



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
ADJ010

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 32 304-558-2544

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ADJUTANT GENERAL'S DEPARTMENT  
 MOUNTAINEER CHALLENGE PROGRAM  
 CAMP DAWSON  
 240 ARMY ROAD  
 KINGWOOD, WV  
 26537 304-341-6406

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/11/2010				

BID OPENING DATE: 05/13/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		968-17		
<p>HARDWOOD GYM FLOOR CONSTRUCTION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA NATIONAL GUARD ADJUTANT GENERALS' MOUNTAINEER CHALLENGE ACADEMY, IS SOLICITING BIDS FROM QUALIFIED CONTRACTORS TO PROVIDE ALL LABOR &amp; MATERIALS TO INSTALL A WOOD ATHLETIC FLOOR IN A NEW GYMNASIUM BUILDING ON THE ACADEMY CAMPUS PER THE FOLLOWING DRAWINGS AND SPECIFICATIONS, BID REQUIREMENTS, AND TERMS AND CONDITIONS.</p> <p>VENDOR PRICES ARE TO BE INCLUSIVE OF ALL MATERIALS, LABOR, TRANSPORTATION, AND ALL OTHER ASSOCIATED COSTS.</p> <p>THE MOUNTAINEER CHALLENGE ACADEMY LOGO IS INCLUDED IN THIS DOCUMENTATION. IT IS THE AGENCY'S INTENT THAT THIS LOGO BE AFFIXED TO THE FINISHED GYM FLOOR. THE SIZE OF THE FINISHED LOGO, COLOR SELECTION, AND METHOD OF APPLICATION WILL BE DISCUSSED AT THE MANDATORY PRE-BID MEETING NOTED HEREIN AND THE INFORMATION DISTRIBUTED VIA AN OFFICIAL ADDENDUM ISSUED BY THE BUYER FOR THIS ADVERTISEMENT.</p> <p>VENDOR QUESTIONS PRIOR TO THIS MEETING ARE TO BE SUBMITTED IN WRITING TO THE BUYER, CHUCK BOWMAN. VENDORS MUST IDENTIFY THE PROJECT BY THE ASSIGNED RFQ NUMBER AND TRANSMIT THEIR QUESTIONS VIA FAX TO 304.558.4115 OR EMAIL TO: CHARLES.A.BOWMANJR@WV.GOV</p> <p>ALL SUBMITTED QUESTIONS WILL BE FORWARDED TO THE AGENC</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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<p>FOR REVIEW AND RESPONSE BY ADDENDUM AFTER THE PRE-BID MEETING.</p> <p>VENDORS WISHING TO VIEW THE GENERAL AND SUPPLEMENTARY CONDITIONS AND DIVISION 01 SPECIFICATIONS FROM THE ORIGINAL DESIGN APPLICABLE TO THIS PROJECT AND REFERENCED HEREIN, MAY CONTACT THE MOUNTAINEER CHALLENGE ACADEMY AT 304.329.2118 TO MAKE ARRANGEMENTS FOR A COPY TO BE DISTRIBUTED BY THE ARCHITECT.</p> <p style="text-align: center;">MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 04/26/2010, AT THE MOUNTAINEER CHALLENGE ACADEMY AT 1001 ARMY ROAD, CAMP DAWSON IN KINGWOOD, WV 26537, AT 1:00 PM. VENDORS MAY CALL 304.329.2118 FOR DETAILED DIRECTIONS.</p> <p>INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER'S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p>						

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<p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED DRUG-FREE WORKPLACE AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED DRUG-FREE WORKPLACE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN XXXX CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p>						

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<p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR PRESTON COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>( ) BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL B SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN TH</p>						

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				<p>STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPCTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>( ) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS &amp; STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE</p>		

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<p>PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS</p> <p>I. EXCEPT WHEN AUTHORIZED BY THE DIRECTOR OF THE PURCHASING DIVISION PURSUANT TO SUBSECTION 2 BELOW NO CONTRACTOR MAY USE OR SUPPLY STEEL PRODUCTS FOR A STATE CONTRACT PROJECT OTHER THAN THOSE STEEL PRODUCTS MADE IN THE UNITED STATES. AS USED USED IN THIS CONTRACT,</p> <p>A. "STATE CONTRACT PROJECT" MEANS ANY ERECTION OR CONSTRUCTION OF, OR ANY ADDITION TO, ALTERATION OF OR OTHER IMPROVEMENT TO ANY BUILDING OR STRUCTURE, INCLUDING, BUT NOT LIMITED TO, ROADS OR HIGHWAYS, OR THE INSTALLATION OF ANY HEATING OR COOLING OR VENTILATING PLANTS OR OTHER EQUIPMENT, OR THE SUPPLY OF AND MATERIALS FOR</p>						

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				<p>SUCH PROJECTS, PURSUANT TO A CONTRACT WITH THE STATE OF WEST VIRGINIA FOR WHICH BIDS WERE SOLICITED ON OR AFTER JUNE 6, 2001.</p> <p>B. "STEEL PRODUCTS" MEANS PRODUCTS ROLLED, FORMED, SHAPED, DRAWN, EXTRUDED, FORGED, CAST, FABRICATED OR OTHERWISE SIMILARLY PROCESSED, OR PROCESSED BY A COMBINATION OF TWO OR MORE OF SUCH OPERATIONS, FROM STEEL MADE BY THE OPEN HEARTH, BASIC OXYGEN, ELECTRIC FURNACE, BESSEMER OR OTHER STEEL MAKING PROCESS.</p> <p>C. "UNITED STATES" MEANS THE UNITED STATES OF AMERICA AND INCLUDES ALL TERRITORY, CONTINENTAL OR INSULAR, SUBJECT TO THE JURISDICTION OF THE UNITED STATES.</p> <p>2. THE DIRECTOR OF THE PURCHASING DIVISION MAY, IN WRITING, AUTHORIZE THE USE OF FOREIGN STEEL PRODUCTS IF:</p> <p>A. THE COST FOR EACH CONTRACT ITEM USED DOES NOT EXCEED ONE TENTH OF ONE PERCENT (.1%) OF THE TOTAL CONTRACT COST OR TWO THOUSAND FIVE HUNDRED DOLLARS (2,500.00), WHICHEVER IS GREATER. FOR THE PURPOSES OF THIS SECTION, THE COST IS THE VALUE OF THE STEEL PRODUCT AS DELIVERED TO THE PROJECT OR,</p> <p>B. THE DIRECTOR OF THE PURCHASING DIVISION DETERMINES THAT SPECIFIED STEEL MATERIALS ARE NOT PRODUCED IN THE UNITED STATES IN SUFFICIENT QUANTITY OR OTHERWISE ARE NOT REASONABLY AVAILABLE TO MEET CONTRACT REQUIREMENTS.</p> <p>3. A CONTRACTOR WHO USES STEEL PRODUCTS IN</p>		

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EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.  REV. 11/96  EXHIBIT 10  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 NOS.:  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 THE 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.						

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<p>.....SIGNATURE</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY B MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: .....</p> <p>CONTRACTORS LICENSE NO.: .....</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p>						

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'



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
ADJ010

PAGE
11

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-2544

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ADJUTANT GENERAL'S DEPARTMENT  
 MOUNTAINEER CHALLENGE PROGRAM  
 CAMP DAWSON  
 240 ARMY ROAD  
 KINGWOOD, WV  
 26537  
 304-341-6406

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/11/2010				

BID OPENING DATE: 05/13/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>REV. 5/2009</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

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'



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
ADJ010

PAGE
12

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-2544

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ADJUTANT GENERAL'S DEPARTMENT  
 MOUNTAINEER CHALLENGE PROGRAM  
 CAMP DAWSON  
 240 ARMY ROAD  
 KINGWOOD, WV  
 26537 304-341-6406

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/11/2010				

BID OPENING DATE: 05/13/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	SEALED BID					
	BUYER:			32		
	REQ. NO.:			ADJ010		
	BID OPENING DATE:			05/13/2010		
	BID OPENING TIME:			1:30 PM		
	PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:					
	-----					
	PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:					
	-----					
	***** THIS IS THE END OF RFQ ADJ010 ***** TOTAL: _____					

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'

# Mountaineer Challenge Academy

Camp Dawson  
Kingwood, West Virginia

## Project: Wood Athletic Floor

### REQUEST FOR QUOTATION

**Project Scope:** Provide wood athletic floor in a new building within a 2-1/2" recessed area in gymnasium. See attached drawings and specifications.

#### **Index:**

- 1: Cover Sheet & Index
- 2 - 10: Spec Section 09 64 66 – Wood Athletic Flooring
- 11: SD-84-R – Wood Floor Detail
- 12: SD-85 – Wood Floor Detail – Volleyball Insert
- 13: SD-86-R – Partial First Floor Finish Plan

WARRINGTON ARCHITECTS  
410 D'Onofrio Drive, Suite A  
Madison, WI 53719  
T 608.827.5047  
F 608.827.6960

## SECTION 09 64 66 - WOOD ATHLETIC FLOORING

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. This Section includes wood athletic flooring.
- B. Related Sections:
  - 1. Division 09 Section "Wood Flooring" for traditional solid-wood and engineered-wood, strip, plank, and parquet flooring.

#### 1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for wood athletic flooring.
- B. Shop Drawings: For each type of floor assembly and accessory. Include plans, elevations, sections, details, and attachments to other work. Include the following:
  - 1. Expansion provisions and trim details.
  - 2. Layout, colors, widths, and dimensions of game lines and markers.
  - 3. Locations of floor inserts for athletic equipment installed through flooring assembly.
- C. Samples for Initial Selection: Manufacturer's color charts showing colors and glosses available for the following:
  - 1. Floor finish.
  - 2. Game-line and marker paint.
- D. Samples for Verification: For each type of wood athletic flooring and accessory required; approximately 12 inches long and of same thickness and material indicated for the Work.
  - 1. Include sample sets showing the full range of normal color and texture variations expected in wood flooring.
  - 2. Include Sample sets showing finishes and game-line and marker paint colors applied to wood flooring.
- E. Qualification Data: For qualified Installer and manufacturer including three projects with references phone numbers.



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- F. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for wood athletic flooring system.
- G. Maintenance Data: For wood athletic flooring and finish systems to include in maintenance manuals.

#### 1.4 QUALITY ASSURANCE

- A. Manufacturer Qualifications: A qualified manufacturer that is certified for chain-of-custody certification by an FSC-accredited certification body.
- B. Installer Qualifications: A firm or individual that has been approved by MFMA as an accredited Installer according to the MFMA Accreditation Program.
- C. Installer Qualifications: An experienced Installer who has completed wood athletic flooring installations similar in material, design, and extent to that indicated for this Project and whose work has resulted in installations with a record of successful in-service performance.
  - 1. Installer responsibilities include installation and field finishing of wood athletic flooring components and accessories, and application of game lines and markers.
- D. Forest Certification: Fabricate wood athletic flooring with flooring produced from wood obtained from forests certified by an FSC-accredited certification body to comply with FSC STD-01-001, "FSC Principles and Criteria for Forest Stewardship."
- E. Maple Flooring: Comply with MFMA grading rules for species, grade, and cut.
  - 1. Certification: Provide flooring that carries MFMA mark on each bundle or piece.
- F. Mockups: Build mockups to verify selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for fabrication and installation.
  - 1. To set quality standards for installation, install mockup of floor area as shown on Drawings.
  - 2. Prepare finished mockup of floor area as shown on Drawings to set quality standards for sanding and application of field finishes and game lines and markers.
  - 3. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
  - 4. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

#### 1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver assembly materials in unopened cartons or bundles.
- B. Protect wood from exposure to moisture. Do not deliver wood components until after concrete, masonry, plaster, ceramic tile, and similar wet work is complete and dry.

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- C. Store wood components in a dry, warm, well-ventilated, weathertight location and in a horizontal position.

#### 1.6 FIELD CONDITIONS

- A. Conditioning period begins not less than seven days before wood athletic flooring installation, is continuous through installation, and continues not less than seven days after installation.
  - 1. Environmental Conditioning: Maintain an ambient temperature between 65 and 75 deg F (18 and 24 deg C) and relative humidity planned for building occupants, but not less than 35 percent or more than 50 percent, in spaces to receive wood athletic flooring during the conditioning period.
  - 2. Wood Conditioning: Move wood components into spaces where they will be installed, no later than beginning of the conditioning period.
    - a. Do not install wood athletic flooring until wood components adjust to relative humidity of, and are at same temperature as, spaces where they are to be installed.
    - b. Open sealed packages to allow wood components to acclimatize immediately on moving wood components into spaces in which they will be installed.
- B. After conditioning period, maintain relative humidity and ambient temperature planned for building occupants.
- C. Install wood athletic flooring after other finishing operations, including painting, have been completed.

#### 1.7 COORDINATION

- A. Coordinate layout and installation of wood athletic flooring systems with floor inserts for gymnasium equipment.

### PART 2 - PRODUCTS

#### 2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
- B. Basis-of-Design Product: Subject to compliance with requirements, provide Pro-Action Thrust-by Action Floor System LLC. or comparable product by one of the following:
  - 1. Aacer Flooring, LLC.
  - 2. Action Floor Systems, LLC.
  - 3. Connor Floor; Subsidiary of Connor Sport Court International.
  - 4. Horner Flooring Company, Inc.
  - 5. Mondo.
  - 6. Robbins Sports Surfaces.

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Mountaineer Challenge Academy

7. WD Flooring, LLC.

## 2.2 DESCRIPTION

- A. System Type: **Floating**.
- B. Overall System Height: **2-1/2" total**.

## 2.3 PERFORMANCE

- A. Provide wood athletic flooring systems tested by a qualified testing agency according to DIN V 18032-2 and shown to meet the following requirements:
  - 1. Shock Absorption: Minimum 53 percent.
  - 2. Vertical Deflection: Minimum 0.09 inch (2.3mm).
  - 3. Area of Deflection: Maximum 15 percent.
  - 4. Ball Bounce: Minimum 90 percent.
  - 5. Surface Friction: Not less than 0.5 or more than 0.7.
  - 6. Rolling Loads: No damage when subjected to 337 lbf (1500 N) applied through a single wheel.

## 2.4 FLOORING MATERIALS

- A. Random-Length Strip Flooring: Northern hard maple (*Acer saccharum*), kiln dried, random length, tongue and groove, and end matched.
  - 1. Grade: MFMA-RL First.

## 2.5 SUBFLOOR MATERIALS

- A. Plywood Underlayment: APA rated, C-D plugged, exterior glue, 2 layers 15/32 inch (12mm) thick.
- B. Resilient Pads: With air voids for resiliency and installed at manufacturer's standard spacing for product designation indicated above.
  - 1. Type:
  - 2. Material: **Rubber**.
  - 3. Thickness: 3/4 inch (19mm)

## 2.6 FINISHES

- A. Floor-Finish System: System of compatible components recommended in writing by flooring manufacturer, and MFMA approved.
  - 1. Floor-Sealer Formulation: Pliable, penetrating type. MFMA Group 1, Sealers.

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2. Finish-Coat Formulation: Formulated for gloss finish indicated and multicoat application.
  - a. Type: MFMA Group 3, Gymnasium-Type Surface Finishes.
3. Game-Line and Marker Paint: Industrial enamel compatible with finish coats and recommended in writing by manufacturers of finish coats, and paint for this use.
4. VOC Content: Provide products that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
  - a. Floor Sealers and Finish Coats: VOC content of not more than 350 g/L.
  - b. Game-Line and Marker Paint: VOC content of not more than 150 g/L.
5. VOC Emissions: Provide products that comply with the maximum allowable concentrations of VOCs when tested according to California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."

## 2.7 ACCESSORIES

- A. Vapor Retarder: ASTM D 4397, polyethylene sheet not less than 6 mils (0.15 mm) thick.
- B. Fasteners: Type and size recommended by manufacturer, but not less than those recommended by MFMA for application indicated.
- C. GYM floor cover: to cover the entire floor area. Proper weight and strength to accommodate chairs seating.
- D. GYM Floor cover cart.
- E. GYM Floor cover should use an air ride system to extend and retract from cart.
- F. Trowelable Leveling and Patching Compound: Latex-modified, hydraulic-cement-based formulation approved by wood athletic flooring manufacturer.
- G. Adhesives: Manufacturer's standard for application indicated that has a VOC content of 100 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for maximum moisture content, installation tolerances, and other conditions affecting performance of wood athletic flooring.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

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- C. Concrete Slabs: Verify that concrete substrates are dry and moisture-vapor emissions are within acceptable levels according to manufacturer's written instructions.
1. Moisture Testing: Perform tests so that each test area does not exceed [200 sq. ft. (18.6 Sq. m) and perform no fewer than two tests in each installation area and with test areas evenly spaced in installation areas.
    - a. Perform anhydrous calcium chloride test per ASTM F 1869, as follows:
      - 1) Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq.ft. (1.36 kg of water/ 92.9 Sq. m in 24 hours.
    - b. Perform plastic sheet test, ASTM D 4263. Proceed with installation only after testing indicates absence of moisture in substrates.
      - 1) Proceed with installation only if there is no evidence of condensation or clouding in 24 hours.
    - c. Perform tests recommended by manufacturer. Proceed with installation only after substrates pass testing.

### 3.2 PREPARATION

- A. Grind high spots and fill low spots on concrete substrates to produce a maximum 1/8-inch (3-mm) deviation in any direction when checked with a 10-foot (3-m) straight edge.
  1. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, and depressions in substrates.
- B. Remove coatings including curing compounds and other substances on substrates that are incompatible with installation adhesives and that contain soap, wax, oil, or silicone; use mechanical methods recommended by manufacturer. Do not use solvents.
- C. Broom and vacuum clean substrates to be covered immediately before product installation. After cleaning, examine substrates for moisture, alkaline salts, carbonation, or dust. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.3 INSTALLATION

- A. General: Comply with wood athletic flooring manufacturer's written instructions, but not less than written recommendations of MFMA applicable to flooring type indicated.
- B. Pattern: Lay flooring parallel with long dimension of space to be floored unless otherwise indicated.
- C. Expansion Spaces: Provide as indicated, but not less than that required by manufacturer's written instructions and MFMA's written recommendations at walls and other obstructions, and at interruptions and terminations of flooring.

1. Cover expansion spaces with base molding, trim, and saddles, as indicated on Drawings.
- D. Vapor Retarder: Cover entire slab area beneath wood flooring. Install with joints lapped a minimum of 6 inches (150 mm) and sealed.
- E. Underlayment: Install perpendicular to direction of flooring, staggering end joints in adjacent rows.
- F. Provide blocking to support the telescoping stands. Coordinate location of the telescoping support system.
- G. Strip Flooring: Mechanically fasten perpendicular to supports.
- H. Installation Tolerances: 1/8 inch in 10 feet (3 mm in 3 m) of variance from level.

### 3.4 SANDING AND FINISHING

- A. Allow installed flooring to acclimate to ambient conditions before sanding.
- B. Follow applicable recommendations in MFMA's "Industry Recommendations for Sanding, Sealing, Court Lining, Finishing, and Resurfacing of Maple Gym Floors."
- C. Machine sand with coarse, medium, and fine grades of sandpaper to achieve a level, smooth, uniform surface without ridges or cups. Remove sanding dust by tack or vacuum.
- D. Finish: Apply seal and finish coats of finish system according to finish manufacturer's written instructions. Provide no fewer than **four** coats total and no fewer than **two** finish coats.
  1. Water-Based Finishes: Use finishing methods recommended by finish manufacturer to reduce grain raise and sidebonding effect.
  2. Game-Line and Marker Paint: Apply game-line and marker paint between final seal coat and first finish coat according to paint manufacturer's written instructions.
    - a. Mask flooring at game lines and markers, and apply paint to produce lines and markers with sharp edges.
    - b. Where game lines cross, break minor game line at intersection; do not overlap lines.
    - c. Apply game lines and markers in widths and colors according to NCAA regulations.
    - d. Apply finish coats after game-line and marker paint is fully cured.
    - e. Paint graphic symbols in areas indicated on drawings. Graphic image will be provided by the architect.

### 3.5 PROTECTION

- A. Protect wood athletic flooring during remainder of construction period to allow finish to cure and to ensure that flooring and finish are without damage or deterioration at time of Substantial Completion.

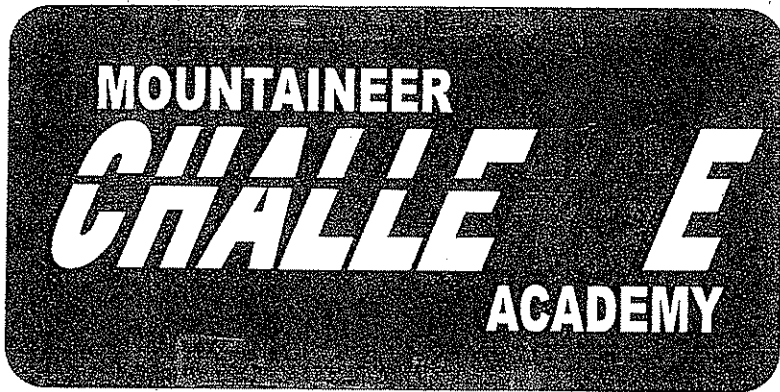
West Virginia National Guard  
Mountaineer Challenge Academy

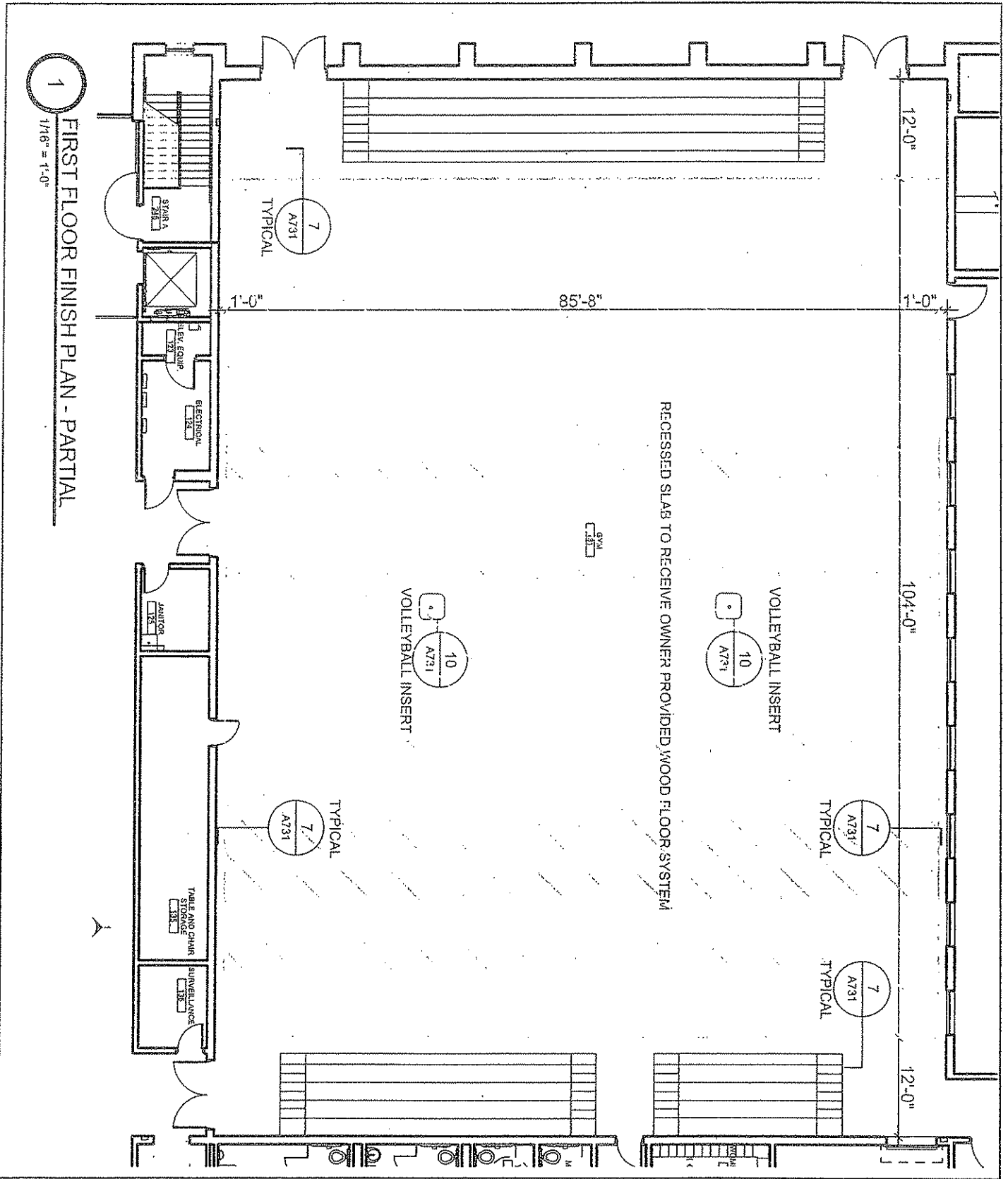
1. Do not cover flooring after finishing until finish reaches full cure and not before seven days after applying last finish coat.
2. Do not move heavy and sharp objects directly over flooring. Protect fully cured floor finishes and surfaces with plywood or hardboard panels to prevent damage from storing or moving objects over flooring.

END OF SECTION 096466



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1  
1/16" = 1'-0"  
FIRST FLOOR FINISH PLAN - PARTIAL

RECESSED SLAB TO RECEIVE OWNER PROVIDED WOOD FLOOR SYSTEM

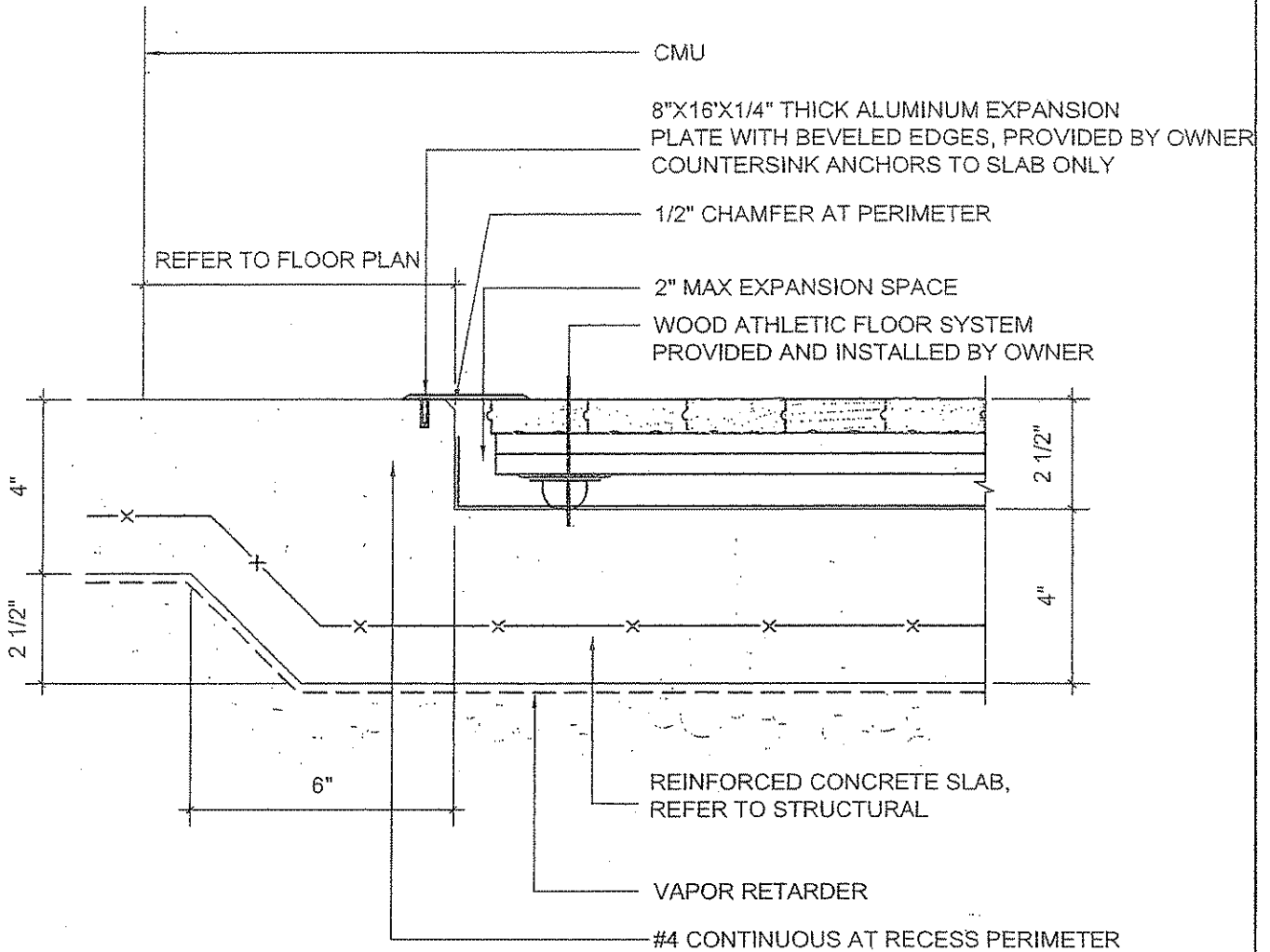
# Mountaineer Challenge Academy

West Virginia  
Army National Guard  
Camp Dawson Kingwood, WV

ASSEMBLAGE  
ARCHITECTS  
410 D'Onofrio Drive Suite A  
Madison, WI 53719  
T 608.827.5047  
F 608.827.6960

Project number	2006.06.00
Date	REVISED 01-18-10
A701 FIRST FLOOR ROOM FINISH PLAN	

**SD-86R**



7 WOOD FLOOR DETAIL  
3" = 1'-0"

# Mountaineer Challenge Academy

West Virginia  
Army National Guard  
Camp Dawson Kingwood, WV

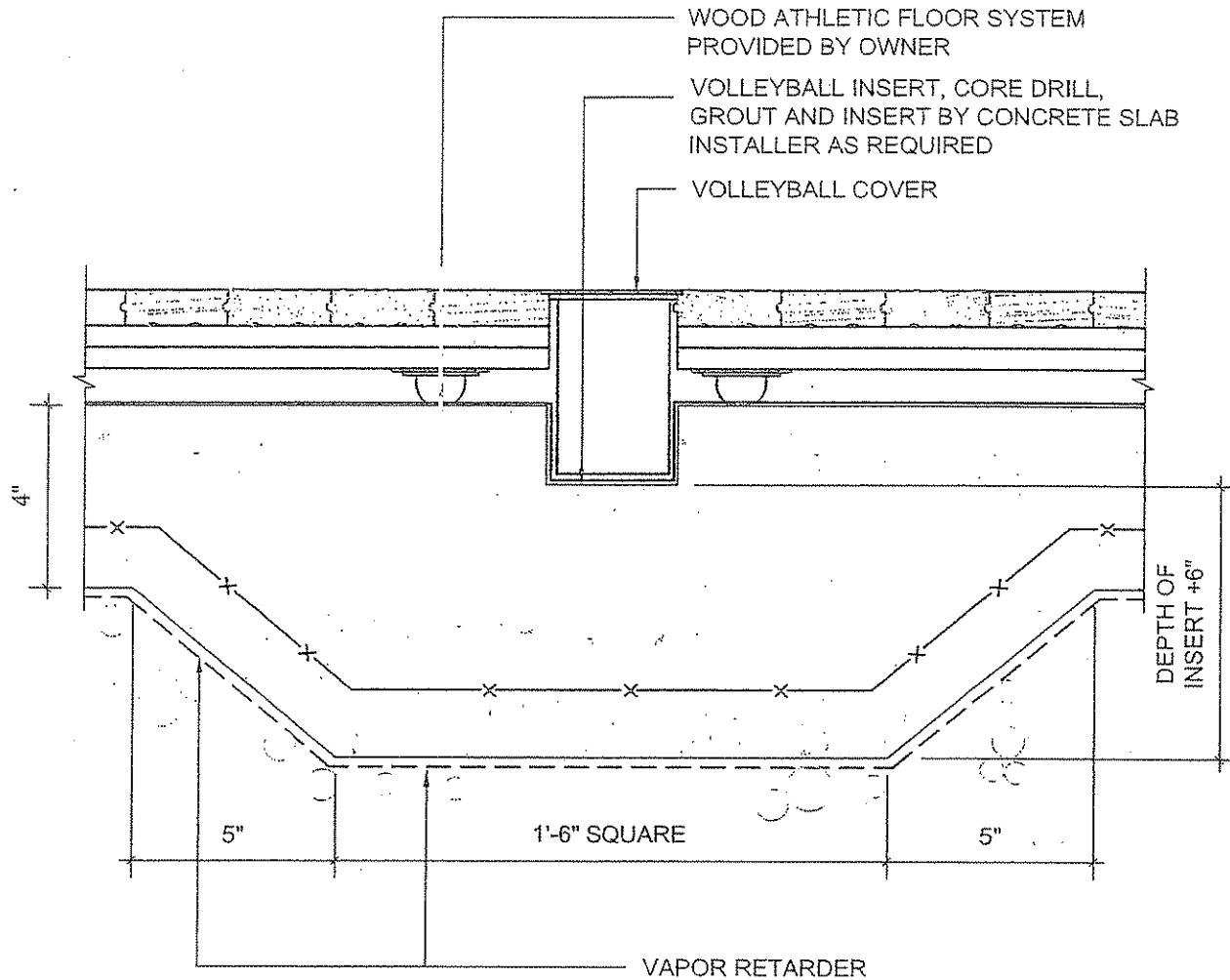
ASSEMBLAGE  
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410 D'Onofrio Drive Suite A  
Madison, WI 53719  
T 608.827.5047  
F 608.827.6960

Project number 2006.06.00

Date REVISED 01-07-10

A731 INTERIOR DETAILS

**SD-84R**



10 WOOD FLOOR DETAIL - VOLLEYBALL INSERT  
3" = 1'-0"

# Mountaineer Challenge Academy

West Virginia  
Army National Guard  
Camp Dawson, Kingwood, WV

ASSEMBLAGE  
ARCHITECTS  
410 D'Onofrio Drive Suite A  
Madison, WI 53719  
T 608.827.5047  
F 608.827.6960

Project number 2006.06.00

Date 12-7-09

A731 INTERIOR DETAILS

SD-85

Agency \_\_\_\_\_  
REQ.P.O# \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, as Principal, and \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
with its principal office in the City of \_\_\_\_\_, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOW THEREFORE,**

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached  
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the  
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full  
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,  
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no  
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby  
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations  
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal Corporate Seal

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_  
(Must be President or  
Vice President)

\_\_\_\_\_  
(Title)

Surety Corporate Seal

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals  
must be affixed, a power of attorney must be attached.**

AGENCY \_\_\_\_\_ (A)  
 RFQ/RFP# \_\_\_\_\_ (B)

**Bid Bond**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,

\_\_\_\_\_ (C) of \_\_\_\_\_ (D), \_\_\_\_\_ (E)  
 as Principal, and \_\_\_\_\_ (F) of \_\_\_\_\_ (G),  
 \_\_\_\_\_ (H), a corporation organized and existing under the laws  
 of the State of \_\_\_\_\_ (I) with its principal office in the City of  
 \_\_\_\_\_ (J), as Surety, are held and firmly bound unto The State  
 of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (K)  
 (\$ \_\_\_\_\_ (L)) for the payment of which, well and truly to be made,  
 we jointly and severally bind ourselves, our heirs, administrators, executors,  
 successors and assigns.

The Condition of the above obligation is such that whereas the Principal  
 has submitted to the Purchasing Section of the Department of Administration  
 a certain bid or proposal, attached hereto and made a part hereof to enter into a  
 contract in writing for \_\_\_\_\_

\_\_\_\_\_ (M)  
 \_\_\_\_\_  
 \_\_\_\_\_

NOW THEREFORE.

(a) If said bid shall be rejected, or  
 (b) If said bid shall be accepted and the Principal shall enter into a  
 contract in accordance with the bid or proposal attached hereto and shall furnish  
 any other bonds and insurance required by the bid or proposal, and shall in all  
 other respects perform the agreement created by the acceptance of said bid then  
 this obligation shall be null and void, otherwise this obligation shall remain in full  
 force and effect. It is expressly understood and agreed that the liability of the  
 Surety for any and all claims hereunder shall, in no event, exceed the penal  
 amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the  
 obligations of said Surety and its bond shall be in no way impaired or affected by  
 any extension of time within which the Obligee may accept such bid: and said  
 Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their  
 hands and seals, and such of them as are corporations have caused their corporate  
 seals to be affixed hereto and these presents to be signed by their proper officers,  
 this \_\_\_\_\_ (N) day of \_\_\_\_\_ (O), 20 \_\_\_\_\_ (P).

Principal Corporate Seal

(R)

\_\_\_\_\_ (Q)  
 (Name of Principal)  
 By \_\_\_\_\_ (S)  
 (Must be President or  
 Vice President)  
 \_\_\_\_\_ (T)  
 Title

Surety Corporate Seal

(U)

\_\_\_\_\_ (V)  
 (Name of Surety)  
 \_\_\_\_\_ (W)  
 Attorney-in-Fact

- (A) WV State Agency  
 (Stated on Page 1 "Spending Unit")  
 Request for Quotation Number (upper  
 right corner of page #1)
  - (C) Your Company Name
  - (D) City, Location of your Company
  - (E) State, Location of your Company
  - (F) Surety Corporate Name
  - (G) City, Location of Surety
  - (H) State, Location of Surety
  - (I) State of Surety Incorporation
  - (J) City of Surety Incorporation
  - (K) Minimum amount of acceptable bid  
 bond is 5% of total bid. You may state  
 "5% of bid" or a specific amount on  
 this line in words.
  - (L) Amount of bond in figures
  - (M) Brief Description of scope of work
  - (N) Day of the month
  - (O) Month
  - (P) Year
  - (Q) Name of Corporation
  - (R) Raised Corporate Seal of Principal
  - (S) Signature of President or Vice  
 President
  - (T) Title of person signing
  - (U) Raised Corporate Seal of Surety
  - (V) Corporate Name of Surety
  - (W) Signature of Attorney in Fact of the  
 Surety
- NOTE: Dated, Power of Attorney with Raised  
 Surety Seal must accompany this bid  
 bond.

**IMPORTANT** – Surety executing bonds must be licensed in West Virginia to  
 transact surety insurance. Raised Corporate Seals must be affixed and a Power of  
 Attorney must be attached.



State of West Virginia  
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT  
West Virginia Code §21-1D-5

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, TO-WIT:

I, \_\_\_\_\_, after being first duly sworn, depose and state as follows:

- 1. I am an employee of \_\_\_\_\_; and,  
(Company Name)
- 2. I do hereby attest that \_\_\_\_\_  
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code** §21-1D-5.

The above statements are sworn to under the penalty of perjury.

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

By Commission expires \_\_\_\_\_

(Seal)

\_\_\_\_\_  
(Notary Public)

**THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.**



STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

AFFIX SEAL HERE

NOTARY PUBLIC \_\_\_\_\_