



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
DNR209111

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER 304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES
 PINNACLE ROCK STATE PARK
 ATTN: PARK SUPERINTENDENT
 POST OFFICE BOX 704
 BLUEFIELD, WV
 24701 589-5307

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/04/2009				

BID OPENING DATE: 05/12/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		650-38		
<p>***** ADDENDUM NO. 1 *****</p> <p>THIS ADDENDUM IS ISSUED TO PROVEDE THE ATTACHED:</p> <p>1) VENDOR TECHNICAL QUESTIONS & AGENCY RESPONSES.</p> <p>2) MANDATORY PRE-BID SIGN IN SHEET.</p> <p>BID OPENING DATE AND TIME REMAINS 05/12/09 AT 1:30 PM.</p> <p>PLAYGROUND EQUIPMENT PINNACLE ROCK STATE PARK</p> <p>***** THIS IS THE END OF RFQ DNR209111 ***** TOTAL:</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

Pinnacle Rock State Park
Playground Equipment
DNR209111

- 1.) What is to be done with the six stumps after they are removed?
answer: The stumps are to be cleared of as much soil as possible and taken to a brush pile located one half mile away on park property.
- 2.) Which stumps are to be removed?
answer: I marked the area and pointed out the exact stumps.
- 3.) On our drawing of the area, is the swing shown turned in the wrong direction?
answer: Yes. It will need to be turned 90 degrees to allow for safety clearance.
- 4.) How will materials be able to be brought up on the narrow access road?
answer: Large trucks will need to be unloaded in parking lot and playground equipment, mulch, and other supplies must be transported with forklift or suitable equipment.
- 5.) Does the park have any large equipment that can be borrowed?
answer: No.
- 6.) Are concrete bases acceptable underneath the two climbing rocks? Is an addendum needed for this addition?
answer: As stated in the playground specifications, the equipment is to be installed in a manner consistent with products recommendations by the company awarded the bid. No addendum will be required.
- 7.) Is it acceptable to have an infant swing and a belt swing together on a T-swing arrangement?
answer: Once again as stated in the playground specifications, the equipment must be in compliance with U.S. Consumer Product Safety Commission and ASTM Standards. This must be documented by the vendor.
- 8.) Is it acceptable to allow a subcontractor to attend this pre-bid meeting to represent a company?
answer: Yes. As long as the subcontractor only is in attendance to represent only one company.

SIGN IN SHEET

Page _____ of _____

Request for Proposal No. _____

PLEASE PRINT

Date: _____

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: Va. Playground Service / Little Tikes Rep: Roger Altizer Email Address: jim@va.playgrounds.com	14276 Riverside Dr. Ashland, Va 23005	PHONE 434-249-2158 TOLL FREE FAX 434-296-3289
Company: Playground Specialists Rep: Tammy Wood Email Address: tammy@playspec.com	17352 N. Seton Avenue Emmitsburg, MD 21727	PHONE 301-271-9236 TOLL FREE 800-385-0075 FAX 301-271-9239
Company: Service Supply Rep: Pam Melton Email Address: playgroundpam@yahoo	947 Sunset Terr Milton, WV 25541	PHONE 304-743-5260 TOLL FREE 800-848-7550 FAX 304-743-3250
Company: CUNNINGHAM ASSOC / GAME TIME FREERAY Rep: LARRY FITZGERALD Email Address: LARRY@CUNNINGHAMASSOC.COM	Box 240981 CHARLOTTE, NC 28224	PHONE 800-438-2780 X151 TOLL FREE FAX 704-525-7356
Company: _____ Rep: _____ Email Address: _____	_____	PHONE _____ TOLL FREE _____ FAX _____