



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
LAB6996

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**FRANK WHITTAKER
 304-558-2316**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF LABOR
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 11/12/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **12/09/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		715-10		
<p>REFERENCE BOOKS</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF LABOR, IS SOLICITING BIDS FROM RESPONSIBLE VENDORS TO PROVIDE THE AGENCY WITH 90 SETS OF REFERENCE BOOKS PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR THE TECHNICAL QUESTIONS IS 11/20/2009 AT 3:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</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 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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

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ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER 304-558-2316

RFQ COPY
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DIVISION OF LABOR
 VARIOUS LOCALES AS INDICATED
 BY ORDER

REVIEW

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
11/12/2009						
OPENING DATE: 12/09/2009		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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: 44</p> <p>RFQ. NO.: LAB6996</p> <p>BID OPENING DATE: 12/09/2009</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
FURE			TELEPHONE		DATE	
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 FOB 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

- I. The WV Division of Labor is requesting bids to purchase ninety (90) sets of Reference books. A set consists of one (1) publication of each book. Therefore, each set will contain 19 books.
- II. Please see the attached list (Attachment A) that will identify the Publication Name and ISBN number where available.
- III. The successful vendor must ship a set, 19 books, to each of the fifty five (55) primary libraries in the State of West Virginia and thirty one (31) technical schools. Attached you will find the name and address of the libraries (Attachment B) and the technical schools (Attachment C). In addition, the Division of Labor will provide 86 copies of a cover letter to the successful vendor. The vendor must include the cover letter in the shipment of each set of books. The remaining four (4) sets of books will be shipped to the WV Division of Labor, Bldg. 6, Room 749B, Charleston, WV 25305. The vendor will be responsible for all shipping costs.
- IV. Vendor must assemble and ship complete sets of books in one shipment.
- V. The vendor must ship all sets no later than 60 days of receipt of the bid award.
- VI. The vendor must require confirmation of receipt to each recipient and provide that confirmation of receipt to the WV Division of Labor with the invoice for the purchase.

ATTACHMENT A

A SET OF BOOKS CONSISTS OF THE FOLLOWING 19 TITLES:

West Virginia Business & Law Study Guide	Available from Prov. Inc.
Carpentry Level 2	0-13-228596-7
2006 International Building Code	
Carpentry Level 3	0-13-228600-9
Masonry Level 3	0-13-109170-0
Ironworking Level 2	0-13-018314-8
Structural Steel for Contractors	0-13-607365-4
Concrete Finishing Level 2	0-13-014860-1
Carpentry Level 1	0-13-228591-6
Masonry & Sitework	0-13-607364-6
2006 International Residential Code	
HVAC Basics	0-13-607509-6
2006 International Mechanical Code	
Heavy Equipment Level 1	0-13-228197-X
Heavy Equipment Level 3	0-13-227254-7
Plumbing Basics	0-13-606315-2
2006 International Plumbing Code	
Pipefitting Level 2	0-1-227314-4
Pipefitting Level 3	0-13-227284-9

ATTACHMENT B

A SET OF BOOKS MUST BE SHIPPED TO EACH OF THE FOLLOWING PUBLIC LIBRARIES

Philippi Public Library
102 S Main Street
Philippi WV 26416-1317

Martinsburg-Berkeley Public Library
101 West King Street
Martinsburg WV 25401-3209

Boone-Madison Public Library
375 Main Street
Madison WV 25130-1295

Sutton Public Library
500 Main Street
Sutton WV 26601-1347

Brooke County Public Library
945 Main Street
Wellsburg WV 26070-1629

Cabell County Public Library
455 9th Street
Huntington WV 25701-1417

Calhoun County Public Library
P.O. Box 918, Mill Street North
Grantsville WV 26147-0918

Clay Public Library
P.O. Box 60, 614 Main Street
Clay WV 25043-0060

Doddridge County Public Library
117 Court Street
West Union WV 26456-1258

Fayette County Public Library
531 Summit Street
Oak Hill WV 25901-3446

Gilmer County Public Library
214 Walnut Street
Glenville WV 26351-1233

Grant County Public Library
18 Mountain View Street
Petersburg WV 26847

Greenbrier County Public Library
152 Robert W McCormick Drive
Lewisburg WV 24901

Hampshire County Public Library
153 W Main Street
Romney WV 26757-1649

Mary H. Weir Public Library
3442 Main Street
Weirton WV 26062-4506

Jackson County Public Library
208 N Church Street
Ripley WV 25271-1204

Hardy County Public Library
102 N Main Street
Moorefield WV 26836-1129

Clarksburg-Harrison Public Library
404 West Pike Street
Clarksburg WV 26301-2712

Louis Bennett Public Library
148 Court Avenue
Weston WV 26452-1968

Shepherdstown Public Library
P.O. Box 278, German & King Street
Shepherdstown WV 25443-0278

Kanawha County Public Library
123 Capitol Street
Charleston WV 25301-2686

Marion County Public Library
321 Monroe Street
Fairmont WV 26554-2952

Hamlin-Lincoln County Public Library
7999 Lynn Avenue
Hamlin WV 25523-1434

Logan Area Public Library
16 Wildcat Way
Logan WV 25601

McDowell Public Library
90 Howard Street
Welch, WV 24801-8079

Moundsville-Marshall Public Library
700 Fifth Street
Moundsville WV 26041-9990

Mason County Public Library
508 Viand Street
Point Pleasant WV 25550-1119

Wyoming County Public Library
PO Box 130, Castle Rock Avenue
Pineville WV 24874-0130

Princeton Public Library
205 Center Street
Princeton, WV 24740-2932

Keyser-Mineral Public Library
105 North Main Street
Keyser WV 26726-3218

Williamson Public Library
101 Logan Street #101
Williamson, WV 25661-3617

Monroe County Public Library
P.O. Box 558, Rt. 219
Union, WV 24983-0558

Morgantown Public Library
373 Spruce Street
Morgantown, WV 26505-5564

Morgan County Public Library
105 Congress Street
Berkeley Springs, WV 25411-1523

Summersville Public Library
85 Scenic Highway
Summersville, WV 26651-9757

Ohio County Public Library
52 16th Street
Wheeling WV 26003-3696

Pendleton County Public Library
P O. Box 519
Franklin WV 26807-0519

Pleasants County Public Library
101 Lafayette Street
St. Marys WV 26170-1025

Pocahontas County Public Library
500 8th Street
Marlinton WV 24954-1239

Kingwood Public Library
205 West Main Street
Kingwood WV 26537-1418

Putnam County Public Library
4219 State RT. 34
Hurricane WV 25526-7307

Raleigh County Public Library
221 North Kanawha Street
Beckley WV 25801-4716

Elkins-Randolph Public Library
416 Davis Avenue
Elkins WV 26241-3849

Ritchie County Public Library
130 N Court Street
Harrisville WV 26362-1226

Roane County Public Library
110 Parking Plaza
Spencer WV 25276-1395

Summers County Public Library
201 Temple Street
Hinton WV 25951-2330

Taylor County Public Library
200 Beech Street
Grafton WV 26354-1834

Five Rivers Public Library
301 Walnut Street
Parsons WV 26287-1048

Tyler County Public Library
P O. Box 124, Main & Broad
Middlebourne WV 26149-0124

Upshur County Public Library
Rt 6, Box 480
Buckhannon WV 26201-8843

Wayne County Public Library
1200 Oak Street
Kenova WV 25530-1335

Webster-Addison Public Library
331 S Main Street
Webster Springs WV 26288-1123

New Martinsville Public Library
160 Washington Street
New Martinsville WV 26155-1298

Dora B. Woodyard
P.O. Box 340, Mulberry Street
Elizabeth WV 26143-0340

Parkersburg/Wood County Public Library
3100 Emerson Avenue
Parkersburg WV 26143-0340

ATTACHMENT C

A SET OF BOOKS MUST BE SHIPPED TO EACH OF THE FOLLOWING TECHNICAL CENTERS.

BOONE COUNTY CAREER AND TECHNICAL CENTER
3503 DANIEL BOONE PARKWAY, SUITE B
DANVILLE, WV 25053-9999
(304)369-4585

CABELL COUNTY CAREER TECHNOLOGY CENTER
1035 NORWAY AVENUE
HUNTINGTON, WV 25705-2897
(304)528-5110

FAYETTE INSTITUTE OF TECHNOLOGY
300 WEST OYLER AVENUE
OAK HILL, WV 25901
(304)469-2911

JOHN D. ROCKFELLER IV CAREER CENTER
95 ROCKY SIDE ROAD
NEW CUMBERLAND, WV 26047-9648
(304)564-3337

CARVER CAREER AND TECHNICAL EDUCATION CENTER
4799 MIDLAND DRIVE
CHARLESTON, WV 25306-6397
(304)348-1965

RALPH R WILLIS CAREER/TECHNICAL CENTER
BOX 1747
LOGAN, WV 25601-1747
(304)752-4687

MARION COUNTY TECHNICAL CENTER
2 NORTH MARION DRIVE
FARMINGTON, WV 26571-9709
(304)986-3590

MASON COUNTY CAREER CENTER
ROUTE 1, BOX 4A
POINT PLEASANT, WV 25550-9703
(304)675-3039

MCDOWELL COUNTY CAREER TECHNOLOGY CENTER
P.O. DRAWER V

WELCH, WV 24801-3041
(304)436-3488
MERCER COUNTY TECHNICAL EDUCATION CENTER
1397 STAFFORD DRIVE
PRINCETON, WV 24740-2410
(304)425-9551

MINERAL COUNTY TECHNICAL CENTER
600 HARLEY O. STAGGERS, SR DRIVE
KEYSER, WV 26726-2897
(304)788-4243

MINGO COUNTY CAREER AND TECHNICAL CENTER
ROUTE 2, BOX 52A
DELBARTON, WV 25670-9750
(304) 475-3347

MONONGALIA COUNTY TECHNICAL EDUCATION CENTER
1000 MISSISSIPPI ST
MORGANTOWN, WV 26505-6841
(304) 291-9240

MONROE COUNTY TECHNICAL CENTER
ROUTE 1, BOX 97
LINDSIDE, WV 24951-0612
(304) 753-9792

NICHOLAS COUNTY CAREER AND TECHNICAL CENTER
215 MILAM ADDITIONROAD
CRAIGSVILLE, WV 26205-0311
(304) 742-5416

PUTNAM COUNTY TECHNICAL CENTER
P O. BOX 640
ELEANOR, WV 25070-0640
(304) 586-3494

ACADEMY OF CAREER AND TECHNOLOGY
390 STANAFORD ROAD
BECKLEY, WV 25801-3193
(304) 256-4615

RANDOLPH COUNTY VOCATIONAL-TECHNICAL CENTER
200 KENNEDY DRIVE
ELKINS, WV 26241-3512
(304) 636-9195

TAYLOR COUNTY TECHNICAL CENTER
115 LUBY ST.
GRAFTON, WV 26354-1697
(304) 265-1050

WOOD COUNTY TECHNICAL CENTER
1515 BLIZZARD DRIVE
PARKERSBURG, WV 26101-6424
(304) 420-9501

WYOMING COUNTY CAREER AND TECHNICAL CENTER
HCR 72, BOX 200
PINEVILLE, WV 24874-0609
(304) 732-8050

CALCOUN-GILMER CAREER CENTER
5236 EAST LITTLE KANAWHA HIGHWAY
GRANTSVILLE, WV 26147-9801
(304) 354-6151

FRED W. EBERLE TECHNICAL CENTER
ROUTE, 5, BOX 2
BUCKHANNON, WV 26201-9102
(304) 472-1259

JAMES RUMSEY TECHNICAL INSTITUTE
3274 HEDGESVILLE ROAD
MARINSBURG, WV 25401-0259
(304) 754-7925

MID-OHIO VALLEY TECHNICAL INSTITUTE
P O. BOX 29
ST. MARYS, WV 26170-0029
(304) 684-2464

ROANE-JACKSON TECHNICAL CENTER
4800 SPENCER ROAD
LEROY, WV 25252-9700
(304) 372-7335

SOUTH BRANCH CAREER AND TECHNICAL EDUCATION CENTER
401 PIERPONT ST.
PETERSBURG, WV 26847-1698
(304) 257-1331

UNITED TECHNICAL CENTER
ROUTE 3, BOX 43C
CLARKSBURG, WV 26301-9524
(304) 326-7582

HAMPSHIRE COUNTY CAREER CENTER
HC 63, BOX 1970
ROMNEY, WV 26757
(304) 822-3979

NORTHERN VO/TECH CENTER
1640 SPRING VALLEY DRIVE
HUNTINGTON, WV 25704-9434
(304) 429-7277

YEAGER CAREER CENTER
10 MARYLAND AVE
HAMLIN, WV 25523-1099
(304) 824-5449

BID COST SHEET
RFQ LAB6996

VENDOR NAME:

SIGNATURE & DATE:

Note: The signatory must be an individual or a company officer empowered to contractually bind the vendor.

The cost, detailed below, must indicate the price for providing the entire scope of services, including all services as defined in the attached specifications, as well as any applicable state and/or federal taxes. The total cost must include all shipping costs to all public libraries, vocational/technical schools and the WV Division of Labor. The cost shall remain valid for at least 120 days from date of bid opening and thereafter in accordance with any resulting contract between the vendor and the State. All monetary amounts are United States currency and must include all applicable taxes.

Item #	Quantity	Item Descriptions	Cost per set	Total Inclusive Cost
1	90 sets	one (1) set of reference books to include the following TITLE _____ ISBN NUMBER _____		
		West Virginia Business Available from Prov. Inc.		
		Carpentry Level 2	0-13-228596-7	
		2006 International Building Code		
		Carpentry Level 3	0-13-228600-9	
		Masonry Level 3	0-13-109170-0	
		Ironworking Level 2	0-13-018314-8	
		Structural Steel for Contractors	0-13-607365-4	
		Concrete Finishing Level 2	0-13-014860-1	
		Carpentry Level 1	0-13-228591-6	
		Masonry & Sitework	0-13-607364-6	
		2006 International Residential Code		
		HVAC Basics	0-13-607509-6	
		2006 International Mechanical Code		
		Heavy Equipment Level 1	0-13-228197-X	
		Heavy Equipment Level 3	0-13-227254-7	
		Plumbing Basics	0-13-606315-2	
		2006 International Plumbing Code		
		Pipefitting Level 2	0-1-227314-4	
		Pipefitting Level 3	0-13-227284-9	

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: _____