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

## Request for Quotation

RFONUMBER XRAY09 PAGE 1

\*\*\*\*\*\*ADDRESS:CORRESPONDENCERIO:ATTIENTION:OERS

JO ANN ADKINS 304-558-8802

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

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### 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



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

### Request for Quotation

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#### **General Conditions**

All products furnished must be listed in the most current edition of the manufacturer's professional stock house catalog(s). Manufacturer's current price list should be included and identified with the bid.

Vendors shall enter pricing information on the attached pricing page.

Vendors should complete all requested information. The discount shown shall be the same for all items in that category. Discount is to be applied to the lowest listed price in distributor's catalog/list price book. Discounted prices quoted in the pricing model must be equal to the prices stated in the established price list after the discount is applied.

Vendor shall supply the quantity of boxes/cartons/etc. per case on X-RAY09 pricing page.

Vendor is to provide a quarterly report showing the volume by item and agency. This report is to be delivered to Jo Ann Adkins, Purchasing Division, 2019 Washington Street, East, P.O. Box 50130, Charleston, WV 25305-0130.

Or via email to: <u>jo.a.adkins@wv.gov</u>.

#### **Special Conditions**

 Delivery of all contract items shall be made within 14 calendar days after receipt of purchase order. Vendor shall carry an adequate stock to insure prompt delivery service for duration of contract. Vendor shall permit on-

- site inspection of contractor's inventory by state purchasing inspector to insure compliance with contract.
- 2. All x-ray film supplies on this contract must be delivered with a minimum of one (1) year expiration date.
- 3. All film must be delivered in full case lots and in manufacturer's sealed cartons.
- 4. Film/chemical quality: Film and chemicals shall be suitable for use in medical and dental facilities and diagnostic applications. Should the material furnished fail to conform to stated bid specifications, the defective material will be returned at the vendor's expense, after notification by the spending agency.
- 5. Film return: It is agreed and understood that any film may be returned for full credit provided the film expiration date be less than 8 months. Should the expiration date be less than 8 months from date of delivery, contractor shall make every reasonable effort to assist the agency in return of film.
  No film or chemical that is returned will be subject to restocking charge.
  Any freight costs associated with return of film/chemical will be paid for by agency, cost to return defective film will be borne by the vendor.
- 6. The successful vendor shall not substitute any other brand x-ray film, chemicals or supplies from those awarded, nor sell any additional items under their contract not specifically covered herein, without prior written permission of the purchasing division.

7. 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 from each category of material bid. All costs of test samples are to be borne by the vendor as well as freight costs to and from the agency.

The model/brand/specifications named herein establish the acceptable level of quality only and are not intended to reflect a preference or favor any particular brand or vendor. Vendors who are bidding alternates should so state and include pertinent literature and specifications. Failure to provide information for any alternates may be grounds for rejection of the bid. The state reserves the right to waive minor irregularities in bids or specifications in accordance with section 148-1-4(F) of the West Virginia legislative rules and regulations.

If bidding items other than those specified, vendors include specification information that shows that product bid does meet the specification of the products shown.

VENDOR NAME:		XRAY09 Pricing Page	ng Page			
	Estimated					
Product/Description	Quantity ( per	list Brice	# Boxes per	% Discount	*Not Drive	Totol
	íann		200	3211	992 - 392	
Category I - X-Ray Chemical				PARTIES AND THE PARTIES AND TH		
AUTEX FIX REPL BIPAK (2X5 GAL)	175					THE PART OF THE PA
KODAK RPK DEV 10 GAL SIZE	50					THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLU
Category II - X-Ray Film						The state of the s
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DUP RA 35X43 100SH	25					THE RESERVE THE PROPERTY OF TH
EHN1 35X43 100SH	20					
IT-1 35X43 100SH	25	THE PROPERTY OF THE PROPERTY O				
MIN-R 2000 24 X 30 100SH	30					
MIN-R 2000 18 X 24 100SH	25	***************************************				
TMS/RA-1 35 X 43 100SH	30	AND THE PROPERTY OF THE PROPER				
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TMS/RA-1 30 X 35 100SH	20	**************************************		TABLE TO THE PROPERTY AND THE PROPERTY A		
TMS/RA-1 24 X 24 100SH	20					
XBT-1 35 x 43 100 SH	50				The state of the s	
Dev/Systems Cleaner		AMERICAN PARTICULAR PROPERTY OF THE PROPERTY O	**************************************			
Kodak 10 gal Dev/Systems Cleaner	10					
Category IV - Dry Media						
Kodak DRYVIIEW LAZER BLUE 14X17 125SH	50	***************************************				
*NOTE: All prices quoted include delivery to any West Virginia location.	any West Virgin	ia location.				
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Contract Coordinator:				Signature:		
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Phone Number:	TO SERVICE AND ADDRESS OF THE PARTY OF THE P	of Financial Management of the Control of the Contr		Date:		
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Fax Number:				Email Address:		