



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
FASTEN08

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JO ANN ADKINS
304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
06/11/2008				

BID OPENING DATE: 07/22/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 2*****						
1. CATALOG SUBMITTAL DATE HAS BEEN MOVED TO 06/23/08.						
2. REVISED FASTEN08 SPECIFICATIONS ATTACHED.						
*****END OF ADDENDUM NO. 2*****						

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.

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

All products furnished must be listed in a catalog that has been **pre-approved** by the Purchasing Division. This catalog must contain a product line broad enough to meet the fastener needs of the State of West Virginia. Each item in the catalog should be identifiable by a reference number.

1. Vendors who wish to bid catalogs must furnish the catalog and a written request to review and approve subject catalog by **June 23, 2008**. All requests shall be submitted to:

Purchasing Division
Attention: Jo Ann Adkins, Senior Buyer
2019 Washington Street, East
Charleston, WV 25305-0130

2. The following catalogs have been pre-approved and may be used as an example of the product list desired by the State of West Virginia.

Mid State Bolt and Nut Company, Inc.
Fastenal Standard Catalog

3. The estimated annual value of this contract is \$65,000. This information is supplied as information only and should not be construed as any guarantee of future orders for any contract resulting from this request for quotation.
4. Pricing must be entered on the attached Pricing Page. All information requested should be provided. The quantities shown on this pricing page are for evaluation of bids only and must not be construed as any guarantee of future contract usage. For the convenience of bidders, the pricing page is available electronically, please request via email to jo.a.adkins@wv.gov. Vendors are requested to return the electronic version, in addition to the original bid to the Purchasing Division. NOTE: If any discrepancies occur between the paper copy and the electronic copy, the paper copy shall prevail.
5. Vendors shall provide a single percent discount. This discount rate must be extended to all items found and ordered from the price list and/or catalogs. Also, the discount shall be taken from the lowest price column (if more than one) shown on the price list. The vendor must list the "net discount price" for each item shown. The net discount price is the final price the vendor shall charge the State of West Virginia. Net discount price to be the price of individual pieces, cartons, or packages, whichever applies to each item listed.

6. Each vendor shall provide with their bid two (2) copies of the current dated and numbered catalog/price list schedule to which percent discount applies.

This catalog/price list shall be used with any resulting contract. Successful vendor must provide approximately 150 catalogs/price lists, at no charge, upon request. Additional catalogs/price lists may be required from the successful vendor at a later date. These shall be provided at no charge to the state. Vendor will be contacted directly by state agencies for catalogs and price lists.

Price lists may be required to be provided on 3 ½" Computer Disk or CD ROM after award.

NOTE: State agencies may purchase any item listed in successful vendor's catalog/price list related to fasteners or fastening devices providing that item is less than \$400.00 after the percent discount is applied.

7. The Purchasing Division desires to enter into a fixed price contract with the successful vendor. The discount from list in the vendor(s) quote shall not be subject to any increase.
8. Deliveries shall be made within 10 working days after receipt of the order. Emergency orders shall be delivered within 5 working days after orders are placed. Spending units must be advised in writing if orders will be delayed for any reason.
9. All orders from this contract, with the exception of those totaling \$200.00 or less must be F.O.B. Destination to any West Virginia location. All orders less than \$200.00 shall be delivered FOB: Shipping Point. If the agency chooses to order less than the \$200.00 minimum, any transportation costs shall be invoiced as a separate charge on the invoice, with the freight invoice attached. Agencies may, at their discretion, purchase locally to avoid the transportation charges on orders that are less than \$200.00.
Note: Stringing (issuing a series of requisitions or purchase orders to circumvent this limit) is a violation of purchasing policy.
10. The successful bidder shall not substitute any other brand of fasteners from those awarded, nor sell any additional items under their contract not specifically covered herein, without prior written permission of the Purchasing Division.
11. Vendors must be either a manufacturer or a regular, stocking dealer for the products they propose to offer and must carry a reasonable inventory of these products to meet the needs of state agencies. Vendors must agree to allow their stockrooms and warehousing facilities to be inspected by State

Purchasing at any time during the contract period. Verification of product quality is the responsibility of the vendor. The State of West Virginia may require certified mail test data, certifications or samples for testing of material bid. All costs of test samples is to be borne by the vendor as well as freight costs to and from the agency for such sample testing.

12. Successful vendor is to provide a quarterly report of purchases. This report shall contain a synopsis of the contract sales, including agency and dollar amount per agency and total dollar amount of sales. This report must also include any purchases made by any political subdivisions as well as state agencies in the State of WV. The report is to be delivered to Jo Ann Adkins, Senior Buyer, Purchasing Division, 2019 Washington Street East, Charleston, WV 25305-0130. Email: jo.a.adkins@wv.gov.
13. Packaging: Products are to be delivered in manufacturer's packaging specifying quantity per box. Agencies reserve the right to request special packaging.
14. Fastener Standards: All fasteners furnished pursuant to this contract must conform to the dimensional requirements of the latest edition of fastener standards, compiled by:

The Industrial Fasteners Institute
1505 East Ohio Bldg.
Cleveland, OH 44114

Nonconforming materials may be returned to the vendor at no expense to the State of West Virginia.

The fasteners requested should include but no be limited to: Grade 5, 8, metric, SAE and USS, plain and plated.

All fasteners should be marked with easily identifiable and traceable head markings. The State of West Virginia prefers American made fasteners.

15. Bid Information

Prior to submitting bids, vendors are cautioned to comply with all mandatory bid requirements and the following:

- Quote single percent discount from price list for all items.
- Include dated catalog/price list.
- Complete attached pricing pages.