



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
BPH10101

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SUPPLIER

HEALTH AND HUMAN RESOURCES  
 BPH - TRAUMA & EMERGENCY CARE  
 SYSTEM  
 VARIOUS LOCALES AS INDICATED  
 ON PURCHASE ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/04/2010				

BID OPENING DATE: **06/03/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	10,000	EA		785-85		
	TRASH BAGS, OPAQUE POLY BAGS OR EQUAL				100 BAGS/CS.	
	55 GALLON BAGS, APPROXIMATELY 36" X 56"; 1.5 MIL. THICK VIBRANT ORANGE IN COLOR; IMPRINT AREA OF 5" X 7" UP TO 8" X 10". WVDHHR OFFICE OF EMS APPROVED LOGO AND TEXT AS SHOWN IN THE ATTACHED DETAILED SPECIFICATIONS.					
0002	10,000	EA		785-85		
	MIRROR COMPACTS, ROUND COMPACT WITH A PLASTIC CASE					
	AND A MINIMUM OF 1 MIRROR WITHIN THE COMPACT. SNAP CLOSURE ON ONE SIDE; HINGE ON OPPOSITE SIDE APPROXIMATE DIMENSIONS: 2 3/8" X 2 3/4" 1 5/8" DIAMETER IMPRINT AREA ASSORTED VIBRANT COLORS IN A MINIMUM OF 5 COLOR CHOICES; EQUALLY DIVIDED. WVDHHR OFFICE OF EMS APPROVED LOGO AND TEXT AS SHOWN IN THE ATTACHED DETAILED SPECIFICATIONS.					
0003	10,000	EA		785-85		
	WHISTLE KEY CHAINS, WITH LED MINI FLASHLIGHT,					

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.

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**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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ADDRESS CORRESPONDENCE TO ATTENTION OF
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<b>304-558-0067</b>

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VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BPH - TRAUMA & EMERGENCY CARE  
 SYSTEM  
 VARIOUS LOCALES AS INDICATED  
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<b>05/04/2010</b>				

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0004	10,000	EA		785-85		
<p>APPROXIMATE DIMENSIONS: 2 5/8" X 5/8"            IMPRINT IN AN AREA OF 2 1/2" X 1/2"            ASSORTED VIBRANT COLORS IN A MINIMUM OF 5 COLOR CHOICE;            EQUALLY DIVIDED.            WVDHHR OFFICE OF EMS APPROVED LOGO AND TEST AS SHOWN IN            THE ATTACHED DETAILED SPECIFICATIONS.</p> <p>LANYARDS, FABRIC LANYARD; 3/8" WIDE; COLORS: BLACK,            FOREST GREEN, MAROON, NAVY BLUE, ORANGE, PURPLE, RED,            ROYAL BLUE, TEAL, YELLOW (IN EQUAL QUANTITIES).            THESE WILL BE GIVEN TO CHILDREN WITH THE ABOVE WHISTLE            ATTACHED.            WHITE TEXT TO APPEAR ON LANYARD IS:            WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES            EMERGENCY MEDICAL SERVICES FOR CHILDREN            PER THE ATTACHED SPECIFICATIONS.</p>						
0005	10,000	EA		785-85		
<p>PENCILS, WOODEN, NUMBER TWO (NO. 2) GRAPHITE INSERT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0006	1	JB		785-85		
ASSORTED, EQUAL AMOUNTS OF EACH, VIBRANT NEON COLORS; ERASERS IN THE SAME NEON COLOR AS THE PENCILS; PENCILS SHOULD BE APPROXIMATELY 7 1/2 INCHES IN LENGTH; WVDHHR OFFICE OF EMS APPROVED LOGO AND TEXT AS SHOWN IN THE ATTACHED DETAILED SPECIFICATIONS.  ONE TIME SET UP CHARGE FOR LOGO/TEXT IMPRINT						
0007	1	JB		785-85		
LUMP SUM SHIPPING AND HANDLING  AWARD OF THIS CONTRACT WILL GO TO A SINGLE VENDOR WHO MEETS ALL OF THE SPECIFICATIONS AS OUTLINED IN THIS RFQ AT THE LOWEST PRICE. NOTE: THE FUNDING FOR THIS PROJECT EXPIRES ON JUNE 30, 2010. THE SUCCESSFUL BIDDER WILL NEED TO ENSURE THAT ALL ITEMS ARE RECEIVED BY THE DEPARTMENT NO LATER THAN JUNE 30, 2010.  CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN						

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BID OPENING DATE: **06/03/2010** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</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>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 5/18/2010. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115            E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT</p>						

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/04/2010				

BID OPENING DATE: **06/03/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----RW/FILE 22-----</p> <p>RFQ. NO.:-----BPH10101-----</p> <p>BID OPENING DATE:-----6/3/2010-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p>						

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05/04/2010				

BID OPENING DATE: **06/03/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): -----  ***** THIS IS THE END OF RFQ BPH10101 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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## Request for Proposal BPH10101

The West Virginia Department of Health and Human Resources (WV DHHR), State Trauma and Emergency Medical System (STEMS), Office of Emergency Medical Services, desires to make a one-time purchase for educational materials for the Emergency Medical Services for Children Program. Each of the items are specifically designed to fit into the educational programs National Association for Search and Rescue's (NASAR's) Hug-a-Tree. This program is intended to teach children safety in the wilderness.

Students are taught through a video presentation, demonstration, and hands-on participation how to use each of the items to stay alive and be found. The items include:

- 1) a small mirror (for signaling).
- 2) a whistle (for signaling).
- 3) a trash bag (for sheltering).
- 4) a lanyard with a break-away closure to hold the whistle, and
- 5) a pencil for the children to use on a daily basis as a reminder of their training.

### Specifications:

#### General

- A) Award of this contract will go to a single vendor who meets **all** of the specifications as outlined in this RFQ at the lowest price.
- B) Vendor agrees to use the WV DHHR approved logo which will be provided by WV DHHR Office of EMS in png or jpg form.
- C) WV DHHR Office of EMS will need to be provided with a proof of each product prior to the actual printing.
- D) Payment to vendor will be made following delivery of the products within 45 days of invoice.
- E) The funding for this project expires on June 30, 2010. The successful bidder will need to ensure that all items are received by the Department no later than June 30, 2010.

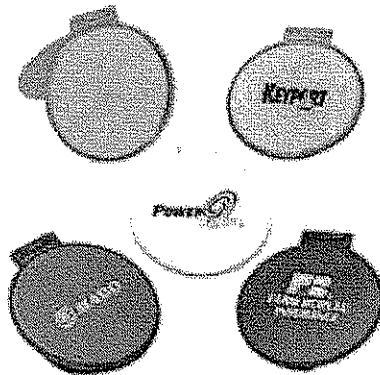


**1.0 Mirror compacts: Mandatory specifications:**

- 1.1 Quantity: 10,000
- 1.2 Round compacts with a plastic case and a minimum of 1 mirror within the compact.
- 1.3 Snap closure on one side; hinge on opposite side
- 1.4 Size: 2 3/8" x 2 3/4" (+/- 1/4")
- 1.5 1 5/8" diameter imprint area.
- 1.6 Assorted vibrant colors in a minimum of 5 color choices; equally divided
- 1.7 WV DHHR Office of EMS approved logo and text as below in black ink on the lighter color compacts (white/yellow/orange) and white ink on the dark color compacts (blue/red):



West Virginia Department of Health and Human Resources  
Bureau for Public Health  
State Trauma and Emergency Medical System  
Office of Emergency Medical Services  
www.wvoems.org • (304) 558-3956

**1.8 Sample product shown below:**

**2.0 Whistle Key Chain with the following features;****Mandatory specifications:**

- 2.1 Quantity: 10,000
- 2.2 Whistle with keychain loop or a hole for connection to lanyard.
- 2.3 LED mini flashlight
- 2.4 Dimensions: 2 5/8" x 5/8" (+/- 1/4" in side)
- 2.5 Imprint in an area of 1 1/2" x 1/2"
- 2.6 Assorted vibrant colors in a minimum of 5 color choices; equally divided
- 2.7 WV DHHR Office of EMS approved logo and text as below in black ink on the lighter color compacts (white/yellow/orange) and white ink on the dark color compacts (blue/red):



West Virginia Department of Health and Human Resources  
Bureau for Public Health  
State Trauma and Emergency Medical System  
Office of Emergency Medical Services  
www.wvoems.org • (304) 558-3956

**2.8 Sample product shown below:**

**3.0 Trash bags: Mandatory specifications:**

- 3.1 Quantity: 10,000; 100 bags per case
- 3.2 Opaque Poly bags (or equivalent)
- 3.3 55 gallon bags, size 36" x 56" (or greater in length and width)
- 3.4 Minimum 1.5 mil. thickness
- 3.5 Vibrant Orange in color. (Safety Orange for easy recognition)
- 3.6 Imprint area of 5" x 7" up to 8" x 10"
- 3.7 WV DHHR Office of EMS approved logo and text as below in black ink:



West Virginia Department of Health and Human Resources  
Bureau for Public Health  
State Trauma and Emergency Medical System  
Office of Emergency Medical Services  
www.wvoems.org • (304) 558-3956

- 3.8 The following text will be printed on each bag in a bold font:

**How to use the trash bag....**

1. Turn the trash bag upside down.
2. Move the bag so it is at the top of your head.
3. Pinch the bag at the nose to mark where the hole should be.
4. Using your finger, make a hole where the nose will be and big enough for your face to show.
5. Place the trash bag over your head and pull it down so it covers your entire body to keep you warm and dry.
6. Sit on dry leaves and branches to keep you warm and comfortable.

**Hug-A-Tree Reminders....**

1. Always tell an adult where you are going.
2. If you get lost, stay in one place. Find a tree and hug it!
3. Always have a whistle, large trash bag, and mirror with you.
4. Your parents will not be angry with you.
5. Make yourself "Big" so you can be seen easily.
6. Animals are afraid of you. Making noise will likely scare them away.
7. Lots of people will be looking for you.

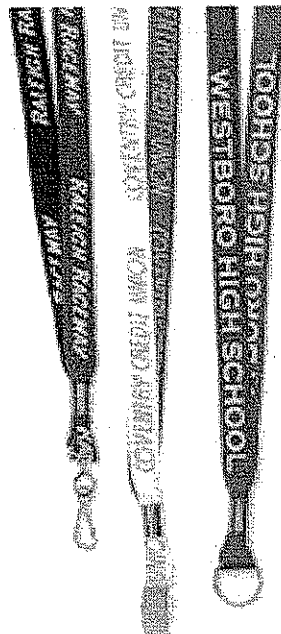
**"Warning: To avoid danger of suffocation, use this bag only as instructed. The plastic bag could block nose and mouth and prevent breathing. THIS BAG IS NOT A TOY".**

**4.0 Lanyards: Mandatory specifications:**

- 4.1 Quantity: 10,000
- 4.2 Fabric lanyard; Minimum of 3/8" wide.
- 4.3 Colors: Black, Forest Green, Maroon, Navy Blue, Orange, Purple, Red, Royal Blue, Teal, Yellow (in equal quantities)
- 4.4 Breakaway closure to secure the whistle (item #2)
- 4.5 Will be given to children with the above whistle attached.
- 4.6 White (or contrasting color) of text to appear on lanyard is:

West Virginia Department of Health and Human Resources  
Emergency Medical Services for Children

- 4.7 Sample product shown below:



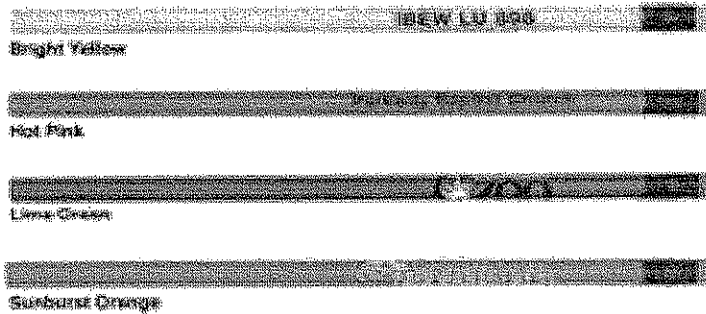
**5.0 Pencils : Mandatory specifications:**

- 5.1 Quantity: 10,000
- 5.2 Wooden pencil with eraser
- 5.3 Number two (No. 2) graphite insert
- 5.4 Assorted, equal amounts of each, vibrant neon colors
- 5.5 Erasers in the same neon color as the pencil
- 5.6 Pencils should be a minimum of 7½ inches in length; maximum of 9 inches.
- 5.7 WV DHHR Office of EMS approved logo and text as below:



West Virginia Department of Health and Human Resources  
Bureau for Public Health  
Office of Emergency Medical Services  
www.wvoems.org • (304) 558-3956

5.8 Sample picture shown below:



**Bid Sheet**

<i>Item Number</i>	<i>Description</i>	<i>Color</i>	<i>Quantity</i>	<i>Unit Amount</i>	<i>Total Amount</i>
1.	Mirror Compacts	Assorted Colors per specifications	10,000		
2.	Whistle Key chains	Assorted Colors	10,000		
3.	Trash bags	Orange	10,000		
4.	Lanyards	Assorted Colors per specifications	10,000		
5.	Pencils	Assorted Colors per specifications	10,000		
6.	One time set up charge for logo/text imprint		1		
7.	Lump sum shipping and handling		1		
		<b>Grand Total</b>			

RFQ No. BPH10101

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 exceed 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** \_\_\_\_\_

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application\* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: \_\_\_\_\_ Signed: \_\_\_\_\_

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

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.