



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
 EHS90090

PAGE
 1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 ENVIRONMENTAL HEALTH SERVICES
 SAINT ALBANS DISTRICT OFFICE
 808 "B" STREET, SUITE G
 SAINT ALBANS, WV
 25177 304-722-0611

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/09/2009				

BID OPENING DATE: 07/08/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		070-59		
<p>WATER OPERATOR TRAINING TRAILER PER SPECIFICATIONS.</p> <p>TO PROVIDE ONE CUSTOM BUILT WATER OPERATOR TRAINING TRAILER TO BE USED BY THE DRINKING WATER PROGRAM IN THE THE OPERATOR CERTIFICATION AND TRAINING PROGRAM AS PART OF A MULTIPLE-BARRIER APPROACH TO PREVENTING CONTAMINATION OF A WATER SUPPLY AND PROTECTING PUBLIC HEALTH, PER THE ATTACHED SPECIFICATIONS.</p> <p>THE TRAILER FULLY LOADED WITH ALL EQUIPMENT MUST BE DELIVERED TO THE WVDHHR-BPH OFFICE IN ST. ALBANS, WEST VIRGINIA, BY DECEMBER 31, 2009.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN 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 6/22/2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE N</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'

**GENERAL TERMS & CONDITIONS
PURCHASE ORDER/CONTRACT**

- 1. ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
- 2. APPLICABLE LAW:** 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.
- 3. NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms 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.
- 4. COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
- 5. MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
- 6. ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
- 7. WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; {b} be merchantable and fit for the purpose intended; and/or {c} be free from defect in material and workmanship.
- 8. CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 9. SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
- 10. LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
- 11. TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
- 12. RENEWAL:** 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, the State may deem this contract null and void, and terminate such contract 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 Cover 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 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."



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<p>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 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>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15</p>						

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2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED. THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER:-----RW/FILE 22----- RFQ. NO.:-----EHS90090----- BID OPENING DATE:-----7/8/2009----- BID OPENING TIME:-----1:30 PM----- PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): -----						

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***** THIS IS THE END OF RFQ EHS90090 ***** TOTAL:						_____

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Water Operator Training Trailer

I. PURPOSE

The State of West Virginia, Department of Health and Human Resources (WV DHHR), Bureau for Public Health (BPH), Office of Environmental Health Services (OEHS), Environmental Engineering Division (EED) oversees the drinking water program. The operator Certification and Training (C&T) program is part of a multiple-barrier approach to preventing contamination of a water supply and protecting public health. To enhance water operator training and awareness of the drinking water industry and operator profession, the C&T Program is developing a Water Operator Training Trailer (WOTT) program for community and non-transient non-community public water systems serving 3,300 or fewer people. The WOTT program will serve three (3) different purposes:

1. a training service;
2. a mobile resource; and,
3. a visible operator awareness campaign.

The first part of this program is designing and purchasing a physical trailer equipped with water treatment equipment and related resources for later public water system (PWS) operator training.

The main purpose of the WOTT program is to allow small system PWS operators across WV to receive on-site training by utilizing a system of mobile resources and a water operator training specialist to provide on-site technical assistance, training, and distribution of drinking water industry resources. By utilizing the training programs offered through this trailer, PWS operators will obtain the following:

1. Understanding of basic and advanced sampling, laboratory, and treatment practices;
2. An introduction to new technologies available;
3. Training on PWS maintenance and expansion;
4. Reduced travel costs associated with required training;
5. Increased professional development support; and,
6. On-site training and technical assistance.

The WOTT program will also provide educational outreach at public events to increase awareness of the operator profession and overall drinking water industry. The trailer will visibly display the state drinking water program emblem and serve as an advertisement for the water operator profession in WV. The trailer will also promote awareness of the water operator profession by:

1. Recruiting new operators through outreach at community events and sites to meet the growing need for certified operators created by the high number of existing operators retiring within the next 5 years; and,
2. Increasing the number of certified operators available to work at PWSs across WV;

Both purposes compliment each other to improve the quality and availability of PWS operators across the state.

II. DEPARTMENT GOALS

The WV DHHR governs PWSs and operators to protect public drinking water supplies. The drinking water program is based on best practices, federal and state laws, and WV DHHR designation as the primary agency to carry out the provisions of the federal "Safe Drinking Water Act," and for assuring that the state's 2,000 public drinking water supplies provide a reliable supply of safe drinking water to approximately 1,387,000 individuals. The WOTT supports a two-fold approach to operator certification that not only facilitates existing operator training needs, but assists in the awareness of the operator profession to attract new operators to the drinking water field particularly for the community and non-transient non-community public water systems serving 3,300 or fewer people.

III. SPECIFICATIONS

Vendor will be responsible for designing and providing a training trailer with all the components necessary for a mobile indoor/outdoor classroom for relevant, hands-on water operator training across WV.

Vendor shall submit printed manufacturer's literature and detailed specifications, general design schematic for the trailer and equipment.

Vendor shall construct and stock the trailer with new materials, not remanufactured components. All equipment ownership, guarantees, and warranties shall be in the name of the State of West Virginia.

Note: Many of the items listed below are brand specific products (noted in italics) to identify the standard of quality performance and characteristics required. It is not intended to limit or restrict competition or products from alternate companies. If vendor wants to provide a different product than listed, the vendor must provide written justification the alternative is equivalent or better in function.

A. Vendor shall construct or have constructed a training trailer with the following physical specifications:

1. Overall Length: 26 – 30 feet
2. Width: 8 – 9 feet

3. Height: 8 – 9 feet
4. Interior Box Length: 25 – 26 feet
5. Side Door: 35-36 inches (w) x 77-79 inches (h)
6. Rear door with ramp: 7 – 8 feet (w) x 6 – 7 feet (h)
7. Payload capacity: 5,000 – 10,000 pounds
8. Internal Height: 6.5 – 7 feet
9. One piece aluminum roof
10. Electric brakes
11. Electric jack
12. Aluminum front and rear cast corners
13. Steel front cap and uprights
14. Steel wheels and aluminum fenders
15. Two (2), 12 Volt Dome Lights with Switch
16. 110 Volt light package
17. 18-foot manual, roll-out awning
18. Heat and air conditioning unit
19. Installed cabinets and workbench area
20. DHHR and OEHS logos on side panels (see section C)
21. Hook-ups for electrical connection to on-site power source
22. Sink basin with faucet for running water connection to on-site water source.
23. Holding tank for wastewater from sink basin that can be discharged to local sanitary sewer.
24. 100 amp, single phase, 120 / 240 volt system generator
25. Minimum of four receptacles, minimum of 30 amp service
26. Hitch and towing package (including electrical jack) for use with standard truck.

B. Vendor shall purchase the following training equipment or equivalents for inside the trailer at a minimum. Any items with stock numbers listed are in reference to the USABlueBook catalog unless otherwise noted.

1. Water Testing Equipment

- a. *HACH* DR2800 Portable Spectrophotometer with battery & accessories or equal
 - i. Carrying Case Hach#5839700
 - ii. Filter set Hach#lzv537
 - iii. Sample cell 25x95mm 10-20-25mL pk/6, Hach#2401906
 - iv. DRB200 reactor, 110V 15x16mm, Hach#LTV082.53.40001
 - v. Cell holder assembly, TTHM, Hach#4788000
 - vi. Hot plate/stir 7x7, CIMAREC Dig 115V, Hach#2881600
 - vii. Pour-thru cell kit, Hach#5940400
- b. *Thermo Spectronic* Genesys 10 Visible Spectrometer, #32222 or equal
 - i. *Pelican* Carrying Case, #42702 or equal
 - ii. Spectronic standards, #32216
 - iii. Disposable Cuvettes, 10mm, pathlength 100/box, #32207
 - iv. Test Tubes, 10mm pathlength 12/pk, #32209
 - v. Test Tubes, 1/2" pathlength 12/pk, #32210

- vi. Test Tubes, 1" pathlength 12/pk, #32211
- vii. Test Tube Holder for Genesys 10 Spectrometer, #32224
- viii. Sample Cell, Rectangular 50mm SP600, #37155
- c. *HACH* DR870 Colorimeter, #44529 or equal
 - i. Hard Carrying Case, #44532
 - ii. HachLink Software, #44559
 - iii. Data Transfer Cable, #44534
 - iv. Sample Cells (10, 20, 25mL Marking) Pk of 6, #44530
 - v. COD/Test 'N Tube Adapter, #44531
 - vi. AA Batteries, 24 Pack, #43068
- d. *HACH* Pocket colorimeters & accessories or equal
 - i. Chlorine Pocket Colorimeter II 0-8 mg/L, #32125-57800-00
 - ii. pH/Chlorine Pocket Colorimeter II, #0200-58700-12
- e. Turbidity Instruments
 - i. *HF Scientific, Inc.* Micro 100 Benchtop Turbidimeter, #41318 or equal
 - ii. Cuvettes pk/3 w/threaded light shield cap, #41323
- f. *HACH* 2100 Portable Turbidimeter, #32290 or equal
 - i. Carrying Case
 - ii. Power Adapter, 120VAC 6VDC, #32295
 - iii. *StablCal* Turbidity Standards Ampule Kit for 2100P, #42855 or equal
 - iv. Replacement Sample Cells for 2100P, 6/pk, #32297
 - v. *StablCal* Turbidity Standards Calibration Kit-Sealed Vials or equal
- g. Fluoride and pH Equipment
 - i. *Thermo Orion* Dual Star ISE/pH meter/probes, #40365 or equal
 - ii. *Orion* Fluoride Ion Selective Electrode w/BNC Connector, #35545 or equal
 - iii. Fluoride ISE TISABII, One Gallon, #72352
 - iv. *Oakton* pH 4.01 Buffer Pouches, box of 20, #40459 or equal
 - v. *Oakton* pH 7.00 Buffer Pouches, box of 20, #40469 or equal
 - vi. *Oakton* pH 10.00 Buffer Pouches, box of 20, #40479 or equal
 - vii. *Orion* pH Electrode or equal
 - viii. Electrode Storage Solution 500mL, 1 pint, #40450
 - ix. *Griffin* Low Form Beakers 50 mL Polypropylene, Nalgene Pk/12, #34800 or equal
 - x. *Nalgene* Unitary Wash Bottles, 500mL, PK/4, #35520 or equal
 - xi. Five (5) Stir Bars, Polygon 7/8X3/16", #366-5894
 - xii. Fluoride Standard, 1.0ppm 500mL, #29604
 - xiii. Fluoride Standard, 10ppm 500mL, #29614
- h. Conductivity instrument & accessories
 - i. *HACH* sensION 156 Multi-parameter meter (#54650-14) includes conductivity and DO probe, #41465 or equal
 - ii. Sodium Chloride, 85.47mg/L 100mL, #0200-2307
 - iii. Sodium Chloride, 491 mg/L 100mL, #0200-1440
- i. Titration (alkalinity/hardness) instrument & accessories
 - i. Three (3) Self-zeroing Glass Burets for each alkalinity and

- hardness with Stopcock, 50mL, #33258
- ii. Hardness Buffer Solution 500mL, #29888
- iii. Two (2) Eriochrome Black I Indicator Solution, 120 mL, #29574
- iv. Two (2) Sulfuric Acid, 0.02N for alkalinity 4L, #29850
- v. Two (2) Bromocresol Green Methyl Red Indicator, #29496

2. Laboratory and Instrument Accessories and Equipment

- a. One (1) microliter syringe
- b. Two (2) pipet bulbs
- c. One (1) set of volumetric pipets (1, 2, 5 and 10mLs)
- d. Twelve (12) 250 mL Erlenmeyer flasks, wide mouth, #31061
- e. Twelve (12) Graduated Griffin Beaker, 150mL, #31104
- f. Twelve (12) Graduated Griffin Beaker, 250mL, #31105
- g. Six (6) Graduated Griffin Beaker, 600mL, #31107
Two (2) Graduated Griffin Beaker, 1,000mL, #31108
Graduated Griffin Beaker, 2,000mL, #31109
- h. *Corning* Scholar 5" x 5" Stirrer, 10-1600RPM, #30321 or equal
- i. Stereo Microscope 10X and 30X dual illumination, #33600
- j. *Barnstead* E-Pure Deionization System, 4-Cartridge, #30021 or equal
- k. D5023 Cartridge Kit for Barnstead Epure System, #30022
- l. *Barnstead* 0.2 Micron Final Filter, D3750, #30023 or equal

3. Other Equipment

- a. (3) Soundsens Infrared (I) programmable correlating loggers or equal
- b. (5) Permalogs and patroller (Unmanned surveyors)
- c. (1) Xmic Ground microphone
- d. Pipeline Inspection System- *Electric Eel Manufacturing* Eel Cam EC-10 LCD or equal
- e. Portable hand-held valve turning machine, electric powered - *Wachs* Pow-R-Drive II valve Operator, #11543 or equal
- f. UL Flow Test Kit – P905 Flow Test Kit including 4 tips (1#, 1.5", 2" and 2.5"), barrel, pitot, 3.5" gauge and large carrying case or equal
- g. Pipe & Cable Locator – *Schonstedt* TraceMaster, #49450 or equal
- h. One Gas Monitor – *Biosystems* MultiVision 4 Gas Detector, NiMH Battery w/pump, #42565 or equal
- i. Tapping Machine - *Mueller* D5 Machine, kit includes Machine, Case, Ratchet Handle, two Open End Wrenches, Cutting Grease and Instruction Manual, and can be used on cast iron, cement lined cast iron, ductile, cement lined ductile iron, A/C, concrete, steel and plastic or equal
- j. Handheld GPS Navigation System - *Garmin* GPSMAP 60CSx or equal
- k. *Ford* Standard Test Bench to hold 2 meters or equal with:
 - i. Adapters and gaskets for 5/8", 5/8"x3/4" and 1" meters
 - ii. Ball valve at inlet and outlet
 - iii. Testerate indicator
 - iv. Pressure gauges at inlet and outlet
 - v. Adjusting valve at outlet of each unit
 - vi. Drain valve at bench outlet

- vii. 18" copper swinging discharge pipe at outlet
 - viii. idler
 - l. *HACH ECLOX* Rapid Response Water Test Kit, #0200-28868 or equal
 - m. Portable Test Meter, #67879
 - n. *Watts* TK-99E Backflow Preventer Test Kit, #50317 or equal
 - o. *Watts* TK-99D Backflow Preventer Test Kit, #50319 or equal
 - p. Hydrant Backflow Preventer RPZ 2-1/2" NST Swivel Connection #72530
 - q. *Watts* Hydrant Relief Valve 20-175 PSI range, #17140 or equal
 - r. *Stenner* Peristaltic Pump, 3GPD/100 PSI 115VAC #76449 or equal
 - s. Three (3) *Pulsatron* Series A Plus Pump 6GPD, 150 PSI #45154 or equal
 - t. Three (3) *Chem-tech* Series 100 3GPD, 100 PSI #43336 or equal
 - u. *PlantPRO* 3" Hydrant Meter Gallon Register, #13250 or equal
 - v. *Gil* Hydrant Diffuser 2-1/2" with Brass Gland, #17593 or equal
 - w. *Dechlorination Bazooka*, Liquid Feed, 2.5" NST Fitting, #11259
 - x. One (1) *LMI* Chemical Feed Unit, *LMI LiquiPro* Series AA1, B1 & C1 Pumps for basic chemical feed applications, #69591 or equal
 - y. Infrared Thermometer w/Laser Non-Contact to 600 degrees F, #70055
 - z. *Schonstedt* Mac 51 Bx Pipe Locator (Pipe and cable/magnetic), #49451 or equal
 - aa. 55 Gallon Flat bottom Translucent Solution Tank, #27379
 - bb. "Hydrants & Valves" training CD-ROM from American Flow Control or equal
 - cc. One (1) Hydrant Repair Kit
 - dd. One (1) *Babco* Back Pressure Relief Valve
 - ee. One (1) Distribution Relief Valve
 - ff. One (1) Distribution Valve Exercise Unit
 - gg. One (1) Pressure / Flow Chart Recorder
 - hh. One (1) Flushing Elbows
- 4. In-line piloting equipment**
- a. *Rosemount* Solu Comp II Conductivity Analyzer, Single #32051 or equal
 - b. *Rosemont* Conductivity Sensor #400VP-13, #51255 or equal
 - c. *HF Scientific, Inc.* MicroTOL 3 Auto-Cleaning Turbidimeter #41281 or equal
 - d. *Rosemount* Free Chlorine System w/Auto pH Compensation (FCL-02)#34511 or equal
- 5. Safety Training Equipment**
- a. Traffic "Stop/Slow" Paddle, 81" staff, 24"D, reflective, #50066
 - b. *HandiMark* Portable Label Maker, #46553 or equal
 - c. *BW Technologies* Gas Alert Max 4 Gas Detector, #42715 or equal
 - d. *HM* Calibration Gas for Detector, 50% LEL/20.9% O₂/25ppm H₂S/100ppm CO, #71649 or equal
 - e. 1.0 LPM Regulator for 103L, 58L, and 34L cylinders, #71675

6. Instructor/Student Work Area and Equipment

- a. Desktop area
- b. 1 seat
- c. Laptop computer connection
- d. Drawer for small office supplies
- e. First aid kit
- f. Adequate storage cabinets, shelving and bins to organize and securely transport all interior components in a safe manner during transport.
- g. Five (5) Portable Training Tables
- h. 19" TV VCR/DVD Monitor
- i. Fifty (50) Student Chairs
- j. TV / VCR Cart
- k. Wireless Microphone System w/ Speakers
- l. Dry erase board and set of markers
- m. Projector Screen

7. A resource library for operators, including but not limited to:

- a. One (1) complete set of current Sacramento Manuals from Office of Water Programs, California State University
 - o Water Treatment Plant Operation, Volumes 1 and 2
 - o Small Water System Operation and Maintenance
 - o Water Distribution System Operation and Maintenance
 - o Utility Management
- b. One (1) Keller's Official OSHA Safety Handbook
- c. Any Relevant EPA Quick Reference Guides
- d. OEHS will provide:
 - o One (1) hardcopy of the OEHS current, approved CEH course list
 - o One (1) OEHS Class I Water Operator Certification Course Manual
 - o One (1) OEHS Class II Water Operator Certification Course Manual
 - o One (1) OEHS Class III/IV Water Operator Certification Course Manual
 - o One (1) OEHS Basics Math Handbook
 - o One (1) OEHS Advanced Math Handbook
 - o One Karst Ground Water Flow Model

C. The training trailer exterior shall be painted blue and shall carry the WV DHHR's and OEHS logos and the name "Water Operator Training Trailer" or equivalent specified by OEHS. The logo(s) exterior design will be provided by the WV DHHR working with the Arnold Agency and shall be prominently displayed on the trailer in a location(s) to be specified by the WV DHHR (See attachment A).

IV. VENDOR AGREEMENT

Vendor agrees to meet all requirements stated below upon successful quotation acceptance.

- A. Vendor must be or willing to become a registered West Virginia vendor within seven (7) days of being notified by Purchasing to do so.
- B. Vendor will provide at least one staff member to manage this project with the following qualifications:
 - 1. A minimum of five (5) years employment in the drinking water industry to demonstrate background knowledge of water system operations, including treatment, distribution, and regulatory requirements.
- C. Vendor is responsible for the physical design and building of a training trailer for West Virginia PWS operators. Vendor will provide OEHS with a design/ schematic of the trailer (external and internal) showing the trailer dimensions and the floor plan showing cabinets and workbench areas, lights, and receptacles before construction begins of the trailer for OEHS approval. Interior layout must be designed for functional use with up to three (3) individual's total.
- D. Vendor is responsible for purchasing and applying exterior letters, artwork, and/or logos to the trailer.
- E. Vendor will provide to OEHS an itemized inventory list of all equipment and materials that are part of or available for use within the training trailer.
- F. Vendor must ensure all equipment and materials can be safely stored and secured during transport. Interior layout must also be practically designed to enable equipment use for instructional purposes.
- G. Vendor shall maintain centralized files with itemized receipts for all items purchased with funds provided for this contract. All files shall be available for viewing upon the request of OEHS.
- H. Vendor understands that OEHS will only accept equipment and services delivered in full compliance with the minimum specifications.
- I. Vendor agrees that the following must be provided at time of delivery:
 - 1. One (1) copy of all associated equipment manuals
 - 2. One (1) copy of the trailer manual.
- J. Each vendor should describe their or their subcontractors manufacturers policy and procedures concerning warranties, both on workmanship and material, as applicable to these units and equipment and the bidder's/manufacturer's method of adjustment.
- K. The trailer fully loaded with all equipment must be delivered to the WVDHHR-BPH office in St. Albans West Virginia, 5 months after accepting a purchase order.

- L. Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Vendor can submit invoices for subsections on the bid sheet as work is completed.

V. **AGENCY AGREEMENT REQUIREMENTS**

Agency agrees to meet all requirements stated below upon successful quotation acceptance.

- A. After construction has been completed as specified in Section III Specifications, OEHS will be contacted by the Vendor to perform an on-site review of the training trailer.

VI. **QUOTATION SUBMISSION**

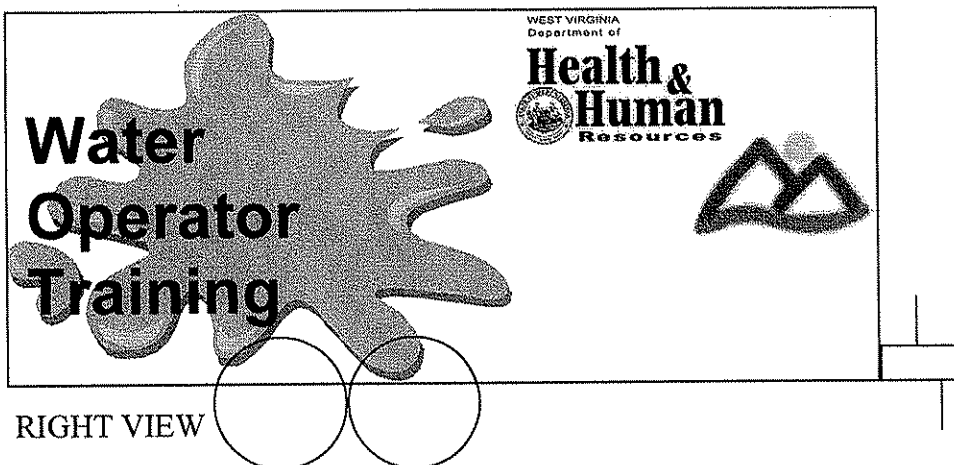
- A. Vendor must submit documentation of staff/project manager qualifications as specified under Section IV B .
- B. Vendor shall submit a qualifying statement indicating the vendor meets requirements outlined in these specifications to perform the work required to successfully complete this project. Please indicate your recent and relevant experience. This information should include two potential trailer design and construction companies capable of building the trailer to specifications.
- C. A detailed list of costs associated with the training trailer, equipment and associated costs for each item to support the bid quotation.
- D. Completion of the Bid Sheet below.

Bid Sheet

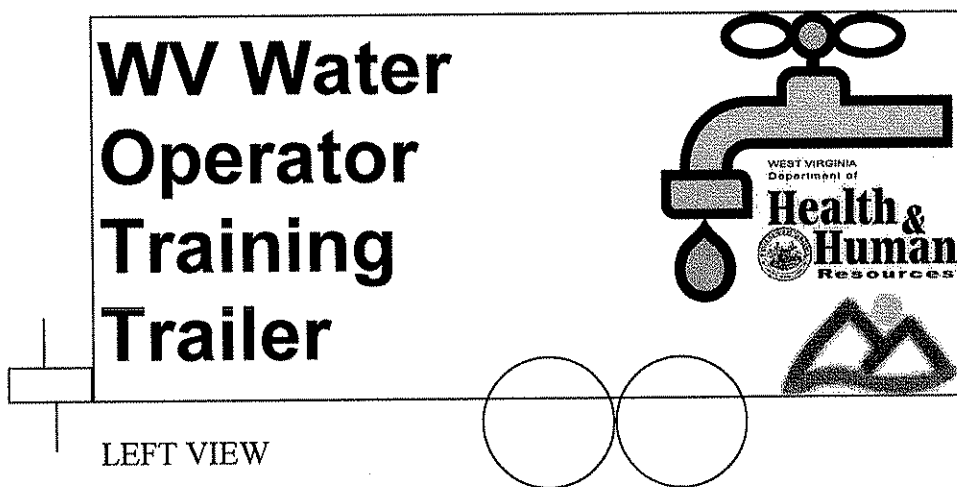
Tasks (includes all components as described in specifications)	Deliverable Due Dates	Vendor Quotation Cost for Tasks
III. SPECIFICATIONS Section A Training trailer design and constructed	Within the first 3 months of contract date	\$
III. SPECIFICATIONS Section B Equipment purchase and resource materials installed within trailer	Within the first 4 months of contract date	\$
III. SPECIFICATIONS Section C Exterior lettering and artwork	Within the first 4 months of contract date	\$
IV. VENDOR AGREEMENT Section K Delivery of completed training trailer with all equipment to St. Albans, WV district office.	Within the first 5 months of contract date	\$
	Total cost of completed Training Trailer	

AWARD WILL BE MADE TO THE BIDDER WITH THE LOWEST OVERALL COST WHICH MEETS ALL REQUESTED SPECIFICATIONS AND REQUIREMENTS.

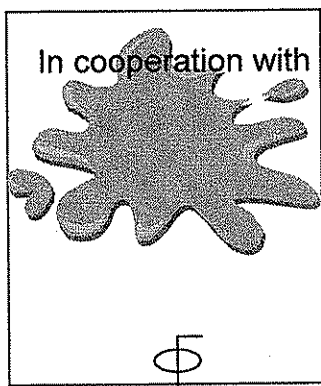
Attachment A



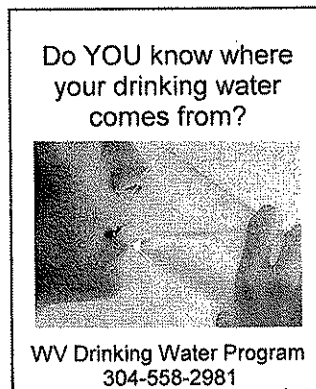
RIGHT VIEW



LEFT VIEW



FRONT



REAR VIEW

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.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

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 materials, 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.

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, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, 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.

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>.

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.

Vendor's Name: _____

Authorized Signature: _____ Date: _____