

SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division Buyer at roberta.a.wagner@wv.gov with a copy to michael.w.sheets@wv.gov to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than 8/23/2010.

Requisition Number:
EHS11018

Department/Agency:
WV DHHR/BPH/OEHS

Detailed Description of Project:

Vendor will design and manage the construction/building and delivery of a training trailer to be used for West Virginia Public Water System operator training.

Proposed Sole Source Vendor:

WV Rural Water Association

Specific Eligibility Criteria:

- A. Vendor must be or willing to become a registered West Virginia vendor within seven (7) days of being notified by Purchasing to do so.
- B. Vendor will provide at least one staff member to manage this project with the following qualifications:
 1. A minimum of five (5) years employment in the drinking water industry to demonstrate background knowledge of PWS operations, including treatment, distribution, and regulatory requirements.
- C. Vendor is responsible for the physical design, management of the construction/building, and delivery of a trailer for West Virginia Public Water System operator training. Vendor will provide the Office of Environmental Health (OEHS) with a design/schematic of the trailer (external and internal) showing the trailer dimensions and the floor plan showing cabinets and workbench areas, lights, and receptacles before construction begins for OEHS approval. Interior layout must be designed for functional use with up to three (3) individual's total.
- D. Vendor will submit printed manufacturer's literature, detailed specifications, and the general design schematic of the trailer to OEHS.
- E. Trailer will be constructed with new materials, not remanufactured components. All ownership, guarantees, and warranties shall be in the name of the State of West Virginia.
- F. Vendor is responsible for purchasing and overseeing the application of exterior letters, artwork, and/or logos to the trailer.

- G. Vendor must practically design interior layout to enable future equipment use for instructional purposes.
- H. Vendor must maintain centralized files with itemized receipts for all items purchased with funds provided for this contract. All files must be available for viewing upon the request of OEHS.
- I. Vendor understands that OEHS will only accept items and services delivered in full compliance with the minimum specifications.
- J. Vendor agrees to provide all associated trailer manuals to OEHS.
- K. After construction has been completed, OEHS will be contacted by the Vendor to perform an on-site review of the training trailer.
- L. The trailer must be delivered to the Office of Environmental Health Services' district office in St. Albans West Virginia within 12 months of contract being awarded.
- M. Vendor will submit one invoice to OEHS at the address on the face of the purchase order upon completion of job. OEHS will process invoice for payment after on-site review of training trailer has been performed to confirm job was completed to OEHS' satisfaction and within five days of receipt of valid invoice. Terms of sale will be Net 30 days.
- N. Vendor will manage the construction/building of a training trailer with the following physical specifications:
- AE8528TA3 Silver Hawk 8.5 x 28 TANDEM Trailer, or equal
 - .030 Indigo Blue Smooth Aluminum, or equal
 - Minimum 5200 pound Torsion Axles, or equal, 8" I-Beam, heavy duty ramp door, no beavertail, ATP Stoneguard
 - Overall length: 26 – 30 feet with a 4' a-frame tongue hook to tow trailer
 - Width: 8 – 9 feet
 - Height: 8 – 9 feet
 - Interior Box Length: 26-28 feet
 - Interior Box Width: 25 – 26 feet
 - Interior Height: 6.5 – 7 feet
 - Side Door: 35" – 36" (W) x 77" – 81" (H), Solid RV style
 - Rear Door with ramp: 6 – 8 feet (W) x 6 – 7 feet (H)
 - Payload Capacity: 5,000 – 10,000 pounds
 - One piece aluminum roof
 - Electric brakes
 - Aluminum front and rear cast corners
 - Steel front cap and uprights
 - Steel wheels and aluminum fenders fiberglass insulation
 - Two (2) 12 volt dome lights with switch
 - 110 volt light package with 50 AMP panel
 - Roof vent with screen, brace and wire (110V) prep for AC
 - Wall switches, interior wall receptacles, AMP panel with 25' lifeline & cable hatch
 - AMP 110V/12V converter, volt battery with box and charge line for internal battery
 - 18 – 20 feet A&E 8500 series awning
 - Heating unit – minimum 40,000 BTU furnace with (2) 30# LP tanks
 - Air conditioning unit – minimum 15,000 BTU roof mount with heat strip 110V
 - Installed cabinets upper and lower and workbench area, full height wardrobe, storage

- cabinets with shelving, installed small drawer file cabinet, installed seat with cushion
 - Minimum 4 feet double tube fluorescent (110V with diffuser) under cabinets
 - Hook-ups for electrical connection to on-site power source
 - Sink basin with faucet for running water connection to on-site location
 - Water pump with minimum 30 gallon tank & 12V pump with battery package
 - In-line water heater for running water, holding tank for waste water from sink basin
 - 7.0 KW Onan Marquis Generator, or equal, 100 amp, single phase
 - Minimum 12 gallon gas tank
 - Minimum 100 amp, single phase, 120/240 volt system generator package with deluxe door and insulated generator box
 - Minimum 36 inch x 30 inch mesh floor, black rubber coined flooring on inside floor and ramp door
 - Minimum 36 inch x 30 inch high vented generator door deluxe with flush lock
 - Minimum of 10 receptacles, minimum of 30 amp service
 - Hitch and towing package that is a 2-5/16" ball hitch coupler on vehicle. Hitch will be on the front of the trailer that will be towed by a ¾ ton truck.
 - Minimum 12,000 pound weight distributing hitch
 - Tail lights, brake lights, side marker lights, turn signals and side and rear reflectors meeting federal requirements
 - Deluxe scissor jacks (minimum 5,000 pounds) (pair) to stabilize rocking motion of trailer
 - McMaster-CARR, or equal, refrigerated, acid flammable steel cabinet, OSHA approved, UL listed, 2.5 amp, NFPA Code 99 approved, 23 7/8 wide x 34" height x 26" tall
- O. The training trailer exterior will be painted blue and shall carry the WV DHHR and OEHS logos, and the name "Water Operator Training Trailer" or equivalent as specified by OEHS. The logo(s) exterior design will be provided by the WV DHHR and will be prominently displayed on the trailer in a location(s) to be specified by the WV DHHR (see Attachment A).

Specific Qualification Criteria:

Vendor must submit documentation of staff/project manager qualifications to DOA Purchasing Division. A Vendor's staff/project manager must have a minimum of five (5) years employment in the drinking water industry to demonstrate background knowledge of water system operations, including treatment, distribution, and regulatory requirements. Vendor must submit documentation of staff/project manager qualifications to DOA Purchasing Division.

Attachment A

