		(Name of Surety)	
	Manage of the Control		
		Aftomev-in-Fact	

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.

BID BOND PREPARATION INSTRUCTIONS

AGENCY	(A)
RFQ/RFP#	(B)

		Bid B	
(A)	WV State Agency	KNOW ALL MEN BY THESE	PRESENTS, That we, the undersigned,
	(Stated on Page 1 "Spending Unit")		<u>D)</u> (E)
	Request for Quotation Number (upper	as Principal, and(F)	of
	right corner of page #1)	(H), a corporation	organized and existing under the laws
(C)	Your Company Name	of the State of with	
(D)	City, Location of your Company	(J), as Surety, are	held and firmly bound unto The State
(E)	State, Location of your Company	of West Virginia, as Obligee, in the penal	sum of(K)
(F)	Surety Corporate Name		ent of which, well and truly to be made,
(G)	City, Location of Surety	we jointly and severally bind ourselves, o	ur heirs, administrators, executors,
(H)	State, Location of Surety	successors and assigns.	
(I)	State of Surety Incorporation		gation is such that whereas the Principal
(J)	City of Surety Incorporation	has submitted to the Purchasing Section of	of the Department of Administration
(K)	Minimum amount of acceptable bid	a certain bid or proposal, attached hereto	and made a part hereof to enter into a
	bond is 5% of total bid. You may state	contract in writing for	
	"5% of bid" or a specific amount on	<u>(M)</u>	
	this line in words.	* 1	
(L)	Amount of bond in figures	·	
(M)	Brief Description of scope of work	NOW THEREFORE.	
(N)	Day of the month	(a) If said bid shall be rejected,	
(O)	Month		and the Principal shall enter into a
(P)	Year	contract in accordance with the bid or pro	
(Q)	Name of Corporation	any other bonds and insurance required b	
(R)	Raised Corporate Seal of Principal	other respects perform the agreement cre-	
(S)	Signature of President or Vice	this obligation shall be null and void, oth	
	President	force and effect. It is expressly understoo	
(T)	Title of person signing	Surety for any and all claims hereunder s	
(U)	Raised Corporate Seal of Surety	amount of this obligation as herein stated	
(V)	Corporate Name of Surety		nereby stipulates and agrees that the
(W)	Signature of Attorney in Fact of the	obligations of said Surety and its bond sh	
	Surety	any extension of time within which the C	
NOTE:	Dated, Power of Attorney with Raised	Surety does hereby waive notice of any s	
	Surety Seal must accompany this bid	IN WITNESS WHEREOF, Principal and Surety have hereunto set their	
	bond.	hands and seals, and such of them as are	
		seals to be affixed hereto and these preser	
		this (N) day of (O)	, 20 <u>(P)</u> .
		Diminal Company Soul	(0)
		Principal Corporate Seal	(Q)
		(D)	(Name of Principal) By (S)
		(R)	
			(Must be President or
			Vice President)
			(T)
		(T)	Title
		(U) Surrety Comparate Seel	(V)
		Surety Corporate Seal	
			(Name of Surety)
	·		(W)
			Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.



State of West Virginia DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT West Virginia Code §21-1D-5

STA	TE OF			
COL	JNTY OF	, TO	-WIT:	
I,	e as follows:	, after b	eing first duly sworn	, depose and
State	e as follows:			
1.	I am an employee of		/CN	; and,
2.	I do hereby attest that		(Company Name)
	maintains a valid written policy is in compliance w			
The	above statements are swor	n to und	der the penalty of pe	erjury.
		<u></u>	(Company Nam	ne)
		By:		
		Title:	•	
		Date:		
Tak	en, subscribed and sworn to	o before	me this day	of
Ву	Commission expires			
(Se	al)			
		w 	(Notary I	Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

RFQ	No.	
RFQ	No.	

STATE OF WEST VIRGINIA Purchasing Division

application of the party of the	
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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:

Purchasing Affidavit (Revised 01/01/09)