



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  
 GSD096442

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 KRISTA FERRELL  
 304-558-2596

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
07/14/2009				

BID OPENING DATE: 07/28/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE A COPY OF ATTACHMENT 1 BID FORM INADVERTANTLY OMITTED FROM THE ORIGINAL BID PACKAGE						
2.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST						
BID OPENING DATE REMAINS: 07/28/2009						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	EA		910-59		
OPEN END CONTRACT FOR PEST MANAGEMENT SERVICES						

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, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a 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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**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

# Request for Quotations

## #GSD096442

### Attachment I: Bid Form

Included herein is a list of buildings currently under the ownership or operative control of the WV Department of Administration, General Services Division, throughout the State of WV. The list of buildings is provided for bidding purposes only. The actual list of buildings for which work will be performed may vary. The Contract will be awarded to the vendor submitting the lowest cost per square foot to provide an Integrated Pest Management program for all facilities, including a sample, hypothetical facility that could be added during the life of the contract. The bid cost per square foot must be uniform throughout.

Bid Cost per Square Foot = \$ \_\_\_\_\_ (A) per month

<u>Building Number</u>	<u>Total Square Feet</u>		<u>Cost per Sq Ft (A) /mth</u>		<u>Subtotal Bid</u>
ONE	547,800	X	\$ _____	=	\$ _____
THREE	162,075	X	\$ _____	=	\$ _____
FOUR	92,500	X	\$ _____	=	\$ _____
FIVE	247,115	X	\$ _____	=	\$ _____
SIX	202,185	X	\$ _____	=	\$ _____
SEVEN	37,500	X	\$ _____	=	\$ _____
EIGHT	21,995	X	\$ _____	=	\$ _____
NINE	275,150	X	\$ _____	=	\$ _____
TEN	5,675	X	\$ _____	=	\$ _____
ELEVEN	10,000	X	\$ _____	=	\$ _____
THIRTEEN	78,250	X	\$ _____	=	\$ _____
FOURTEEN	2,100	X	\$ _____	=	\$ _____
FIFTEEN	11,625	X	\$ _____	=	\$ _____
SIXTEEN	13,650	X	\$ _____	=	\$ _____
SEVENTEEN	12,100	X	\$ _____	=	\$ _____
EIGHTEEN	2,600	X	\$ _____	=	\$ _____
TWENTY	57,450	X	\$ _____	=	\$ _____
TWENTY-TWO	66,200	X	\$ _____	=	\$ _____

TWENTY-THREE	46,500	X	\$ _____.	=	\$ _____.
TWENTY-FIVE	57,625	X	\$ _____.	=	\$ _____.
TWENTY-NINE	16,000	X	\$ _____.	=	\$ _____.
THIRTY-TWO	32,000	X	\$ _____.	=	\$ _____.
THIRTY-THREE	4,000	X	\$ _____.	=	\$ _____.
THIRTY-FOUR	39,000	X	\$ _____.	=	\$ _____.
THIRTY-SIX	85,000	X	\$ _____.	=	\$ _____.
THIRTY-SEVEN	180,000	X	\$ _____.	=	\$ _____.
SEVENTY-FOUR	36,270	X	\$ _____.	=	\$ _____.
EIGHTY-FOUR	24,856	X	\$ _____.	=	\$ _____.
NINETY-SEVEN	17,800	X	\$ _____.	=	\$ _____.

SAMPLE  
 ADDITIONAL  
 BUILDING                    400,000 X    \$ \_\_\_\_\_.

**TOTAL BID** (Adding all building subtotals from above) = \$ \_\_\_\_\_.

\*\* The above totals are for evaluation purposes only. Actual quantities may vary.

Contractor Name: \_\_\_\_\_

Contractor Contact Person Name: \_\_\_\_\_

Contractor Address : \_\_\_\_\_

\_\_\_\_\_

Contractor Remittance Address (if different):

\_\_\_\_\_

\_\_\_\_\_

Contractor Telephone Number: \_\_\_\_\_

Contractor Fax Number: \_\_\_\_\_

Contractor Email Address: \_\_\_\_\_

Request for Quotation Number: GSD096442 Date: 07/14/2009 @ 10:00 am

**Integrated Pest Management**

Project Description:

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	WV Division of Purchasing
Firm Address:	2019 Washington St East Charleston, WV 25305
Representative Attending:	Krista Ferrell
Phone Number:	304-558-2596
Fax Number:	304-558-4115
Email Address:	krista.s.ferrell@wv.gov

Firm Name:	Dodson Bros. Ext. Co, Inc
Firm Address:	3924 W WASHINGTON ST CHARLESTON WV 25312
Representative Attending:	JERRY R GOODSON
Phone Number:	744-0303 or 415-1890
Fax Number:	304-744-1611
Email Address:	MANAGER 006@dodsonbros.com

Firm Name:	STANDARD EXTERMINATING
Firm Address:	905 7th AVE. Chas. WV.
Representative Attending:	Randy Watts
Phone Number:	304-342-5200
Fax Number:	
Email Address:	rcasto42@gmail.com

Firm Name:	Alford Termite + Pest Control, Inc.
Firm Address:	600 First Avenue South Nitro, WV 25143
Representative Attending:	Chris Alford
Phone Number:	304-768-2135
Fax Number:	304-768-2138
Email Address:	Calford@alfordtermite.com

Firm Name:	Orkin Inc.
Firm Address:	119 Lakeview Dr. Charleston WV
Representative Attending:	Wayne Pauley
Phone Number:	304-776-4922
Fax Number:	304-776-5004
Email Address:	Rpauley@orkin.com

Firm Name:	Rob Kelpick
Firm Address:	
Representative Attending:	
Phone Number:	(304) 558-6250
Fax Number:	
Email Address:	robert.p.kelpick@wv.gov

Request for Quotation Number:

**GSD096442**

Date:

**07/14/2009 @ 10:00 am**

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**Integrated Pest Management**

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Firm Name:	Jonathan Trout
Firm Address:	
Representative Attending:	
Phone Number:	558-6645
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
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Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	