



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

FILTER09

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF

JO ANN ADKINS
804-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/23/2009				

BID OPENING DATE:

07/16/2009

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
1. FILTER09 MANDATORY PRE-BID SIGN-IN SHEET, ATTACHED.						
2. FILTER09 QUESTIONS AND ANSWERS, ATTACHED.						
3. VENDOR SHOULD PROVIDE WITH BID LIST PRICE SHEETS.						
4. THE ELECTRONIC VERSION OF FILTER09 PRICING PAGES CAN BE FOUND AT: HTTP://WWW.STATE.WV.US.ADMIN/PURCHASE/NEWBUL.HTM						
***** END OF ADDENDUM NO. 1 *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, 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."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

FILTER09
Questions and Answers

1Q.	Will it be acceptable to require all filters to be ordered in standard case quantities as a condition of the bid?
1A.	Yes, however these quantities must be shown the price list sheet provided by the vendor.
2Q.	Filters are not made 100% in the United States, can this requirement be removed?
2A.	Yes, we have removed the requirement for filters to be manufactured in the United States.
3Q.	Do you need a "List Price Sheet" for the brand of filters being bid?
3A.	Yes, bidder should submit with their bid the List Price Sheet for the filters being bid. The List Price Sheet must indicate the standard case quantities for all items.

SIGN IN SHEET

Request for Proposal No. FILTER09

PLEASE PRINT

Date: JUNE 16, 2009

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME		MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>BWAB International</u>	<u>408 Goffman Rd</u>	PHONE <u>304-776-5600</u>	TOLL FREE
Rep: <u>Pat Carothers</u>	<u>Charleston WV 25313</u>	FAX <u>304-776-4184</u>	
Email Address: <u>PCarothers@BWABintl.com</u>			
Company: <u>INTERNATIONAL TRUCK & ENGINE</u>		PHONE <u>205-478-2340</u>	TOLL FREE
Rep: <u>Randy Bolin</u>		FAX	
Email Address: <u>Randy.Bolin@NAVISTAR.COM</u>			
Company: <u>BWAB International</u>	<u>408 Goffman Rd</u>	PHONE <u>304-776-5600</u>	TOLL FREE
Rep: <u>Charles Perry</u>	<u>Charleston WV 25313</u>	FAX	
Email Address: <u>CPerry@BWABintl.com</u>			
Company: <u>Champion Labs</u>	<u>Lubertine</u>	PHONE <u>304-269-5473</u>	TOLL FREE
Rep: <u>Edward Smith</u>		FAX	
Email Address: <u>edward.smith@championlabs.com</u>			
Company:		PHONE	TOLL FREE
Rep:		FAX	
Email Address:			

SIGN IN SHEET

Page 1 of 2

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Cole Truck Parts Inc.</u>	<u>P.O. Box 1298</u>	PHONE <u>304-254-8143</u>
Rep: <u>C. Wilchup / Bloch</u>	<u>Bluefield WV 24701</u>	TOLL FREE <u>1-877-544-9339</u>
Email Address: <u>CBROOKS100@COLETRUCKPARTS.COM</u>		FAX <u>304-254-8146</u>
Company: <u>FLEETPRIDE</u>	<u>3204 MacCORKLE AVE SW</u>	PHONE <u>304-746-2000</u>
Rep: <u>Rocans "Bub" Morris</u>	<u>So Charleston, WV 25303</u>	TOLL FREE <u>800-344-4122</u>
Email Address: <u>bub.morris@fleetpride.com</u>		FAX <u>304-746-2019</u>
Company: <u>Vmp</u>	<u>3525 N Dixie Hwy Bay #7</u>	PHONE <u>561-362-6080</u>
Rep: <u>Tammy Lewis</u>	<u>Boca Raton FL 33431</u>	TOLL FREE
Email Address: <u>penny@vmparts.com</u>		FAX <u>561-362-7994</u>
Company: <u>MATHEW motor TEL</u>	<u>P.O. Box 1304</u>	PHONE <u>304-485-9418</u>
Rep: <u>Bob Byers</u>	<u>Parkesburg WV 26101</u>	TOLL FREE <u>800-284-9418</u>
Email Address: <u>BByers@mathewmotors.com</u>		FAX <u>304-485-0088</u>
Company: <u>BYAB International</u>	<u>P.O. Box 928</u>	PHONE <u>1-304-536-2000</u>
Rep: <u>Jim Martin</u>	<u>White Sulphur Springs WV</u>	TOLL FREE <u>1-800-518-7743</u>
Email Address: <u>jmartin@byabintl.com</u>	<u>24916</u>	FAX <u>1-304-536-2231</u>