



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
7011EC03

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 33 304-558-2402

RFQ COPY  
 TYPE NAME/ADDRESS HERE

DIVISION OF HIGHWAYS  
 EQUIPMENT DIVISION  
 ROUTE 33  
 BRUSHY FORK ROAD  
 BUCKHANNON, WV  
 26201 304-472-1750

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/01/2010				

BID OPENING DATE: 10/06/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM 1		
				THIS ADDENDUM IS PROVIDED TO ADDRESS ITEMS DISCUSSED IN THE MANDATORY PREBID MEETING HELD MONDAY, SEPTEMBER 20, 2010.		
				ALSO TO ADD A COPY OF THE MANDATORY PRE-BID LIST.		
				BID OPENING DATE REMAINS 10/06/2010 AT 1:30PM.		
				***** ADDENDUM 1 *****		
0001	1	EA		065-10		
				25,950 LB. GVW CAB AND CHASSIS UTILTIY BED		
				***** THIS IS THE END OF RFQ 7011EC03 ***** 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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
  4. 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.
  5. Payment may only be made after the delivery and acceptance of goods or services.
  6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
  7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
  8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
  9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
  10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
  11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
  12. **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.
  13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and 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.
  14. **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>.
  15. **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, and the West Virginia Insurance Commission. 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.
  16. **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 material, 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.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

PREBID ADDENDUM  
70-11-EC03  
29,950 LB. GVW CAB AND CHASSIS/UTILITY BED

CHANGES TO SPECIFICATIONS:

LEAVE AS WRITTEN:

- 4.2 DELIVERY (2<sup>nd</sup> Paragraph – 2<sup>nd</sup> Sentence)  
Delivery is preferred within 180 days after receipt of purchase agreement.

FROM:

- 4.2 DELIVERY (3<sup>rd</sup> Paragraph)  
**A completed pilot model for inspection must be provided within 90 calendar days after receipt of the purchase agreement by the successful vendor.**

TO:

- 4.2 DELIVERY (3<sup>rd</sup> Paragraph)  
**A completed pilot model for inspection must be provided within 120 calendar days after receipt of the purchase agreement by the successful vendor.**

FROM:

- 8.5 Cab: The crew cab seats five (5) adult passengers with a **minimum of two (2) doors**.  
Manufacturer's standard steel and/or fiberglass, equipped with one piece tilt hood and fenders.

TO:

- 8.5 Cab: The crew cab seats five (5) adult passengers with a **minimum of four (4) doors**.  
Manufacturer's standard steel and/or fiberglass, equipped with one piece tilt hood and fenders.

PREBID ADDENDUM  
70-11-EC03  
29,950 LB. GVW CAB AND CHASSIS/UTILITY BED

CHANGES TO BIDDER'S EVALUATION:

NO CHANGE REQUIRED:

X4.2 DELIVERY

X4.2.1 Delivery date of completed representative unit: \_\_\_\_\_ calendar days after receipt of purchase agreement.

X4.2.2 Delivery date of balance of completed units: \_\_\_\_\_ calendar days after receipt of purchase agreement

FROM:

X8.5 Cab: The crew cab seats \_\_\_\_\_ adult passengers **with** \_\_\_\_\_ **doors**. Manufacturer's standard steel and/or fiberglass, equipped with one piece tilt hood and fenders.  
\_\_\_\_\_ YES \_\_\_\_\_ NO

TO:

X8.5 Cab: The crew cab seats \_\_\_\_\_ adult passengers **with** \_\_\_\_\_ **doors**. Manufacturer's standard steel and/or fiberglass, equipped with one piece tilt hood and fenders.

## SIGN IN SHEET

RFQ # 7011EC03

Date: \_\_\_\_\_

Firm &amp; Representative Name:

Mailing Address:

Phone, Fax, &amp; E-Mail:

1. NAVISTAR, INC.  
TOM DeBlossi3229 DRAYTON PL  
LEXINGTON, KY 40503P 859-576-2436  
F 859-224-0116E-mail tom.deblossi@navistar.com2. Heritage International322 Dry Hill Road  
Beckley, W.V. 25801P 304-887-1044  
F 304-254-9007E-mail mcoburn@heritagetrks.com3. CONTRACTOR  
GARY GRAYP.O. BOX 473  
CHARLESTON WV  
25322P 346-5301  
F 346-5305E-mail contractor@msn.com4. MATHENY MOTOR TRUCK CO.  
MIKE MATHENYP.O. BOX 1304  
PARKERSBURG, WV 26102-1304P 304-485-4418  
F 304-485-2577E-mail mmatheny@mathenymotors.com5. ACE TRUCK EQUIP CO  
DAVID BETZELPO Box 2605  
ZANESVILLE OHIO 43702P 740-4530551  
F 740-4537023E-mail david@aceTruck.net

Please print or write legibly!

Your fax # is essential to contact you timely!

### SIGN IN SHEET

RFQ # \_\_\_\_\_

Date: \_\_\_\_\_

Firm & Representative Name:	Mailing Address:	Phone, Fax, & E-Mail:
1. <u>Faen Coakley</u> <u>Kevin Rulay</u>	<u>WVDOH</u> <u>)</u>	P _____ F _____
E-mail _____		
2. <u>Angie Moorman</u>	<u>WVDOH</u>	P _____ F _____
E-mail _____		
3. _____	_____	P _____ F _____
E-mail _____		
4. _____	_____	P _____ F _____
E-mail _____		
5. _____	_____	P _____ F _____
E-mail _____		

Please print or write legibly!

Your fax # is essential to contact you timely!