



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
DNR211122

PAGE
1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/17/2011				

BID OPENING DATE: **03/10/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		954-05		
<p>LAUNDRY AND LINEN SERVICES</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING BIDS FOR LINEN RENTAL, LAUNDRY AND DRY CLEANING SERVICES FOR VARIOUS STATE PARK AND STATE FOREST FACILITIES PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 02/28/2011 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE</p>						

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).



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
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VENDOR

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DIVISION OF NATURAL RESOURCES  
 VARIOUS LOCALES AS INDICATED  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/17/2011				

BID OPENING DATE: **03/10/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>CONTRACT.</b></p> <p><b>RENEWAL:</b> THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p><b>CANCELLATION:</b> THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p><b>OPEN MARKET CLAUSE:</b> THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p><b>QUANTITIES:</b> QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p><b>ORDERING PROCEDURE:</b> SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE</p>						

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VENDOR

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</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>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009 EXHIBIT 10</p> <p style="text-align: right;">REQUISITION NO.: .....</p> <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 NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p>						

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 304-558-2316**

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BID OPENING DATE: **03/10/2011**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 5 .....					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF 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>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</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</p>						

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<b>DNR211122</b>

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<b>5</b>

ADDRESS CORRESPONDENCE TO ATTENTION OF
<b>FRANK WHITTAKER</b>
<b>304-558-2316</b>

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VENDOR

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**DIVISION OF NATURAL RESOURCES**  
**VARIOUS LOCALES AS INDICATED**  
**BY ORDER**

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<b>02/17/2011</b>				

BID OPENING DATE: **03/10/2011**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				<b>CHARLESTON, WV 25305-0130</b>		
<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.: DNR211122</p> <p>BID OPENING DATE: 03/10/2011</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>						

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**West Virginia Division of Natural Resources  
West Virginia State Parks and Forests  
Linen Rental, Laundry and Dry Cleaning Service  
OPEN END CONTRACT**

### **1. General Information**

The West Virginia Division of Natural Resources, hereinafter Agency, is soliciting Bids for the purpose of providing linen rental, laundry services, and dry-cleaning services to various West Virginia State Parks and Forests, hereinafter Properties, for its lodges and cabins. Vendors are invited to submit Bids on single or multiple locations, depending on their ability to service these areas in a timely and cost effective manner. Unless otherwise denoted in the attached specifications, linens must be delivered to the Property on a routine and regular schedule as mutually agreed upon by and between the Vendor and Property manager or designated representative. Deliveries to each Property must be no later than 4:00 pm with the exception if special arrangements are made with individual properties as mutually agreed upon. It is understood and agreed that the Contract must cover the quantities actually ordered for delivery during the term of this Contract, whether more or less than the quantities shown. Quantities listed within the Bidding documents are estimates only and actual numbers may vary. In case of an error in delivered supplies or a shortage of linens due to a high volume of use by the Property, the Vendor must arrange for additional linens to be delivered to the Property within 24 hours of notification by the Property manager or designated representative. To avoid shortages or extra delivery, all unlaundered linen picked up on a given day will be returned to the area on the next delivery. The Vendor must provide an ample and adequate supply of linen bags to each Property for unlaundered linens needing returned for service.

The Property will be responsible for items lost or damaged while in their possession thereof. Contractor must provide a replacement cost for each item and the Agency must only recognize replacement costs based upon the individual item prices of the Contract. Replacement costs for lost or damaged items must be billed to the Property within 30 days of discovery, or the loss will not be assumed by the Property. Damaged items must be returned to the Property for verification and ultimate possession. The Agency will not be held responsible for invoiced items which are delivered to the properties in a damaged or unusable condition.

Linen loss or removal of inventory from a Property must be reported immediately to the area manager or designated representative.

### **2. Payment**

Orders under \$2,500.00 will be paid using State of West Virginia issued Visa purchasing credit card as condition of Award. Order in excess of \$2,500 must be invoiced to the respective Property. An original invoice is required with a delivery or packing slip. The Vendor must provide an original or certified original copy of

the delivery invoice after each delivery. Linen credits must be on an invoice and issued at the time of shortage.

### **3. Bed Linen**

Linens delivered to each Property must be clean, pressed, protectively wrapped, and free from odors and stains. Linens must not be thread bare, worn out, or with any holes and frayed edges. Linens must be free of Property markings or ink labeling.

#### **Standard Textile; ComforTwill; 70% cotton 30% polyester or Equal**

Bed linens for all specified sizes and for all properties must be currently used in a minimum of 3 lodging properties with a current A.A.A. (American Automobile Association) Four Diamond rating to be considered equal to the specified brand. If a brand, other than that specified is bid, the names and contact information for 3 properties in which the linens are currently being provided must be submitted within 48 hours of request.

### **4. Bed linen Color**

Unless otherwise specified, all bed linens and bath linens must be white.

### **5. Bath Linen**

All terry products are a blend of 86% cotton and 14% polyester allows for a 2% variance in both blend and specified weight. Double cam or woven dobby borders are acceptable.

- Bath Towels must be a minimum of 11 lbs / dozen with the exception of: Chief Logan Lodge; Bath Towels at Chief Logan Lodge must be a minimum of 13.5 lbs / dozen
- Hand Towels must be a minimum of 3 lbs / dozen
- Wash Cloths must be a minimum of 1 lb / dozen
- Bath Mats must be a minimum of 7 lbs / dozen
- Dish Cloths / Soda Towels must be a minimum of 1 lb / dozen
- Kitchen Towels must be a minimum of 2 ½ lbs / dozen



		<b>Beech Fork State Park 5601 Long Branch Rd., Barboursville, WV 25504 304-528-5794</b>			
<b>Item #</b>	<b>Estimated Annual Qty.</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended Amount</b>	
1	1400	Bath Mat, 20" x 30"	\$		\$
2	1000	Queen Sheet 90" x 115"	\$		\$
3	2000	Pillow Case 42" x 36"	\$		\$
4	1500	Green Stripe soda towel, 13" x 21"	\$		\$
5	1600 Each	Hand towel, 15" x 25"	\$		\$
6	1500	Bar towel, 12" x 18"	\$		\$
7	10	Dust mop head 24"	\$		\$
8	40	Dust mop head 36"	\$		\$
9	480	Scraper mat (black)	\$		\$
10	1600	Twin sheet	\$		\$
11	500	Mat (brown) 3x5 (as needed)	\$		\$
12	3000 Each	Bath Towel, 24" x 50"	\$		\$
13	1800 Each	Wash Cloth, 12" x 12"	\$		\$
14	50	Wet Mop (summer)	\$		\$
15	10	Wet Mop (Off season)	\$		\$
		<b>Replacement cost for lost or missing items:</b>			
16	1 Each	Bath Mat, 20" x 30"	\$		\$
17	1 Each	Queen Sheet 90" x 115"	\$		\$
18	1 Each	Pillow Case 42" x 36"	\$		\$
19	1 Each	Green Stripe soda towel, 13" x 21"	\$		\$
20	1 Each	Hand towel, 15" x 25"	\$		\$
21	1 Each	Bar towel, 12" x 18"	\$		\$
22	1 Each	Dust mop head 24"	\$		\$
23	1 Each	Dust mop head 36"	\$		\$
24	1 Each	Scraper mat (black) monthly	\$		\$
25	1 Each	Twin sheet	\$		\$
26	1 Each	Mat (brown) 3x5 (as needed)	\$		\$
27	1 Each	Bath Towel, 24" x 50"	\$		\$
28	1 Each	Wash Cloth, 12" x 12"	\$		\$
29	1 Each	Wet Mop (summer)	\$		\$
30	1 Each	Wet Mop (Off season)	\$		\$
			<b>Subtotal</b>		<b>\$</b>

		<b>Berkeley Springs State Park</b>			
		2 South Washington Street Berkeley Springs, WV 25411 Telephone: 304-258-5860			
Item #	Estimated Annual Qty.	Description	* Unit Price	Extended Amount	
1	2400	Twin Bed Sheets, Flat, 66" x 104", amount on hand at all times: 800	\$	\$	
2	300	Pillow Cases, Standard, 22" x 44", amount on hand at all times: 100	\$	\$	
3	3600 Each	Bath Towels, 24" x 44" minimum size amount on hand at all times: 1200	\$	\$	
4	1800 Each	Face/Hand towel, 16" x 27", 3 lbs/doz minimum; amount on hand at all times: 600	\$	\$	
5	1200	Bath Mats, 18" x 24", amount on hand at all times: 400	\$	\$	
6	75	Blankets, cotton flannel, 96" x 66", 100% cotton; amount on hand at all times: 25	\$	\$	
7	36	Entrance mats for the main bathhouse lobby and roman bathhouse lobby shall be exchanged on a weekly basis. 3' x 5' mats			
8	36	Entrance mats for the main bathhouse lobby and roman bathhouse lobby shall be exchanged on a weekly basis. 3' x 10' mats	\$	\$	
		<b>Entrance mats for the main bathhouse areas shall be exchanged on a monthly basis.</b>			
8	64	(64 each) 3' x 10' mats	\$	\$	
9	24	(12 each) 3' x 5' Mats	\$	\$	
		<b>The contractor will insure that the following quantities are on hand at all times for the park:</b>			
10	21	Vacumat Entrance Mat, 3' x 5' - 21 mats	\$	\$	
11	64	Vacumat Entrance Mat, 3' x 10' - 64 mats	\$	\$	
12	12	Entrance Mat, Vacumat, 3' x 5' rubber back, polyester, color: red	\$	\$	
13	12	Entrance Mat, Vacumat, 3' x 10' rubber back, polyester, color: red	\$	\$	
		<b>Replacement cost for lost or missing items:</b>			
14	1 Each	Twin Bed Sheets, Flat, 66" x 104"		\$	
15	1 Each	Pillow Cases, Standard, 22" x 44"		\$	
16	1 Each	Bath Towels, 24" x 44" minimum size		\$	
17	1 Each	Face/Hand towel, 16" x 27"		\$	
18	1 Each	Bath Mats, 18" x 24"		\$	
19	1 Each	Blankets, cotton flannel, 96" x 66", 100% cotton.		\$	
20	1 Each	Entrance mats for the main bathhouse lobby and roman bathhouse lobby 3' x 5' mats		\$	
21	1 Each	Entrance mats for the main bathhouse lobby and roman bathhouse lobby 3' x 10' mats		\$	
22	1 Each	Vacumat Entrance Mat, 3' x 5'		\$	
23	1 Each	Vacumat Entrance Mat, 3' x 10'		\$	
24	1 Each	Entrance Mat, Vacumat, 3' x 5' rubber back, polyester, color: red		\$	
25	1 Each	Entrance Mat, Vacumat, 3' x 10' rubber back, polyester, color: red		\$	

	<b>Subtotal</b>	<b>\$</b>

		<b>Cass Scenic Railroad State Park</b>		
		PO Box 107 Cass, WV 24927 Telephone: 304-456-4300		
Item #	Estimated Annual Qty.	Description	Unit Price	Extended Amount
1	500	Full Sheets, Flat, 81" x 110"	\$	\$
2	600	Twin Sheets, Flat 66" x 115"	\$	\$
3	600	Pillowcases 42" x 36"	\$	\$
4	900 Each	Bath Towels, 25" x 46"	\$	\$
5	600 Each	Hand Towels, 16" x 24"	\$	\$
6	900 Each	Wash Cloths, 12" x 12"	\$	\$
7	100	Kitchen Towels 15" x 25"	\$	\$
8	250	Bath Mats 20" x 30"	\$	\$
9	2	Towel dispensers for cloth roll towels	\$	\$
10	6	Roll cloth towels	\$	\$
		Delivery to be once a week as agreed upon by vendor and area superintendent or his/her designee.		
		<b>Replacement costs for lost or missing items:</b>		
11	1 Each	Full Sheets, Flat, 81" x 110"		\$
12	1 Each	Twin Sheets, Flat 66" x 115"		\$
13	1 Each	Pillowcases 42" x 36"		\$
14	1 Each	Bath Towels, 25" x 46";		\$
15	1 Each	Hand Towels, 16" x 24"		\$
16	1 Each	Wash Cloths, 12" x 12"		\$
17	1 Each	Kitchen Towels 15" x 25"		\$
18	1 Each	Bath Mats		\$
19	1 Each	Towel dispensers for cloth roll towels		\$
20	1 Each	Roll cloth towels		\$
			<b>Subtotal</b>	\$

		Chief Logan Lodge/Conference Center State Park 1000, Conference Center Dr., Logan, WV 25601 304-855-6100		
Item #	Estimated Annual Qty.	Description	Unit Price	Extended Amount
<b>Linen/Sheets</b>				
1	1,460	King white 108" x 115"	\$	\$
2	2,555	Queen white 90" x 115"	\$	\$
3	5,000	Pillow cases king white 42" x 46"	\$	\$
<b>Bath</b>				
4	4106 Each	Bath towel 25" x 54"	\$	\$
5	4106 Each	Hand towel 16" x 30"	\$	\$
6	4106 Each	Wash cloth 12" x 12"	\$	\$
7	1369 Each	Bath mat 20" x 30"	\$	\$
<b>Restaurant Items</b>				
8	548	Food service aprons, Blue bib top	\$	\$
9	1,095	Food service bar mops, non terry	\$	\$
10	2,013	Dinner napkins, white starched 21" x 21" 100% cotton	\$	\$
11	912	Dinner napkins, colored starched 21" x 21" 100% cotton	\$	\$
12	171	Round table cloths 90"	\$	\$
13	274	Table cloth 64" x 64" white	\$	\$
14	137	Table cloth 64" x 64" colored	\$	\$
15	183	Table cloth 52" x 120" white	\$	\$
16	91	Table cloth 52" x 120" colored	\$	\$
17	200	Table cloth 85" x 85" white	\$	\$
18	200	Table cloth 85" x 85" colored	\$	\$
<b>Entry Mats</b>				
19	20	3x5 rubber backing	\$	\$
20	4	3x10 rubber backing	\$	\$
21	12	4x6 rubber backing	\$	\$
22	20	4x6 scraper	\$	\$
<b>Other</b>				
23		Dust mop 18"	\$	\$
24		Dust mop 36"	\$	\$
<b>Replacement cost for lost or missing items:</b>				
<b>Linen/Sheets</b>				
25	1 Each	King white 108" x 115"		\$
26	1 Each	Queen white 90" x 115"		\$
27	1 Each	Pillow cases king white 42" x 46"		\$
<b>Bath</b>				
28	1 Each	Bath towel 25" x 54"		\$
29	1 Each	Hand towel 16" x 30"		\$
30	1 Each	Wash cloth 12" x 12"		\$
31	1 Each	Bath mat 20" x 30"		\$
32	1 Each	Pool towels blue/white stripe 100% cotton 30" x 70" 15 lb/dz		\$
<b>Restaurant Items</b>				
33	1 Each	Food service aprons, Blue bib top		\$
34	1 Each	Food service bar mops, non terry		\$
35	1 Each	Dinner napkins, white starched 21" x 21" 100% cotton		\$
36	1 Each	Dinner napkins, colored starched 21" x 21" 100% cotton		\$
37	1 Each	Round table cloths 90"		\$
38	1 Each	Table cloth 64" x 64" white		\$
39	1 Each	Table cloth 64" x 64" colored		\$
40	1 Each	Table cloth 52" x 120" white		\$
41	1 Each	Table cloth 52" x 120" colored		\$
42	1 Each	Table cloth 85" x 85" white		\$
43	1 Each	Table cloth 85" x 85" colored		\$
<b>Entry Mats</b>				
44	1 Each	3x5 rubber backing		\$
45	1 Each	3x10 rubber backing		\$
46	1 Each	4x6 rubber backing		\$
47	1 Each	4x6 scraper		\$
<b>Other</b>				
48	1 Each	Dust mop 18"		\$
49	1 Each	Dust mop 36"		\$
			<b>Subtotal</b>	\$



		<b>Greenbrier State Forest</b> HC 30, Box 154 Caldwell, WV 24925 304-536-1944			
		<b>LINEN RENTAL - Requested Color: Bone</b>			
Item #	Estimated Annual Qty.	Description	Unit Price	Extended Amount	
1	700	Single (twin) Flat Bed Sheets, 66" x 104"	\$	\$	
2	700	Single (twin) Fitted Bed Sheets, 39" x 75"	\$	\$	
3	900	Double Flat Bed Sheets, 82" x 104"	\$	\$	
4	800	Double Fitted Bed Sheets, 54" x 75	\$	\$	
5	1,800	Pillow Cases, 42" x 36"	\$	\$	
6	2800 Each	Bath Towels 24" x 50"	\$	\$	
7	2400 Each	Hand Towels 16" x 27"	\$	\$	
8	2600 Each	Wash Cloths 12" x 12"	\$	\$	
9	580 Each	Bath Mats 18" x 24"	\$	\$	
10	1,350	Dish Cloth / Soda Towels	\$	\$	
11	125 lbs.	Cleaning Cloths/Rags	\$	\$	
12	90	Twin Mattress Pads, 39" x 76"	\$	\$	
13	80	Double Mattress Pads, 54" x 76"	\$	\$	
14	75	Entrance/Vacuum Mats, 3' x 5'	\$	\$	
		<b>PURCHASED ITEMS</b>			
15	50 LBS.	Rags, to be used in cleaning, dusting, and machine shop use. Should be absorbent and in pieces no less than washcloth size, larger sizes preferred.	\$	\$	
		<b>Replacement cost for lost or missing items</b>			
16	1 Each	Twin Flat Bed Sheets, 66" x 104"		\$	
17	1 Each	Twin Fitted Bed Sheets, 39" x 75"		\$	
18	1 Each	Double Flat Bed Sheets, 82" x 104"		\$	
19	1 Each	Double Fitted Bed Sheets, 54" x 75		\$	
20	1 Each	Pillow Cases, 42" x 36		\$	
21	1 Each	Deluxe Bath Towels, 24" x 50"		\$	
22	1 Each	Hand Towels, 16" x 27"		\$	
23	1 Each	Wash Cloths, 12" x 12"		\$	
24	1 Each	Bath Mats, 18" x 24"		\$	
25	1 Each	Soda/Kitchen Towels		\$	
26	1 Each	Cleaning Cloths/Rags		\$	
27	1 Each	Twin Mattress Pads, 39" x 76"		\$	
28	1 Each	Double Mattress Pads, 54" x 76"		\$	
29	1 Each	Entrance/Vacuum Mats, 3' x 5'		\$	
			<b>Subtotal</b>	<b>\$</b>	
		Linens are to be delivered to the spending unit weekly on a schedule determined by the vendor and forest superintendent or his representative.			
		CABINS ARE OPEN APRIL THROUGH OCTOBER (7 MONTHS) Usage estimate for the 7 month period.			

		<b>Holly River State Park</b> 680 State Park Road Hacker Valley, WV 26222 304-493-6353		
Item #	Estimated Annual Qty.	Description	Unit Price	Extended Amount
1	500	Double Sheets, flat, 81" x 108-110"	\$	\$
2	1500	Pillow Cases 42" X 36"	\$	\$
3	2000 Each	Bath Towels, 25" x 46"	\$	\$
4	1700 Each	Hand Towels, 16" x 26"	\$	\$
5	500 Each	Bath Mats, 21" x 28"	\$	\$
6	1700 Each	Wash Clothes, 12" x 12"	\$	\$
7	1300	Kitchen Towels, 15" x 25", hemmed edges, cotton	\$	\$
8	50	Walk-off mats, 3' x 5', rubberized	\$	\$
9	1800	Queen sheets, flat, 90" X 110"	\$	\$
		<b>Replacement cost for lost or missing items:</b>		
10	1 Each	Double Sheets, flat, 81" x 108-110"		\$
11	1 Each	Pillow Cases 42" X 36"		\$
12	1 Each	Bath Towels, 25" x 46"		\$
13	1 Each	Face/hand Towels, 16" x 26"		\$
14	1 Each	Bath Mats, 21" x 28"		\$
15	1 Each	Wash Clothes, 12" x 12"		\$
16	1 Each	Kitchen Towels, 15" x 25", hemmed edges, cotton		\$
17	1 Each	Walk-off mats, 3' x 5', rubberized		\$
18	1 Each	Queen sheets, flat, 90" X 110"		\$
			<b>Subtotal</b>	<b>\$</b>
		<b>Pickup and delivery instructions.</b> First delivery shall be the week of the third Monday in March. The park will call vendor prior to the initial delivery date with delivery requirements. Weekly deliveries shall be required beginning in April through November 30th. The end of season pickup shall be on or about December 1.		



		<b>Kumbrabow State Forest</b> Rt 219-16 P.O. Box 65 Huttonsville, WV 26273 Telephone: 304-335-2219			
Item #	Estimated Annual Qty.	Description	Unit Price	Extended Amount	
1	500	Full Sheets, Flat, 81" x 110"	\$	\$	
2	600	Twin Sheets, Flat 66" x 115"	\$	\$	
3	800	Pillowcases, 42" x 36"	\$	\$	
4	700 Each	Bath Towels, 25" x 46"	\$	\$	
5	700 Each	Hand towels, 16" x 24"	\$	\$	
6	800 Each	Wash Cloths, 12" x 12"	\$	\$	
7	450	Kitchen Towels, 15" x 25"	\$	\$	
8	40	Walk-off Mats, 3' x 5', rubberized	\$	\$	
<b>Replacement cost for lost or missing items:</b>					
9	1 Each	Full Sheets, Flat, 81" x 110"		\$	
10	1 Each	Twin Sheets, Flat 66" x 115"		\$	
11	1 Each	Pillowcases 42" x 36"		\$	
12	1 Each	Bath towels, 25" x 46"		\$	
13	1 Each	Hand Towels, 21" x 28"		\$	
14	1 Each	Wash Cloths, 12" x 12"		\$	
15	1 Each	Kitchen Towels, 15" x 25"		\$	
16	1 Each	Walk-off Mats, 3' x 5' rubberized		\$	
			<b>Subtotal</b>	<b>\$</b>	
Pick up and delivery to and from Kumbrabow State Forest is to be arranged with the Forest Superintendent. Vendor must list items on invoice as shown on contract In case of an error in delivered supplies or shortage of linens, the vendor will arrange for additional linens to be delivered to the spending unit with 24 hours. Emergency contact number: _____					

		<b>Lost River State Park</b> 321 Park Drive Mathias, WV 26812 Telephone: 304-897-5372			
Item #	Estimated Annual Qty.	Description	Unit Price	Extended Amount	
		<b>Linens and dry-cleaning for cabin rental units.</b>			
1	3250	Sheets, flat, double, 81" x 108"	\$	\$	
2	2250	Pillow Case, 42" x 36"	\$	\$	
3	2750 Each	Towel, 24" x 50"	\$	\$	
4	2600 Each	Hand Towels 16" x 27"	\$	\$	
5	2600 Each	Washcloth, 12" x 12"	\$	\$	
6	750 Each	Bath Mat, 18" x 24"	\$	\$	
7	1250	Kitchen Towel 15" x 25"	\$	\$	
8	150	Mat, 3" x 5", burgundy	\$	\$	
9	55	Mat, wipe, rubberized, black scraper	\$	\$	
10	60	Mop, dust treated, 12" x 14". Handles need to be supplied.	\$	\$	
11	75	Walk Off Mats, Burgundy 3' x 10', Minimum Stock 40	\$	\$	
		<b>Laundry to include the following park owned items:</b>			
12	1 Each	Bedspreads, mattress pads, mattress covers, cotton blankets, shower curtains, dust mop heads, curtains and tablecloths.		\$	
		<b>Dry cleaning to include the following park owned items:</b>			
13	1 Each	Wool blankets and draperies.		\$	
		<b>Replacement cost for lost or missing items:</b>			
14	1 Each	Sheets, flat, double, 81" x 108"		\$	
15	1 Each	Pillow Case, 42" x 36"		\$	
16	1 Each	Towel, 24" x 50"		\$	
17	1 Each	Hand Towel 16" x 27"		\$	
18	1 Each	Washcloth, 12" x 12"		\$	
19	1 Each	Mat, Bath, 18" x 24"		\$	
20	1 Each	Towel, Kitchen, 15" x 25"		\$	
21	1 Each	Mat, 3" x 5", burgundy		\$	
22	1 Each	Mat, wipe, rubberized, black scraper		\$	
23	1 Each	Mop, dust treated, 12" x 14". Handles need to be supplied.		\$	
24	1 Each	Walk Off Mats, Burgundy 3' x 10', Minimum Stock 40	\$	\$	
			<b>Subtotal</b>	<b>\$</b>	

		<b>North Bend State Park Rt. 1, Box 221 Cairo, WV 26337 Telephone: 304-643-2931</b>			
		<b>Dry Cleaned to include the following park owned items:</b>			
<b>Item #</b>	<b>Estimated Annual Qty.</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended Amount</b>	
1	19	Draperies, 140" x 71" long, 30 pleats per pair	\$	\$	
2	1	Draperies, 105" x 60" long, 24 pleats per pair	\$	\$	
3	2	Draperies, 140" x 72" long,, 34 pleats per pair	\$	\$	
4	10	Draperies, 148" x 68" long, 34 pleats per pair	\$	\$	
5	2	Draperies, 94" x 85" long, 21 pleats per pair	\$	\$	
6	2	Draperies, 88" x 54" long, 20 pleats per pair	\$	\$	
7	2	Draperies, 88" x 44" long, 20 pleats per pair	\$	\$	
8	2	Draperies, 112" x 57" long, 28 pleats per pair	\$	\$	
9	4	Draperies, 88" x 48" long, 20 pleats per pair	\$	\$	
10	2	Draperies, 112" x 56" long, 28 pleats per pair	\$	\$	
11	6	Draperies, 64" x 44" long, 16 pleats per pair	\$	\$	
12	6	Draperies, 43" x 70" long, 10 pleats per pair	\$	\$	
13	6	Draperies, 64" x 59" long, 14 pleats per pair	\$	\$	
14	6	Draperies, 112" x 59" long, 24 pleats per pair	\$	\$	
15	6	Draperies, 88" x 59" long, 20 pleats per pair	\$	\$	
16	6	Draperies, 108" x 59" long, 20 pleats per pair	\$	\$	
17	6	Draperies, 40" x 70" long, 10 pleats per pair	\$	\$	
		<b>Rental items to include the following:</b>			
18	10,000	King bed sheets 108" x 115"	\$	\$	
19	10,000	Queen bed sheets 98" x 115	\$	\$	
20	1,600	Full bed sheets size 81" x 104",	\$	\$	
21	12,000	Pillowcases size 20 x 30, percale	\$	\$	
22	12000 Each	Bath Towel 24 x 50	\$	\$	
23	10000 Each	Hand Towel 16" x 27"	\$	\$	
24	4500 Each	Bath mats 20" x 30"	\$	\$	
25	15000 Each	Wash Cloths 12" x 12"	\$	\$	
26	1,700	Dish Towels, Size 13" x 26" or larger, cotton or poly/cotton blend	\$	\$	
27	20	Table Cloths, 54" x 54", after hemming, solid colors: red, white, royal blue, burgundy, and hunter green	\$	\$	
28	2,000	Table cloths, 54" x 120", after hemming, solid colors: red, white, royal blue, burgundy, and hunter green	\$	\$	
29	20	Table cloths, 72" diameter, after hemming, solid colors: red, white, royal blue, burgundy and hunter green	\$	\$	
30	30	Dust cloths/rags, absorbent cloth	\$	\$	
31	30	Dust cloths chemically treated	\$	\$	
32	50	Dust mops, chemically treated, 18" handles	\$	\$	
33	25	Dust mops, chemically treated, 36" handles	\$	\$	
34	300	Floor Mats, rubber back, size 3' x 5'	\$	\$	
35	50	Floor Mats, rubber back, size 3' x 10'	\$	\$	
36	250	Floor Mats, rubber back, size 4' x 6'	\$	\$	
37	200	Floor Mats, scraper mat, size 4' x 6'	\$	\$	

All bed linens must meet or exceed the AAA designation of a 4 Diamond Property

		<b>Laundred to include the following items:</b>			
38	100	Table Skirting, 13 ft. long		\$	\$
39	25	Crib Sheets, 39" x 42", cotton/poly blend		\$	\$
40	25	Crib Blankets, 34" x 42", cotton		\$	\$
41	300	Bedspreads, quilted		\$	\$
42	150	Blankets, Vellux, Acrylic, or Cotton		\$	\$
43	150	Mattress Pads		\$	\$
		<b>Rental items for the Restaurant to include the following:</b>			
44	2,000	Food service aprons, white bib top		\$	\$
45	4,000	Food service bar mops, non-terry		\$	\$
46	150	Food service grill wipes		\$	\$
47	5,000	Dinner napkins, white cotton starched, approx 21" x 21"		\$	\$
48	1,000	Dinner napkins, colored cotton starched, approx. 21" x 21"		\$	\$
49	500	Chef Coats		\$	\$
		<b>Replacement cost for lost or missing items:</b>			
50	1 Each	King bed sheets 108" x 115"			\$
51	1 Each	Queen bed sheets 98" x 115"			\$
52	1 Each	Full bed sheets size 81" x 104",			\$
53	1 Each	Pillowcases 20 x 30, percale			\$
54	1 Each	Bath Towel 24" x 50"			\$
55	1 Each	Hand Towel 16" x 27", (2% variance) 3 lbs per dozen			\$
56	1 Each	Bath mats, color white, size 20" x 30"			\$
57	1 Each	Wash Cloths 12" x 12"			\$
58	1 Each	Dish Towels 13" x 26" or larger, cotton or poly/cotton blend			\$
59	1 Each	Table Cloths, 54" x 54", after hemming, solid colors: red, white, royal blue, burgundy, and hunter green			\$
60	1 Each	Table cloths, 54" x 120", after hemming, solid colors: red, white, royal blue, burgundy, and hunter green			\$
61	1 Each	Table cloths, 72" diameter, after hemming, solid colors: red, white, royal blue, burgundy and hunter green			\$
62	1 Each	Dust cloths/rags, absorbent cloth			\$
63	1 Each	Dust cloths chemically treated			\$
64	1 Each	Dust mops, chemically treated, 18" handles			\$
65	1 Each	Dust mops, chemically treated, 36" handles			\$
66	1 Each	Floor Mats, rubber back, size 3' x 5'			\$
67	1 Each	Floor Mats, rubber back, size 3' x 10'			\$
68	1 Each	Floor Mats, rubber back, size 4' x 6'			\$
69	1 Each	Floor Mats, scraper mat, size 4' x 6'			\$
70	1 Each	Food service aprons, white bib top			\$
71	1 Each	Food service bar mops, non-terry			\$
72	1 Each	Food service grill wipes			\$
73	1 Each	Dinner napkins, white cotton starched, approx 21" x 21"			\$
74	1 Each	Dinner napkins, colored cotton starched, approx. 21" x 21"			\$
75	1 Each	Chef Coats			\$
				<b>Subtotal</b>	<b>\$</b>

		<b>Twin Falls Resort State Park</b> <b>PO Box 667</b> <b>Mullens, WV 25882</b> <b>Telephone: 304-294-6000</b>			
Item #	Estimated Annual Qty.	Description	Unit Price	Extended Amount	
1	300	Double Sheets, Flat. 81" x 108/110"	\$	\$	
2	300	Pillow Cases, Standard cut size 42" x 36"	\$	\$	
3	300 Each	Bath Towel 24" x 50"	\$	\$	
4	300 Each	Hand Towel 16" x 24"	\$	\$	
5	300 Each	Wash Cloth 12" x 12"	\$	\$	
6	100 Each	Bath Mat 18" x 24" (minimum size)	\$	\$	
7	50	Queen Sheets 90" x 110"	\$	\$	
8	200 Each	Dish Cloth/Soda Towel, 15" x 25"	\$	\$	
		<b>For use in Pro Shop. Color: Bone</b>			
9	150 Each	Hand Towel 16" x 24"	\$	\$	
		<b>Miscellaneous Rental Items</b>			
10	50	Tablecloths. 52" x 120" (50% polyester/50%cotton) Color: White (2% variance)	\$	\$	
		<b>Other Items:</b>			
		Walk-off Mats, Rubberized back, cotton. <b>Color: Brown, Blue, Charcoal.</b> Provide other colors if available.			
11	14	Size: 3' x 5'	\$	\$	
12	16	Size: 4' x 6'	\$	\$	
13	1	Size: 3' x 10'	\$	\$	
		<b>Replacement Costs of Rental Items: Lost or missing items. Price to be quoted per piece:</b>			
14	1 Each	Sheets, Queen, 90" x 110"		\$	
15	1 Each	Sheets, Double, Flat, white 81" x 108/110"		\$	
16	1 Each	Pillow Cases, standard, white Cut size 42" x 36"		\$	
17	1 Each	Bath Towel 24" x 50"		\$	
18	1 Each	Hand Towel 16" x 24"		\$	
19	1 Each	Wash Cloth 12" x 12"		\$	
20	1 Each	Bath Mat 18" x 24" (minimum size)		\$	
21	1 Each	Kitchen Towel 15" x 26"		\$	
22	1 Each	Dish Cloth		\$	
23	1 Each	Bath Towel, Bone 20" x 24"		\$	
24	1 Each	Tablecloths (50% polyester/50% cotton), white 52 52" x 120" (2% Variance)		\$	

25	1 Each	Walk-off Mats, Rubberized back, cotton 3' x 5'		\$
26	1 Each	Walk-off Mats, Rubberized back, cotton 4' x 6', Brown, Blue, Charcoal, other colors if available		\$
27	1 Each	Walk-off Mats, Rubberized back, cotton 3' x 10, Brown, Blue, charcoal, other available colors		\$
		<b>Purchase Items</b>		
28	50 LBS	Box rags – Price per pound. To be used in cleaning and machine shop use. Should be absorbent and in pieces no less than washcloth size – larger preferred.	\$	\$
		<b>Laundry Services</b>		
		To provide laundry service for park owned items. Vendor shall be responsible for replacement of items in the event of vendor loss, missing or damaged items.		
29	1 Eachch	Blankets, Acrylic Blend, Full Size. Assorted Colors.		\$
30	1 Eachch	Mattress Pads, Poly/Cotton Blend. Double, Flat.		\$
31	1 Eachch	Mattress Pads, Poly/Cotton Blend. Single Flat.		\$
		Quantities listed are provided as an estimate of inventory to be on hand and vendor should not assume these numbers are actual. Contract shall cover and provide actual requirements of spending units as demand increases or decreases.		
		The delivery schedule will be adjusted according to the season. We will require pickup and delivery three (3) times per week during the summer months and will have to cut that back during the off seasons. The schedule of delivery shall be determined by the park superintendent or his representative in coordination with the linen service.		
		Linen service delivery shall occur in the morning and should be aware of a noise problem that occurs when cages roll beside guest overnight rooms. Linen company must make every effort to provide cages with low noise, walk pads to reduce roll noise or hand carry delivery to linen area to insure park guests of reasonable noise levels by service personnel. A cage shall be provided for the second floor linen room. Vendor to provide ample linen bags for soiled linen necessary for weekly use. These bags shall have a minimum size of 30" x 40".		
			<b>Subtotal</b>	\$

		<b>Tygart Lake State Park</b> Rt. 1, Box 260 Grafton, WV 26354 Telephone: 304-265-6148			
Item #	Estimated Annual Qty.	Description	Unit Price	Extended Amount	
1	2500	Full Sheets, Flat 81" x 110"	\$	\$	
2	4500	Queen Bed Sheets, 90" x 115"	\$	\$	
3	300	King Bed Sheets, 108" x 115"	\$	\$	
4	7600	Pillow Cases; Queen, 42" x 40"	\$	\$	
5	60	Pillow Cases; King, 42" x 46"	\$	\$	
6	7000 each	Bath Towels, 24" x 50"	\$	\$	
7	8000 each	Hand Towels, 16" x 27"	\$	\$	
8	8000 each	Wash Cloths, 12" x 12"	\$	\$	
9	2500 each	Bath Mats, 20" x 30"	\$	\$	
10	20	Dust Mop Frames – Metal 30"	\$	\$	
11	12	Dust Mops, 30"	\$	\$	
12	40	Wet Mop – Medium	\$	\$	
13	108	Charcoal Mat, 3' x 5'	\$	\$	
14	200	Charcoal Mat, 2 1/2' x 3'	\$	\$	
15	108	Black scraper Mats, 4' x 6'	\$	\$	
		Linen service delivery shall occur in the morning and vendor should be aware of a noise problem that occurs when cages roll beside guest overnight rooms. Linen company must make every effort to provide cages with low noise, walk pads to reduce roll noise or hand carry delivery to linen area to insure park guests of reasonable noise levels by service personnel.			
		<b>Replacement cost for lost for missing items:</b>			
16	1 Each	Full Sheets, Flat 81" x 110"		\$	
17	1 Each	Queen Bed Sheets, 90" x 115"		\$	
18	1 Each	King Bed Sheets, 108" x 115"		\$	
19	1 Each	Pillow Cases; Queen, 42" x 40"		\$	
20	1 Each	Pillow Cases; King, 42" x 46"		\$	
21	1 Each	Bath Towels, 24" x 50"		\$	
22	1 Each	Hand Towels, 16" x 27"		\$	
23	1 Each	Wash Cloths, 12" x 12"		\$	
24	1 Each	Bath Mats, 20" x 30"		\$	
25	1 Each	Dust Mop Frames – Metal 30"		\$	
26	1 Each	Dust Mops, 30"		\$	
27	1 Each	Wet Mop – Medium		\$	
28	1 Each	Charcoal Mat, 3' x 5'		\$	
29	1 Each	Charcoal Mat, 2 1/2' x 3'		\$	
30	1 Each	Black scraper Mats, 4' x 6'		\$	
			<b>Subtotal</b>	<b>\$</b>	

		<b>Watoga State Park</b> H C 82, Box 252 Marlinton, WV 24954 Telephone: 304-653-4260			
<b>Item #</b>	<b>Estimated Annual Qty.</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended Amount</b>	
1	10,000	Queen bed sheets flat, 81 X 104	\$	\$	
2	6,000	Pillow cases, 42" x 36"	\$	\$	
3	12000 Each	Bath Towels 25" x 46"	\$	\$	
4	12000 Each	Hand Towels 16" x 24"	\$	\$	
5	12000 Each	Wash Cloths 12" x 12"	\$	\$	
6	3000 Each	Bath Mats 20" x 30"	\$	\$	
7	5,000	Kitchen Towels 15" x 25", hemmed edge	\$	\$	
		<b>Laundry services for the following items:</b>			
8	1 Each	Bed Spreads 96" x 108"		\$	
9	1 Each	Mattress Pads 54" x 75"		\$	
10	1 Each	Cotton Blankets 80" x 90"		\$	
		<b>Replacement cost for lost or missing items:</b>			
11	1 Each	Queen Sheets		\$	
12	1 Each	Pillow cases		\$	
13	1 Each	Bath towels		\$	
14	1 Each	Hand towels		\$	
15	1 Each	Wash cloths		\$	
16	1 Each	Bath mats		\$	
17	1 Each	Kitchen towels 15" x 25", hemmed edge		\$	
			<b>Subtotal</b>	<b>\$</b>	
		Pick up and delivery by vendor to and from the park on the schedule: April 15 – October – Weekly before 4 PM November 1 – April 15 – Bi-weekly before 4 PM or as requested. Vendor must list items on invoice as shown on contract. Note: Sizes and weights and usage are approximate.			



West Virginia Division of Natural Resources  
 West Virginia State Parks and Forests  
 Linen Rental, Laundry and Dry Cleaning Services  
 OPEN END CONTRACT

**Areas to be Serviced**

Beech Fork State Park	5601 Long Branch Road	Barboursville WV 25504
Berkeley Springs State Park	2 South Washington St	Berkeley Springs WV 25411
Cass Scenic Railroad State Park	P O Box 107	Cass WV 24927
Chief Logan Lodge/Conference Ctr	1000 Conference Ctr. Dr.	Logan WV 25601
Greenbrier State Forest	HC 30 Box 154	Caldwell WV 24925
Holly River State Park	680 State Park Road	Hacker Valley WV 26222
Kumbrabow State Forest	Rt 219-16 P O Box 65	Huttonsville WV 26273
Lost River State Park	321 Park Drive	Mathias WV 26812
North Bend State Park	202 North Bend Park Rd	Cairo WV 26337
Twin Falls State Park	P O Box 667	Mullens WV 25882
Tygart Lake State Park	RR 1 Box 260	Grafton WV 26354
Watoga State Park	HC 82 Box 252	Marlinton WV 24954

Bed linens for all specified sizes and for all properties must meet or exceed the AAA designation of a four (4) diamond property

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.

RFQ No. \_\_\_\_\_

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 exceeds 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** \_\_\_\_\_