



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  
 LAUNDRY09

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	F.O.B.	FREIGHT TERMS
08/07/2008				

BID OPENING DATE: 08/20/2008      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO.1*****						
1. BID OPENING DATE HAS BEEN MOVED TO 08/20/2008.						
2. QUESTION AND ANSWERS ATTACHED.						
3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
*****END OF ADDENDUM NO.1*****						

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'

## LAUNDRY09

### Questions & Answers

1. Total dollars spent on Laundry 06 contract per fiscal year.
  - a. July 2007 thru June 2008 \$222,000.00
2. Total historical qty usage per line item for each of the items on the Laundry05 contract.

	Total Qty (2007-2008)
a. Solid Surge Plus 4-9lb	399
Formula 1 (INST) 4-8lb	450
Formula 1 HC 4-8lb	33
Solid Navisoft 2-6lb	184
Eco-Star Destainer 55gal	11
Eco-Star Soft(INST) 55gal	4
ECO-Star Sour(INST) 55gal	1
E-S Builder c (INST) 55gal	11
Solid Stainaway 2-4lb	632
TEX Special 100lb	28
Kin Klor 100lb	127
Econo Sour 100lb	18
Empire Detergent 55lb	4
Impax 55lb	24
Universal Det 996 55lb	136
TurboLifter 55gl	3

3. Items #21 and #23 call for residential size. Will 1 gallon containers packed 6 per case or 5 gallon pails be acceptable?
  - a. Either packed size is acceptable.
4. How will the State perform its calculations to determine the low bidder?
  - a. Usage rate/cost per 100 lbs. medium to heavy soiled linen.  
Bid may not be evaluated without the manufacturers

publication verifying the usage rate.

5. Is the State going to add all the products listed on the Cost per Usage 1/C Wt. Column of the Total Column to determine the low bidder?
  - a. See #4
  
6. On page 12 Evaluation of Bid states, "Bids may not be evaluated without the manufactures publication verifying the usage rate". We can provide recommended usage rates on Technical Product Data Sheets. The industry standard is not to include dilution ratios on product labels that require set up and service by a professional laundry service technician. Will recommended dilution ratios on a Technical Product Data sheet be sufficient?
  - a. Yes
  
7. How long do prices have to remain firm? Does the State allow for price increases based on the Producer Price Index?
  - a. Prices are firm for one year. The State will consider a price adjustment, provided that such price adjustment covers both upward and downward movement of the commodity price, and that adjustment is based on the "Pass Through" increase or decrease of raw materials and/or labor, which make up all or a substantial part of a product. Adjustments are to be based upon an actual dollar figure, not a percentage. All price adjustment requests must be substantiated in a manner acceptable to the Director Purchasing, E.G. Governmental Bench Marks, General Market Increase, Published Price list. Such requests for an increase should be received in writing by the Direct of Purchasing at least 30 days in advance of the effective date of the increase. Any time the vendor requests a price adjustment, the Purchasing Division may either accept the price adjustment and amend the contract accordingly or reject the adjustment in its entirety and cancel the contract.

EXHIBIT 10

REQUISITION NO.: .....

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED  
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY  
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

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

.....  
DATE