



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
AGR1024

PAGE
1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF AGRICULTURE  
 WESTON FARMERS MARKET  
 ROUTE 33  
 WESTON, WV  
 26452

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/23/2010				

BID OPENING DATE: 07/27/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		910-66		
NEW ROOF AND TRUSSES FOR WESTON MARKET  REQUEST OF QUOTATION (RFQ)  THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE'S WESTON MARKET, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH ALL LABOR AND MATERIALS FOR A NEW ROOF AND TRUSSES AT THE WESTON MARKET LOCATED IN WESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.  A MANDATORY PRE-BID WILL BE HELD ON JULY 8, 2010 AT 10:00 AM AT THE WESTON MARKET LOCATED AT 505 US HIGHWAY 33, EAST IN WESTON, WEST VIRGINIA. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.  AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY						

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'

## 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).



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<p>WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 07/13/2010. ALL TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL ADDENUM ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED DRUG-FREE WORKPLACE AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED DRUG-FREE WORKPLACE AFFIDAVIT WITH</p>						

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<p>THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED BY SEPTEMBER 30, 2010. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR LEWIS COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN</p>						

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				<p>PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p>		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FEIN \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

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<p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS.:</p> <p>NO. 1           .....</p> <p>NO. 2           .....</p> <p>NO. 3           .....</p> <p>NO. 4           .....</p> <p>NO. 5           .....</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>.....SIGNATURE</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p>						

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<p><b>CONTRACTORS LICENSE</b></p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: .....</p> <p>CONTRACTORS LICENSE NO.: .....</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p style="text-align: center;"><b>APPLICABLE LAW</b></p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULE AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR</p>						

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<p>ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</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>REV. 5/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="padding-left: 40px;">DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <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: KRISTA FERRELL-FILE 21</p> <p>REQ. NO.: AGR1024</p> <p>BID OPENING DATE: 07/27/2010</p> <p>BID OPENING TIME: 1:30 PM</p>						

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: -----  ***** THIS IS THE END OF RFQ AGR1024 ***** TOTAL: _____						

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REQUEST FOR QUOTATION  
WEST VIRGINIA DEPARTMENT OF AGRICULTURE  
ADMINISTRATIVE SERVICES DIVISION, BUILDING AND GROUNDS  
WESTON FARMERS' MARKET - NEW TRUSSES AND METAL ROOFING

Location: Weston Farmers' Market  
505 U S Highway 33, East  
Weston, WV 26452

For: West Virginia Department of Agriculture  
Administrative Services Division, Building and Grounds  
1900 Kanawha Boulevard, East  
Charleston, WV 25305

All inquiries for specification and/or clarification shall be addressed to:

Krista S. Ferrell, Buyer Supervisor  
West Virginia State Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305  
Phone: 304-558-2596  
Fax: 304-558-4115  
Email: [krista.s.ferrell@wv.gov](mailto:krista.s.ferrell@wv.gov)

The West Virginia Department of Agriculture (WVDA), Administrative Services Division/Building and Grounds Section, is requesting quotations to provide all labor, equipment, and materials necessary in the installation of new wood trusses and metal roofing over an existing Polyurethane Gravel Foamed Roof at the Weston Farmers' Market.

**Pre Bid Meeting:**

A mandatory, on-site pre-bid meeting will be held on Tuesday, July 8, 2010, at 10:00 am at the Weston Market located at 505 US Highway 33, East in Weston, WV. Bidders attending the meeting shall assemble in the WVDA field office; signs will be posted. All interested parties are required to attend this meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the bid. No one person may represent more than one bidder. An attendance sheet will be made available for all attendees, as the official document verifying attendance

A site visit shall immediately follow the mandatory pre-bid meeting.

No work will begin on this project prior to receipt of the signed purchase order and written notice-to-proceed letter.

Bidders' formal questions must be submitted in writing to the WV Department of Administration, Purchasing Division, 2019 Washington Street, East, Charleston, WV 25305 by July 27, 2010 at 1:30 pm.

Successful Bidder must complete all work by September 30, 2010

### **SCOPE OF WORK**

The work covered under this section of the RFQ specifications consists of furnishing all the labor and materials required to cover the existing polyurethane gravel foam roofing system with wood trusses and metal roofing. Associated work will include installation of top plates, roof trusses, associated wood supports, insulation, metal roofing, gutter, downspout, fascia, soffit, metal gable siding, flashing, roof boots, sealants, and all associated metal trim.

The successful bidder must provide a weather tight roofing system, ensuring a dry interior to all the areas under the roof. The bidder must also provide proper drainage, through gutters and downspouts that move water away from the front of the building, to existing downspouts located on the side and back of the building.

The Weston Market shall remain in full operation during the course of this work. Work should be coordinated with the owner or designated representative to minimize potential disruption. The contractor shall be responsible for damage to the building or materials resulting from work performed by or for the contractor during this project. Contractor must make provisions to keep rain out of the building during the construction phase of this roof. Contractor will coordinate work around owner's operational requirements.

### **GENERAL CONDITIONS**

#### **I. BID SUBMITTALS**

- A. Bidders must submit a letter from the manufacturer identifying the installer of the metal roofing system, as an authorized installer approved by the manufacturer.
- B. Bidder must submit a copy of the manufacturer's warranty that will be applied to this project
- C. Bidders must submit truss drawings that contain the truss layout and profile drawings, stamped seal by a professional engineer licensed in the State of West Virginia.

#### **II. SUCCESSFUL BIDDERS SUBMITTALS**

- A. Successful bidder must provide a certificate from Workers' Compensation. Successful bidder must be current on Worker's Compensation payments.
- B. Successful bidder must be registered or be willing to become registered, with the WV Department of Administration, Purchasing Division.
- C. The successful bidder must submit a color palate from the manufacturer, of all exposed materials for the owner's selection
- D. Completed warranty documents shall be completed and submitted prior to final invoicing.

### III. CONTRACTORS' QUALIFICATIONS

- A. Wage rates: The contractor or subcontractor shall pay the higher of the US Department of Labor minimum wage rates as established for Lewis County, pursuant to West Virginia Code §21-5A, ET, SEQ. (Prevailing wage rates apply to this project).
- B. Contractor will furnish any incidental work, materials, labor and equipment that are necessary to complete the project; even if such incidental work is not explicitly included in the Contract documents.
- C. Contractor will be responsible for all mileage and travel costs, including travel time, associated with the performance of this Contract.
- D. The Contractor will procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations and ordinances of any regulating body.
- E. Contractor will supply all tools, tool accessories, personal safety equipment, and supplies necessary to execute the responsibilities of this Contract.
- F. The Contractor will be responsible for barricading areas of work to maintain the safety of employees and the public.
- G. All property, private or public, that is disturbed or affected by services provided by the Contractor will be restored to a condition equal to or better than what existed prior to the commencement of work.

### IV. MATERIAL/PROJECT SPECIFICATIONS

- A. IBC code 2006 shall be utilized as a minimum standard.
- B. Remove the masonry portions of the current wall that extend above the foamed roofline
- C. A top plate must be securely fixed to the masonry wall
  - 1. Use a minimum of 2, 2x8 wood top plates to allow the truss to rest above the existing roof. Space anchors no less than 4 foot from corners and no less than 6 foot on center.
  - 2. A minimum of 2 masonry anchors are to be used per wood member.
  - 3. Hollow block – utilize ½-inch minimal diameter anchor bolts embedded in a minimum of 7 inches grouted in place. Use minimum 2 inch washers with nuts.
  - 4. Concrete — utilize ½-inch threaded rod with epoxy adhesive. Powers Brand – PE1000+ Adhesive Anchoring System for Cracked and Uncracked Concrete or equal. Follow manufacturer's instructions for threaded rod installation. Use minimum 2 inch washers with nuts.
- D. Trusses
  - 1. Use WVDA submittal for Trusses or equal. See Exhibits 3 and 4.
  - 2. Each truss is to be secured to the top plates using metal brackets that exceed rated uplift of trusses. Follow bracket manufacturer's specifications for installation.
  - 3. Truss drawings must be submitting with the bid. Drawings must contain the truss layout and profile drawings, stamped seal by a professional engineer licensed in the State of West Virginia. Incomplete documentation may be grounds for bid disqualification

4. Temporary bracing is the responsibility of the contractor and shall be installed according to the recommendations of BCSI 2008 by Truss Plated Institute (TPI) and the Wood Truss Council (WTCA).
  5. Permanent bracing shall be installed according to the bracing layout supplied with the truss design, as well as with the Truss Plated Institute (TPI) and the Wood Truss Council (WTCA) recommendations.
- E. Ventilation
1. Apply insulation under roof metal to protect against condensation. Use Fan-fold Foam Insulation or Foil-Faced Plastic Bubble Insulation for this project.
  2. Ridge vents shall cover no less than 80 percent of the ridge line.
  3. Soffit shall be installed on all overhangs. To allow for proper ventilation, vented soffit shall be no less than 10 inches in width and shall extend the full length of the overhang.
- F. Metal Roofing, Siding, Trims and Flashing
1. The Metal Roofing Manufacturer will provide all components required for a complete metal roofing system to include panels, rake or gable trim, side or end wall flashing, pipe flashing, other trim/flashing, vented ridge, closures, sealants, fillers, soffit, j-channel, snow guard, and any other required items.
  2. Metal roofing shall be 29-gauge, ASTM A 653, Grade 80, Galvalume with G60 zinc coating both sides.
  3. Panels shall be Agricultural Panel style, roll-formed, 36 inch-wide coverage, installed continuously with no end laps.
  4. Panels shall have a support leg with a continuous anti-siphon drain channel on the underlapping corrugation.
  5. Panels shall attach to secondary framing with color-coated #10 x 1 ½-inch piercing screws with ¼-inch hex head, preassembled to an EPDM rubber that is vulcanized to a steel washer. Screws to be fastened, per manufacturer's instructions.
  6. All roofing panels, sidewall panels, trims and flashings shall be furnished in a standard color chosen by the owner, from the building manufacturer's standard color chart.
  7. All roofing panels, sidewall panels, trims and flashings shall be installed, per the building manufacturer's instructions.
  8. Siding shall extend no less than 6 inches below the top of the building's end walls.
  9. A snow retention system shall be installed along the roof eaves. A water diverter may be used for snow retention in lieu of snow cleats/clips; however, two rows of protection shall be installed above all door openings and along the entire length of the front parking lot; the first row along the eaves and the second row 16 inches to 24 inches farther than up the roof.
  10. Vent flashing shall be flexible flashing made of EPDM or Silicon. Use Aztec brand Master Flash® style roof flashing or equal. Follow manufacturer's installation instructions.
- G. Gutter and Downspout
1. Install 6 inch seamless gutter also called "continuous gutter".
  2. Install 6 inch downspouts on the front of the building, only at the ends routing the downspouts to the in-place PVC drain lines. Use a minimum of five evenly spaced downspouts on the rear. Downspouts shall tie in to existing PVC drainage system. Splash blocks

may only be placed on the 94-foot section of gutter extended from the left rear to the center of the building. See Exhibit 2 Truss Layout.

#### V. PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Comply with the "Guide to Good practices for Handling, Installing, Restraining, and Bracing of Metal Plated Connected Wood Trusses" produced by the Truss Plated Institute (TPI) and the Wood Truss Council (WTCA)
- B. Exercise extreme care in unloading, storing and installing metal roofing system to prevent bending, warping, twisting and surface damage.
- C. Store all materials and accessories above ground, on well-supported platforms. Store under waterproof covering. Provide proper ventilation of metal roofing system to prevent condensation build up between each panel, trim, or flashing component.

#### VI. USE OF PROPERTY

- A. A trailer or temporary storage building may be set on the site by the contractor for all equipment and tools. The location must be approved by the WVDA contact. The Contractor is responsible for all tools, equipment and materials.
- B. Access to the work site will generally be Monday thru Friday, between 9:00 a.m. and 5:00 p.m. and Saturday's 9:00 a.m. to 4:00 p.m. Work to take place outside this time frame must be scheduled with approval by the WVDA contact.
- C. Building to be roofed, adjacent buildings, walkways, site improvements, HVAC equipment, vehicles, exterior plantings and landscaping areas are to be protected from damage or soiling from roofers' operation.
- D. Contractor will be responsible for the removal of all waste and debris as a result of performing this Contract. Contractor may furnish dumpsters for refuse and related rubbish while performing the work.
- E. The Building Contractor will be responsible for the provision and maintenance of portable toilets or their equal.

#### VII. WARRANTY

- A. Roofing Panels— Forty (40) years: The manufacturer shall warrant the roofing from Fading, Chalking, Cracking, Flaking, Chipping, and Peeling.
- B. Sidewall Panels – Thirty (30) years: The manufacturer shall warrant the siding from Fading, Chalking, Cracking, Flaking, Chipping, and Peeling.
- C. Roof leaks – Five (5) years: the contractor shall warrant the cost to correct any roof leaks
- D. All other workmanship and materials shall be warranted for 1 year.
- E. The contractor shall make arrangements to inspect the completed project with the WVDA contact, ensuring complete and quality workmanship.
- F. All Warrantees for this project will begin at the acceptance of the completed project.
- G. Manufacturer's warranty notification shall be the responsibility of the contractor.
- H. Warranty documents shall be completed and submitted prior to final invoicing.

This RFQ also incorporates the following documents:



- Roof layout – Exhibit 1
- Truss layout – Exhibit 2
- Truss profile – Exhibit 3
- Plot layout –Exhibit 4

NOTE - Drawings provided by the West Virginia Department of Agriculture are preliminary and for bid purposes only. Vendors are responsible for field verification of all measurements. Field measurements should be made by the contractor immediately after the pre-bid meeting. No other opportunity for measuring the site will be give before bid opening.

Cost Sheet

All labor and materials for the installation of new roof  
And trusses at the Weston Market

\$ \_\_\_\_\_

# WESTON FARMERS' MARKET

PARKING

1.8 miles to I-79



WV Department of Agriculture	
Weston Farmers' Market	
Plot Layout	
505 U.S. Highway 33, East	
Weston, WV 26452	
Date: 6/3/2010	
By: Michael E Steadman	2 of 2

**WV Department of Agriculture  
Weston Farmers' Market**

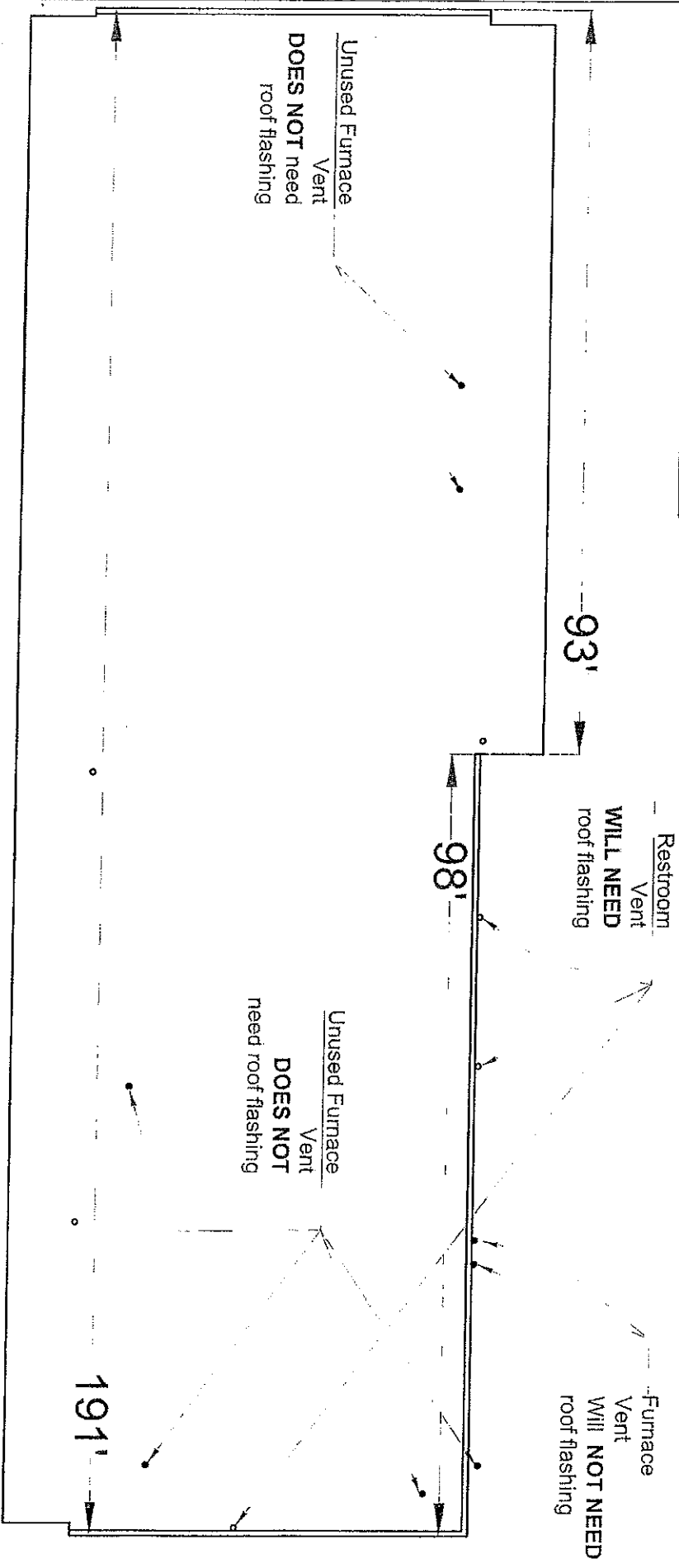
**Roof Layout**

505 U.S. Highway 33, East  
Weston, WV 26452

Date: 6/3/2010

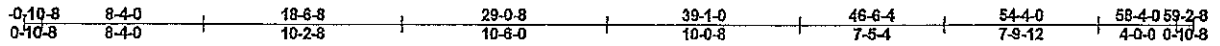
By: Michael E. Steedman

1 of 2



Job <b>60014282</b>	Truss <b>T1A</b>	Truss Type <b>ROOF TRUSS</b>	Qty <b>24</b>	Ply <b>1</b>	tcy (chton)/klh/wvda
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Kevin Haizlip Job Reference (optional) 7.210 s Feb 11 2010 MiTek Industries, Inc. Thu Jun 03 12:53:56 2010 Page 1



Scale = 1:109.1

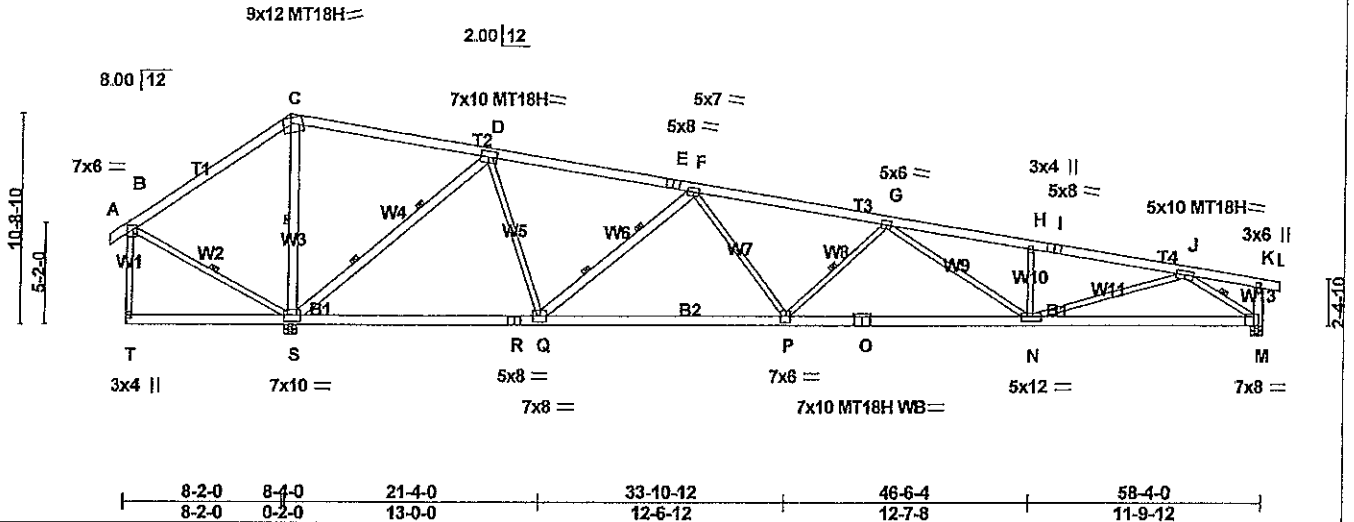


Plate Offsets (X,Y):	[B:0-2-3,0-2-12], [C:0-4-13,Edge], [M:0-5-0,0-5-4], [N:0-3-4,0-2-12]
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LOADING (psf)	SPACING 4-0-0	CSI	DEFL	In (loc)	l/d	L/d	PLATES	GRIP
TCLL 30.0	Plates Increase 1.15	TC 0.96	Vert(LL) -0.69	N-P	>857	240	MT20	244/190
TCDL 5.0	Lumber Increase 1.15	BC 0.99	Vert(TL) -1.40	N-P	>426	180	MT18H	244/190
BCLL 0.0	Rep Stress Incr NO	WB 0.99	Horz(TL) 0.32	M	n/a	n/a		
BCDL 10.0	Code IBC2006/TP12002	(Matrix)						Weight: 454 lb

<b>LUMBER</b>	<b>BRACING</b>
TOP CHORD 2 X 6 SYP SS *Except* T1: 2 X 6 SYP No.1	TOP CHORD 2-0-0 oc purlins (2-0-14 max.), except end verticals.
BOT CHORD 2 X 6 SYP SS	BOT CHORD 6-0-0 oc bracing: S-T
WEBS 2 X 4 SYP No.3 *Except* W3,W6,W13: 2 X 6 SYP No.2, W5,W1,W11,W12: 2 X 4 SYP No.2 W4: 2 X 6 SYP No.1D	WEBS 7-0-0 oc bracing: M-S 1 Row at midpt C-S, G-P, B-S, J-M 2 Rows at 1/3 pts F-Q, D-S
	JOINTS 1 Brace at J(s): C, T, B, K

**REACTIONS (lb/size)** S=8269/0-7-6 (Input: 0-7-4), M=4461/0-7-4  
 Max Horz S=599(LC 3)  
 Max Uplift S=781(LC 8), M=694(LC 4)  
 Max Grav S=8269(LC 1), M=4569(LC 10)

**FORCES (lb) - Max. Comp./Max. Ten. - All forces 250 (lb) or less except when shown.**  
**TOP CHORD** B-C=-160/1079, C-D=-106/728, D-E=-5214/803, E-F=-5237/783, F-G=-9202/1305, G-H=-10428/1505,  
 H-I=-10278/1427, I-J=-10440/1419, J-K=-599/0, K-M=-485/131  
**BOT CHORD** R-S=-403/4090, Q-R=-403/4090, P-Q=-1021/7807, O-P=-1412/10093, N-O=-1412/10093,  
 M-N=-941/6014  
**WEBS** C-S=-1857/460, D-Q=-195/3137, F-Q=-3736/752, G-P=-1627/503, B-S=-818/525, J-N=-415/4421,  
 H-N=-1024/383, D-S=-5550/923, F-P=-68/2040, G-N=0/446, J-M=-8768/1237

- NOTES**
- 1) Unbalanced roof live loads have been considered for this design.
  - 2) Wind: ASCE 7-05; 90mph; TCCL=3.0psf; BCCL=6.0psf; h=25ft; Cat. II; Exp B; enclosed; MWFRS (low-rise) gable end zone; cantilever left and right exposed; end vertical left and right exposed; Lumber DOL=1.60 plate grip DOL=1.60
  - 3) Dead loads shown include weight of truss. Top chord dead load of 5.0 psf (or less) is not adequate for a shingle roof. Architect to verify adequacy of top chord dead load.
  - 4) All plates are MT20 plates unless otherwise indicated.
  - 5) This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.
  - 6) **WARNING:** Required bearing size at joint(s) S greater than input bearing size.
  - 7) Bearing at joint(s) M considers parallel to grain value using ANSITP1 1 angle to grain formula. Building designer should verify capacity of bearing surface.
  - 8) Provide mechanical connection (by others) of truss to bearing plate capable of withstanding 100 lb uplift at joint(s) except (I=lb) S=781, M=694.
  - 9) This truss is designed in accordance with the 2006 International Building Code section 2308.1 and referenced standard ANSITP1.
  - 10) Design assumes 4x2 (flat orientation) purlins at oc spacing indicated, fastened to truss TC w/ 2-10d nails.

LOAD CASE(S) Standard



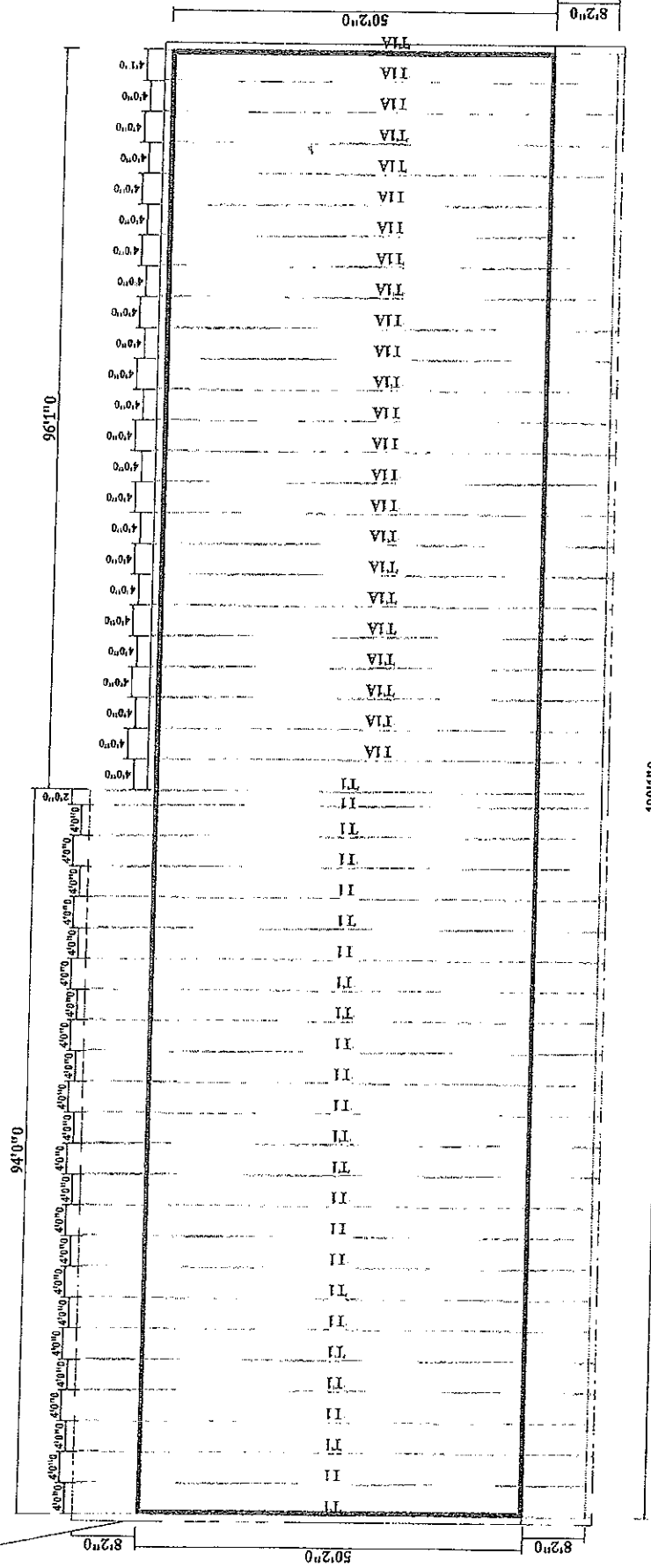
This truss is to be fabricated per ANSITP1 quality requirements. Plates shall be of size and type shown and centered at joints unless otherwise noted. This design is based upon parameters shown, and is for an individual building component to be installed and loaded vertically. Applicability of design parameters and proper incorporation of component is responsibility of the Building Designer. Building Designer shall verify all design information on this sheet for conformance with conditions and requirements of the specific building and governing codes and ordinances. Building Designer accepts responsibility for the correctness or accuracy of the design information as it may relate to a specific building. Certification is valid only when truss is fabricated by a UEP company. Bracing shown is for lateral support of truss members only and does not replace erection and permanent bracing. Refer to Building Component Safety Information (BCSI) for general guidance regarding storage, delivery, erection and bracing available from SBCE and Truss Plate Institute.



10042283

DRAWING NOT TO SCALE  
ALL DIMENSIONS ARE IN  
FEET - INCHES - SIXTEENTHS

START LAYOUT HERE



DARRIN @ PROBUID CHAS  
WYDA WESTON PROJECT  
8/12 PITCH FRONT\*2/12 PITCH BACK-4' OC  
LAYOUT LEFT TO RIGHT AS SHOWN

<p><b>PRO BUILD / DARRIN</b></p> <p>WYDA / WESTON PROJECT</p> <p>QUALITY PRODUCTS FOR QUALITY BUILDINGS</p>				<p>1. THESE DIMENSIONS TO BE MAINTAINED WITH TOLERANCES AS SHOWN.</p> <p>2. SEE PROJECTIONS FROM PERMANENT PLACEMENT MARKS FOR ALL DIMENSIONS, PROJECT A RISE AND RISE FROM TO THESE DIMENSIONS.</p> <p>3. PERMANENTLY MARK ALL DIMENSIONS, PROJECT A RISE AND RISE FROM TO THESE DIMENSIONS.</p> <p>4. PERMANENTLY MARK ALL DIMENSIONS, PROJECT A RISE AND RISE FROM TO THESE DIMENSIONS.</p>		<p>1. THESE DIMENSIONS TO BE MAINTAINED WITH TOLERANCES AS SHOWN.</p> <p>2. SEE PROJECTIONS FROM PERMANENT PLACEMENT MARKS FOR ALL DIMENSIONS, PROJECT A RISE AND RISE FROM TO THESE DIMENSIONS.</p> <p>3. PERMANENTLY MARK ALL DIMENSIONS, PROJECT A RISE AND RISE FROM TO THESE DIMENSIONS.</p> <p>4. PERMANENTLY MARK ALL DIMENSIONS, PROJECT A RISE AND RISE FROM TO THESE DIMENSIONS.</p>	
<p>10042283</p>		<p>10042283</p>		<p>10042283</p>		<p>10042283</p>	



State of West Virginia  
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT  
West Virginia Code §21-1D-5

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, TO-WIT:

I, \_\_\_\_\_, after being first duly sworn, depose and state as follows:

1. I am an employee of \_\_\_\_\_; and,  
(Company Name)

2. I do hereby attest that \_\_\_\_\_  
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D-5.**

The above statements are sworn to under the penalty of perjury.

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

By Commission expires \_\_\_\_\_

(Seal)

\_\_\_\_\_  
(Notary Public)

**THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.**

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** 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

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission expires \_\_\_\_\_, 20\_\_

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_



**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, as Principal, and \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
with its principal office in the City of \_\_\_\_\_, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW THEREFORE,

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached  
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the  
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full  
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,  
exceed the penal amount of this obligation as herein stated

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no  
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby  
waive notice of any such extension

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations  
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Principal Corporate Seal

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_

(Must be President or  
Vice President)

\_\_\_\_\_  
(Title)

Surety Corporate Seal

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals  
must be affixed, a power of attorney must be attached.**

**BID BOND PREPARATION INSTRUCTIONS**

AGENCY \_\_\_\_\_ (A)  
RFQ/RFP# \_\_\_\_\_ (B)

**Bid Bond**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_ (C) of \_\_\_\_\_ (D), \_\_\_\_\_ (E) as Principal, and \_\_\_\_\_ (F) of \_\_\_\_\_ (G), \_\_\_\_\_ (H), a corporation organized and existing under the laws of the State of \_\_\_\_\_ (I) with its principal office in the City of \_\_\_\_\_ (J), as Surety, are held and firmly bound unto The State of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (K) (\$ \_\_\_\_\_ (L)) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for \_\_\_\_\_ (M)

NOW THEREFORE

(a) If said bid shall be rejected, or  
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Obligee may accept such bid: and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this \_\_\_\_\_ (N) day of \_\_\_\_\_ (O), 20 \_\_\_\_\_ (P).

Principal Corporate Seal

(R)

\_\_\_\_\_ (Q)  
(Name of Principal)  
By \_\_\_\_\_ (S)  
(Must be President or Vice President)  
\_\_\_\_\_ (T)  
Title

(U)  
Surety Corporate Seal

\_\_\_\_\_ (V)  
(Name of Surety)

\_\_\_\_\_ (W)  
Attorney-in-Fact

- (A) WV State Agency  
(Stated on Page 1 "Spending Unit")  
Request for Quotation Number (upper right corner of page #1)
- (C) Your Company Name
- (D) City, Location of your Company
- (E) State, Location of your Company
- (F) Surety Corporate Name
- (G) City, Location of Surety
- (H) State, Location of Surety
- (I) State of Surety Incorporation
- (J) City of Surety Incorporation
- (K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
- (L) Amount of bond in figures
- (M) Brief Description of scope of work
- (N) Day of the month
- (O) Month
- (P) Year
- (Q) Name of Corporation
- (R) Raised Corporate Seal of Principal
- (S) Signature of President or Vice President
- (T) Title of person signing
- (U) Raised Corporate Seal of Surety
- (V) Corporate Name of Surety
- (W) Signature of Attorney in Fact of the Surety

NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.

IMPORTANT! – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.