



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

# Request for Quotation

RFO NUMBER  
 LAWN09

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
06/27/2008				

BID OPENING DATE: 07/10/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 1*****						
1. LAWN09 PRICING PAGES, REVISED 06/27/08 CLARIFYING DISCOUNT FROM LIST IS FOR PARTS ONLY.						
2. VENDOR'S SHALL FURNISH MANUFACTURER'S CERTIFICATION OR AUTHORIZATION THAT INDICATES THE VENDOR IS ABLE TO SUPPLY NEW EQUIPMENT AND PARTS AS BID.						
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'

**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.

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**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

Lawn09

Pricing/Information Page

	Region I - Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Harrison, Doddridge, Gilmer,								
	<b>Company Name:</b>								
	<b>Must be equal to or exceed:</b>								
Item	Description	Brand	Model	Est. Usage	Brand Bid	Model Bid	Unit Cost	Total	
1	Lawn Mower, 4.5 HP, side discharge, push type, 21" Cut Width	Toro	22175	10					
2	Lawn Mower, 5.5 HP, side discharge, self propelled type, 21" cut width	Toro	22145	10					
3	Lawn Mower, 15HP, side discharge, hydrostatic, 36" cut width (walk-behind)	Gravely	HE1536FXP	4					
4	Lawn Mower, 18 HP, side discharge, gear-drive, 48" cut width (walk-behind)	John Deere	7H17	4					
5	Lawn Mower, 20 HP, side discharge, self propelled type, 52" cut width, swivel front wheels, hydro drive	Exmark	TT23KCFMD524	7					
6	Line Trimmer/Brush Cutter, engine displacement 31.4cc engine,	Stihl	FS100RX	30					
7	Line Trimmer/Brush Cutter, engine displacement 36 cc engine minimum,	Stihl	FS130R	40					
7a	Bulk String, 5 lbs .95	Stihl	0000-930-2718	50					
7b	Brush Knife, 3 prong	Stihl	4112-713-4100	10					
7c	Shoulder Strap for Item 6 and 7			25					

Lawn09

Pricing/Information Page

Item	Description	Brand	Model	Est. Usage	Brand Bid	Model Bid	Unit Cost	Total
8	Lawn Edger, engine displacement 28.4 cc	Stihl	FC 90	4				
9	Lawn Edger, 4 HP, 9" blade	Troy-bilt	Lawn Edger	8				
10	Heavy Duty 16" chain saw, 56.5 cc (minimum), 3.8 BHP,	Stihl	MS290	5				
11	Heavy Duty 18" Chain Saw, 64.1 cc (minimum) 4.3 BHP	Stihl	MS390	5				
12	Heavy Duty 20" chain saw, 59.0 cc (Minimum) 4.4BHP	Stihl	MS361	5				
13	Heavy Duty 25" Chain Saw, 76.5 CC (Minimum) 6.0 BHP	Stihl	MS460	5				
14	Pole Pruner, 12" chain bar, engine displacement 31.4 CC (Minimum), 1.3 BHP	Stihl	HT101	10				
15	Power washer, 3000 PSI, 190 cc, 30' 1/4" high pressure hose	Troy-bilt	3000 PSI MAX	6				
16	Blower, hand-tote, engine displacement 27 CC (Minimum), air volume: 4:30 CFM at end of tube	Stihl	BG65 D	5				
17	Blower, back pack, engine displacement - 64CC (Minimum), 530 CFM air volume at the end of the tube, handle with controls mounted on tube, padded shoulder strap.	Stihl	BR550	30				
18	Garden Tractor, 25 HP, side discharge, hydrostatic, 50" cut, 18" turn radius, key choice mowing,	Cub Cadet	LT 1050	4				

Lawn09

Pricing/Information Page

Item	Description	Brand	Model	Est. Usage	Brand Bid	Model Bid	Unit Cost	Total
19	Lawn Mower, 27 HP, zero turn radius, 60" cut width, 5.5" deep deck, ANSI approved, deluxe roll suspension seat, fuel capacity, 10 gallons(min), Standard foldable rollover protection systems (ROPS), Hydro tracking adjustment	John Deere	Z830A	3				
20	Lawn Mower, 31 HP, zero turn radius, 72" cut width, 5.5" deep deck, ANSI approved, fuel capacity 12 gallons(min.), standard foldable rollover protection systems (ROPS), Hydro tracking adjustment	Gravelly	272H XDZ	2				
21	Utility Vehicle, 11 HP, 900 lb. towing capacity, ground clearance of 9.8" from foot platform. Seating capacity of 2.	Gator	TS	2				
<b>Discount from list for PARTS ONLY:</b>								

Vendor Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Fax # \_\_\_\_\_

Company Representative \_\_\_\_\_ Email: \_\_\_\_\_  
 (Please print)

Authorized Signature \_\_\_\_\_

Region II - Mason, Cabell, Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane and Jackson		Company Name:		Must be equal to or exceed:		Est. Usage	Brand Bid	Model Bid	Unit Cost	Total
Item	Description	Brand	Model	Usage	Brand Bid	Model Bid	Unit Cost	Total		
1	Lawn Mower, 4.5 HP, side discharge, push type, 21" Cut Width	Toro	22175	10						
2	Lawn Mower, 5.5 HP, side discharge, self propelled type, 21" cut width	Toro	22145	10						
3	Lawn Mower, 15HP, side discharge, hydrostatic, 36" cut width (walk-behind)	Gravelly	HE1536FXP	4						
4	Lawn Mower, 18 HP, side discharge, gear-drive, 48" cut width (walk-behind)	John Deere	7H17	4						
5	Lawn Mower, 20 HP, side discharge, self propelled type, 52" curt width, swivel front wheels, hydro drive	Exmark	TT23KCFMD524	7						
6	Line Trimmer/Brush Cutter, engine displacement 31.4cc engine,	Stihl	FS100RX	30						
7	Line Trimmer/Brush Cutter, engine displacement 36 cc engine minimum,	Stihl	FS130R	40						
7a	Bulk String, 5 lbs .95	Stihl	0000-930-2718	50						
7b	Brush Knife, 3 prong	Stihl	4112-713-4100	10						
7c	Shoulder Strap for Item 6 and 7			25						
8	Lawn Edger, engine displacement 28.4 cc	Stihl	FC 90	4						
9	Lawn Edger, 4 HP, 9" blade	Troy-bitt	Lawn Edger	8						

LAWN09  
Pricing/Information Page

Item	Description	Brand	Model	Est. Usage	Brand Bid	Model Bid	Unit Cost	Total
10	Heavy Duty 16" chain saw, 56.5 cc (minimum), 3.8 BHP.	Stihl	MS290	5				
11	Heavy Duty 18" Chain Saw, 64.1 cc (minimum) 4.3 BHP	Stihl	MS390	5				
12	Heavy Duty 20" chain saw, 59.0 cc (Minimum) 4.4BHP	Stihl	MS361	5				
13	Heavy Duty 25" Chain Saw, 76.5 CC (Minimum) 6.0 BHP	Stihl	MS460	5				
14	Pole Pruner, 12 " chain bar, engine displacement 31.4 CC (Minimum), 1.3 BHP	Stihl	HT101	10				
15	Power washer, 3000 PSI, 190 cc, 30' 1/4" high pressure hose	Troy-bilt	3000 PSI MAX	6				
16	Blower, hand-tote, engine displacement 27 CC (Minimum), air volume: 4r30 CFM at end of tube	Stihl	BG65 D	5				
17	Blower, back pack, engine displacement - 64CC (Minimum), 530 CFM air volume at the end of the tube, handle with controls mounted on tube, padded shoulder strap.	Stihl	BR550	30				
18	Garden Tractor, 25 HP, side discharge, hydrostatic, 50" cut, 18" turn radius, key choice mowing,	Cub Cadet	LT 1050	4				
19	Lawn Mower, 27 HP, zero turn radius, 60" cut width, 5.5" deep deck, ANSI approved, deluxe roll suspension seat, fuel capacity, 10 gallons(min), Standard foldable rollover protection systems (ROPS), Hydro tracking adjustment	John Deere	Z830A	3				

Item	Description	Brand	Model	Est. Usage	Brand Bid	Model Bid	Unit Cost	Total
20	Lawn Mower, 31 HP, zero turn radius, 72" cut width, 5.5" deep deck, ANSI approved, fuel capacity 12 gallons(min.), standard foldable rollover protection systems (ROPS), Hydro tracking adjustment	Gravelly	272H XDZ	2				
21	Utility Vehicle, 11 HP, 900 lb. towing capacity, ground clearance of 9.8" from foot platform. Seating capacity of 2.	Gator	TS	2				
<b>Discount from list for PARTS ONLY:</b>								
%								

  

Vendor Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Fax # \_\_\_\_\_

Company Representative \_\_\_\_\_ Email: \_\_\_\_\_  
(Please print)

Authorized Signature \_\_\_\_\_



Region III - Lewis, Upshur, Randolph, Pendleton, Hardy, Grant, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Tucker, Barbour, Taylor, and Preston

Company Name:

Item	Description	Brand	Model	Est. Usage	Brand Bid	Model Bid	Unit Cost	Total
		Must be equal to or exceed:						
1	Lawn Mower, 4.5 HP, side discharge, push type, 21" Cut Width	Toro	22175	10				
2	Lawn Mower, 5.5 HP, side discharge, self propelled type, 21" cut width	Toro	22145	10				
3	Lawn Mower, 15HP, side discharge, hydrostatic, 36" cut width (walk-behind)	Gravelly	HE1536FXP	4				
4	Lawn Mower, 18 HP, side discharge, gear-drive, 48" cut width (walk-behind)	John Deere	7H17	4				
5	Lawn Mower, 20 HP, side discharge, self propelled type, 52" cut width, swivel front wheels, hydro drive	Exmark	TT23KCFMD524	7				
6	Line Trimmer/Brush Cutter, engine displacement 31.4cc engine,	Stihl	FS100RX	30				
7	Line Trimmer/Brush Cutter, engine displacement 36 cc engine minimum,	Stihl	FS130R	40				
7a	Bulk String, 5 lbs .95	Stihl	0000-930-2718	50				
7b	Brush Knife, 3 prong	Stihl	4112-713-4100	10				
7c	Shoulder Strap for Item 6 and 7			25				
8	Lawn Edger, engine displacement 28.4 cc	Stihl	FC 90	4				
9	Lawn Edger, 4 HP, 9" blade	Troy-bit	Lawn Edger	8				

LAWN09  
Pricing/Information Page

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10	Heavy Duty 16" chain saw, 56.5 cc (minimum), 3.8 BHP,	Stihl	MS290	5				
11	Heavy Duty 18" Chain Saw, 64.1 cc (minimum) 4.3 BHP	Stihl	MS390	5				
12	Heavy Duty 20" chain saw, 59.0 cc (Minimum) 4.4BHP	Stihl	MS361	5				
13	Heavy Duty 25" Chain Saw, 76.5 CC (Minimum) 6.0 BHP	Stihl	MS460	5				
14	Pole Pruner, 12" chain bar, engine displacement 31.4 CC (Minimum), 1.3 BHP	Stihl	HT101	10				
15	Power washer, 3000 PSI, 190 cc, 30' 1/4" high pressure hose	Troy-bit	3000 PSI MAX	6				
16	Blower, hand-tote, engine displacement 27 CC (Minimum), air volume: 4r30 CFM at end of tube	Stihl	BG65 D	5				
17	Blower, back pack, engine displacement - 64CC (Minimum), 530 CFM air volume at the end of the tube, handle with controls mounted on tube, padded shoulder strap.	Stihl	BR550	30				
18	Garden Tractor, 25 HP, side discharge, hydrostatic, 50" cut, 18" turn radius, key choice mowing,	Cub Cadet	LT 1050	4				
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21	Utility Vehicle, 11 HP, 900 lb. towing capacity, ground clearance of 9.8" from foot platform. Seating capacity of 2.	Gator	TS	2				
	<b>Discount from list for PARTS ONLY:</b>							
Vendor Name _____		Phone # _____						
Address _____		Fax # _____						
Company Representative _____		Email: _____						
Authorized _____ (Please print)								
Signature _____								

Region IV - Braxton, Clay, Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Greenbrier, Pocahontas, Webster and Monroe									
<b>Company Name:</b>									
<b>Must be equal to or exceed:</b>									
Item	Description	Brand	Model	Est. Usage	Brand Bid	Model Bid	Unit Cost	Total	
1	Lawn Mower, 4.5 HP, side discharge, push type, 21" Cut Width	Toro	22175	10					
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<b>Discount from list for PARTS ONLY:</b>								
Vendor Name _____		Phone # _____						
Address _____		Fax # _____						
Company Representative _____		Email: _____						
Authorized Signature _____		(Please print)						