



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
PTR10013

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF PUBLIC TRANSIT
 BUILDING 5, ROOM 906
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0432 304-558-0428

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/02/2009				

BID OPENING DATE: 11/05/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 2 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED VENDOR QUESTIONS AND AGENCY RESPONSES.						
0001	1	EA	929-20	PORTABLE BUS WASH SYSTEMS		
***** THIS IS THE END OF RFQ PTR10013 ***** TOTAL: _____						

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

Technical Questions & Answers
RFQ # PTR10013
Portable Bus Wash Systems

- 1) The machines outlined in the spec refer to models that need 'permanent' tethering to power and water outlets. This style machine is usually operated with a trolley-line (festoon) system to carry power and water. There is no provision in the RFQ for the installation of overhead or side rail trolley-line systems. Will this information be forthcoming?
This is a walk around unit. No installation is needed only to provide an electrical cord to the wall.
- 2) If it is the intention of the State to install a machine that requires overhead or side rail trolley-line systems, measurements and clearances of each bay would be required for correctly calculating individual installation costs (and even for making sure the in-bay installation is possible). Can the State supply a list with pertinent information of the potential locations where these machines would be installed?
This is a walk around unit. The operator will move around the bus.
- 3) The General Specification calls for ACC or Bitimec, however, some of the details of the spec are written with the features of the ACC unit which is technology that Bitimec no longer offers. Bitimec machines have introduced several improvements that are newer approaches or solutions to the same problem. Is it safe to say the spec is being used for guidelines and are not restricting the Bitimec machine features/benefits?
As long as it is an equal. The product bid must meet the mandatory specifications.
- 4) General Specifications, page 5 under "Mechanical" section, the tilt mechanism called out in the spec is the type used by the ACC Eco Power Brush and we feel our solution with the worm gear inclination mechanism is a safer alternative. When this is engaged only the top of the brush is tilted versus the whole base. This safety feature is especially important when the machines are operated on surfaces that are not level. Once again is it safe to say this Bitimec feature is acceptable? Yes as long as it is equal. The product bid must meet the mandatory specifications.
- 5) General Specifications, page 7 under "Assembly and Delivery" section, you are asking for "end/plug from the washer to the proper outlet." Is the bus wash supplier responsible to provide the electrical outlet box in the area where the unit will be used or will the state provide that service with approved electricians?
The transit system will be responsible to the box.

- 6) General Specifications, page 6 under the “Rinse” section, it states “Automatic Dual Valve Assembly (installed) to allow user to operate EPB with two (2) different water sources, recycled water for the wash direction, clean water for the rinse direction.” Can you please give more definition on this because this is the only place that talks about water supply? With this trolley type of machine it is recommended that there is a water supply within a close proximity to the area where you plan to park the machine when not in use. The unit will have access to a water outlet when needed.
- 7) Who is responsible to supply and install the “Automatic Dual Valve Assemblies” as well as the operation of that unit?
The vendor/Bidder.
- 8) Would the State consider alternatives (for some locations) to the Electric Models outlined in the spec’s (Bitimec 101-ST & ACC unit)? Bitimec, the Company represented by ABC-Companies in 7 locations throughout the United States and Canada, has 7 different models of machines, providing flexibility of choice in order to adapt the best potential model to a variety of washing situations. comprising of totally portable, autonomous battery or diesel operated machine that holds water and soap in the unit? These units do not have to be tethered they are operational just about anywhere. These options may prove to be a better solution for the State without all the challenges of the installation and operation of the tethered units.
No not at this time. All units must meet the FTA Buy America standards and all other regulations.