



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
08/14/2008				

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 2*****						
1. REVISED LAUNDRY09 PRICING PAGE ATTACHED.						
2. REMOVED ITEM #19 - DELIMER.						
3. ADDED ITEM #20 (COMMERICAL SIZE) LAUNDRY DETERGENT, HEAVY DUTY A BLEND OF SURFACTANTS AND BUILDERS WITH A BOOST OF COLOR SAFE BLEACH.						
*****END OF ADDENDUM NO.2*****						
0001	1	EA		505-33		
DETERGENTS, SPECIAL FORMULA (LAUNDRY)						

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 \$125.00 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.
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 Alcohol 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 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:
Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130,
Charleston, WV 25305-0130

LAUNDRY09 RFQ Pricing Page

Vendor: _____

Item #	Product / Description	Equal to Brand	Estimated Loads (100 lbs ea)	Brand Bid	Net Weight	*Usage (ounces) /CWT	Cost Per Usage 1/C WT	Pkg Size	Price	Total
1	Built synthetic Detergent, all Purpose	Empire	125,000.00							
2	Laundry Detergent, Low Temperature	Impax	75,000.00							
3	Low Temperature Detergent	Coloreze	50,000.00							
4	High Temperature Detergent	Universal Detergent	60,000.00							
5	Bleach, Chlorine, High Temperature	Kinklor	65,000.00							
6	Laundry Sour With Bluing	Econo Sour	75,000.00							
7	Fabric Softener, Powdered	Tex Special	60,000.00							
8	Water Conditioner, Powdered	Pennsq Conditioner	125,000.00							
9	Liquid Laundry Detergent, Low Temperature	Turbo Drive	35,000.00							
10	Liquid Laundry Alkali - Low Temperature	Turbo Power	45,000.00							
11	Liquid Bleach, Low Temperature	Liquid Hi-Chlor	35,000.00							
12	Liquid Laundry Detergent, High Temperature	Turbo Lifter	70,000.00							
13	Liquid Laundry Alkali, High Temperature	Turbo Charge II	30,000.00							
14	Liquid Sour	Turbolizer	30,000.00							
15	Fabric Softener	Lemon Soft	75,000.00							
16	Concentrated Solid Detergent	Solid Surge Plus	75,000.00							
17	Concentrated Solid De-Stainer	Solid Stain-A-Way and Eco-Star Destainer	25,000.00							
18	Solid Fabric Softener	Solid Soft Plus NF	25,000.00							
19	Laundry Detergent, Heavy Duty	Solid Super Star	5,000.00							
20	Laundry Detergent, Heavy Duty	Formula 1 (INST)	45,000.00							
21	Liquid Laundry Detergent, all Purpose, Residential size	Tide (or equal)	1,000.00							
22	Fabric Softener Dryer Sheets, Residential size	Bounce (or equal)	1,000.00							
23	Liquid Fabric Softener Finished Product, Residential size	Ultra Downy Concentrated	1,000.00							
* Cost to process 100 lbs. of medium to heavily soiled linen. Bidder must attach manufacturer's information substantiating cost shown.										
Vendor Name		Address		Phone#		Fax#		Email:		
Company Representative										

Signature _____