



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
FAR110000

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 FINANCIAL ACCOUNTING AND
 REPORTING SECTION
 2101 WASHINGTON ST E
 CHARLESTON, WV
 25305-1510 304-558-4083

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/31/2011				

BID OPENING DATE: 06/02/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO PROVIDE CLARIFICATION TO QUESTION 4 OF ADDENDUM NO. 1						
BID OPENING DATE REMAINS: 06/02/2011						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
0001		LS		946-20		
	1					
AUDIT OF STATE CARR						
***** THIS IS THE END OF RFQ FAR110000 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm 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).

Significant audit adjustments

We identified and proposed the following adjustments to the 2010 financial statements during our audit that were subsequently recorded by management by opinion unit:

Adjustment description	Increase (decrease) to net assets / fund balances
Governmental activities	
Overstatement of due to other governments	\$ 2,225,000
Understatement of tax refunds payable	(7,930,000)
Understatement of accrued and other liabilities	(53,520,000)
Understatement of contingent liability	(2,000,000)
Understatement of accounts payable	(5,894,000)
Overstatement of tax receivable	(3,752,000)
Overstatement of accrued interest receivable	(400,000)
Overstatement of other assets	(951,000)
	<u>\$ (72,222,000)</u>
General fund	
Understatement of tax refunds payable	\$ (19,525,000)
Overstatement of due to other governments	2,225,000
Understatement of accounts payable	(5,894,000)
Overstatement of personal income tax receivable	(3,540,000)
	<u>\$ (26,734,000)</u>

The following audit adjustments have no net assets/fund balances impact, but affected classifications, which management recorded as of June 30, 2010:

Adjustment description	Debit (credit)
Governmental activities	
Expenditures - executive	\$ 57,982,000
Other revenues - capital contributions	(57,982,000)
General fund	
Understatement of fund balance restricted	\$ 2,362,000
Overstatement of fund balance committed	(6,053,000)
Overstatement of fund balance assigned	(413,000)
Understatement of fund balance unrestricted	4,104,000

In addition, we identified that deferred revenue at governmental activities level was understated by \$4,646,000 due to prior year reversal error. We proposed and management recorded an entry to increase deferred revenue and decrease prior year unrestricted fund balance at governmental activities for \$4,646,000.

Summary of audit differences

We identified and proposed the following adjustments to the 2010 financial statements during our audit. Management concluded that the following unrecorded adjustments were not material to State's 2010 financial statements:

Adjustment description	Increase (decrease) to net assets/ fund balances
Governmental activities:	
Overstatement of taxes receivable	\$ (1,100,000)
Understatement of due from federal government	1,087,000
Understatement of accounts payable	(9,673,000)
Understatement of accrued liabilities	(1,696,000)
Judgments:	
Overstatement of allowance (taxes receivable)	1,494,000
Overstatement of accrued and other, environmental	5,430,000
Overstatement of accrued and other	3,000,000
Understatement of due to federal government	(1,572,000)
Understatement of accrued and other, contingencies	(6,544,000)
	<u>\$ (9,574,000)</u>
General Fund	
Understatement of due from federal government	1,087,000
Understatement of accrued liabilities	(1,696,000)
Judgments:	
Overstatement of allowance (taxes receivable)	\$ 1,494,000
Overstatement of tax refunds payable	2,599,000
Overstatement of accrued and other	3,000,000
Understatement of due to federal government	<u>(1,572,000)</u>
	<u>\$ 4,912,000</u>
Major Fund: Transportation	
Understatement of accounts payable	\$ (7,683,000)
Aggregate other:	
Understatement of accounts payable	\$ (1,990,000)