



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  
 GSD116445

PAGE  
 1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

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DEPARTMENT OF ADMINISTRATION  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/10/2011				

BID OPENING DATE: 04/05/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	MN		988-36		
<p>OPEN END GROUNDS COMMODITIES CONTRACT</p> <p>REQUEST FOR QUOTATION (RFQ)            OPEN END CONTRACT</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE THE AGENCY WITH LAWN/GARDEN COMMODITIES FOR THE GROUNDS SECTION OF THE WEST VIRGINIA DIVISION OF GENERAL SERVICES PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION 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 AT KRISTA.S.FERRELL@WV.GOV. VENDORS ARE ASKED TO INCLUDE THE RFQ NUMBER ON ALL INQUIRIES. IF EMAIL, PLEASE INCLUDE RFQ NUMBER ON THE SUBJECT LINE. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 03/22/2011 AT THE CLOSE OF BUSINESS. ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISIO AFTER THE DEADLINE HAS LAPSED.</p> <p>NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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).

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

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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.

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ADDRESS CORRESPONDENCE TO ATTENTION OF
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VENDOR

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CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.						
EXHIBIT 10						
REQUISITION NO.: .....						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1 .....						
NO. 2 .....						
NO. 3 .....						
NO. 4 .....						
NO. 5 .....						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
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.						

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..... SIGNATURE ..... COMPANY ..... DATE						
NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.  REV. 09/21/2009  THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.  EXHIBIT 3  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD 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						

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<p>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 CONTRACT.</p> <p>RENEWAL: 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>CANCELLATION: 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>OPEN MARKET CLAUSE: 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>QUANTITIES: 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</p>						

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<p>ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: 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 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</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSA</p>						

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<p>SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</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          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>RFQ. NO.: GSD116445</p>						

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BID OPENING DATE: 04/05/2011 BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): -----  ***** THIS IS THE END OF RFQ GSD116445 ***** TOTAL: _____						

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**RFQ#: GSD116445**  
**Request for Quotation**  
**Specifications**

Purpose: To establish an open end contract (or contracts) to provide commodities routinely used by the General Services Division's Grounds Section, mainly on the State Capitol Complex in Charleston, West Virginia.

## **1.0 DEFINITIONS**

- A. The "Agency" shall be defined as the Department of Administration, General Services Division.
- B. The "Vendor" shall be defined as the successful bidder.
- C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Vendor to provide the services as herein specified.
- D. "Release Order" shall be defined as order placed against the Contract by the Agency.
- E. "Agency Representative" shall be defined as that person so designated by the Director of the Division of General Services.
- F. Mandatory Requirements: The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

## **2.0 SCOPE OF WORK**

2.1 The Vendor shall provide all commodities to all Agency owned and operated buildings. General Services Division buildings are located predominantly in Charleston, WV; however, the Vendor or Vendors shall provide commodities for Agency owned buildings throughout the State of West Virginia. The Agency currently has facilities in the West Virginia cities of Charleston, Beckley, Parkersburg, Williamson, Weirton and Huntington, and may add facilities in other areas of West Virginia during the life of the contract.

## 2.2 Required Products/Services:

Hardwood Shredded Mulch: Materials must be made of 100% hardwood, uniform in size, harvested and debarked, free of chemical treatments and additives.

Top Soil: Shall be free of any trash, debris, and rock fragments in excess of 1" in diameter; rock fragments below 1" in diameter shall not comprise more than 5% of soil volume; shall contain at least 2% but not more than 10% organic matter.

Potting Soil: Premium potting soil for planting indoor and outdoor potted plants.

Growing Medium: Peat-based (65-75% volume) growing medium with horticultural coarse grade perlite, dolomitic and calcitic limestone, micronutrients, macronutrients and a wetting agent; pH range of 5.5 - 6.5; 20 - 25% air porosity (by volume); 600-800% water-holding capacity by weight; 30 - 50 % moisture content by weight.

Geotextile Fabric: 100' Rolls; must provide water permeable separation between earth and mulch covering; permeability must be at a rate of 150 gallons per square foot per minute.

Grass Seed, Tall Fescue Mixture Turf Grass: Wetzel Class Act 2, or equal: Must be a blend of 4-5 turf fescues, dark green in color (year round), dense, disease resistant, drought tolerant, moderate shade tolerant.

Espoma Garden-Tone, or equal: 3-4-4 Plant Food

Espoma Bulb-Tone, or equal: 3-5-3 Plant Food

Espoma Rose-Tone, or equal: 4-3-2 Plant Food

Espoma Flower-Tone, or equal: 3-4-5 Plant Food

Espoma Holly-Tone, or equal: 4-3-4 Plant Food

Espoma Plant-Tone, or equal: 5-3-3 Plant Food

Espoma Organic Lawn Food, or equal: 18-8-6 Plant Food

Osmocote, or equal: 13-13-13 Plant Food

Herbicides: Two way Premium; must contain one part 2, 4-D as foliage killer, and separate specific root killer; remains active in soil; liquid form.

Weed and Grass Killer: Round-Up Super Concentrate, or equal; kills all vegetation but is not active in soil; liquid form

Multi-Insect Killer Granules: Bayer Advanced Power Force, or equal; Single 10lb bag has minimum 5000 sq ft coverage area; granular form; outdoor use only

Ice Melt: Turf friendly; must melt ice and snow with minimal damage to surrounding plants and turf-shall melt to -10 degrees.

### 2.3 Freight

2.3.1 All orders from this Contract totaling \$500 or more shall be delivered FOB: destination. The Agency may be charged a delivery fee, as agreed upon herein, for orders from the Contract totaling less than \$500 unless the product is picked up by an Agency Representative.

### 2.4 Delivery

2.4.1 Vendor shall deliver commodity to the assigned location within three (3) days of the Agency issued release order. The Agency must be notified in writing if orders are delayed for any reason. Vendor shall carry an adequate stock to insure such delivery service for the duration of the Contract.

2.4.2 Arrangements for delivery of commodity items must be coordinated with the Agency prior to shipping. Contact Bill Shanklin at 304-957-7151 or 304-205-2723 to arrange delivery.

2.4.3 The Vendor shall provide commodities to all Agency locations and shall deliver the commodities on site.

### 2.5 Quality Assurance

2.5.1 Vendor shall remove any product on this Contract that has been delivered by the Vendor, received by the Agency and determined unsatisfactory, at no cost to the Agency.

2.5.2 Verification of product quality is the responsibility of the vendor. Vendors bidding products other than those specified should include manufacturer's information verifying products meet quality standards set by the Request for Quotations.

2.5.3 **The Vendor shall not substitute nor sell any other product from that awarded herein without prior written permission from the Purchasing Division.**

## 3.0 DELIVERABLES

3.1 The Vendor shall provide the Agency the MSDS (Material Safety Data Sheet) for each product after award of the Contract.

## 4.0 ORDERING AND INVOICING

### 4.1 Release Orders

- 4.1.1 For all orders, the Agency will issue to the Vendor a WV-39 Release Order for purchases of commodities under this Contract.
- 4.1.2 Agency will generate release orders to initiate commodity order. These release orders will be generated from the Agency's computerized maintenance management system. This release order shall have a unique number and reference the master contract number. The release order shall indicate the quantity of product for which the release is issued. Issuance of the release order to the Vendor shall be considered authorization to deliver product(s). No product(s), other than that specified on the individual release order shall be delivered by the Vendor. Vendor must be willing to accept release orders via fax or email and provide the Agency with the valid e-mail addresses and fax numbers to which release orders may be communicated.

**NO INDIVIDUAL JOB IN EXCESS OF \$25,000 SHALL BE PERMITTED UNDER THIS CONTRACT. ISSUANCE OF MULTIPLE RELEASE ORDERS TO CIRCUMVENT THIS REQUIREMENT IS STRICTLY PROHIBITED.**

### 4.2 Invoicing

- 4.2.1 Invoices shall be submitted to the Agency for payment (in arrears) and must include the following information:
- 4.2.1.1 Copies of all BOL's signed and dated by the Agency Representative (prior to their submittal with invoices for payment).
- 4.2.1.2 FEIN number, complete address of Vendor, release order number, and master contract number.
- 4.2.2 Invoices shall be mailed to the following address:  
Department of Administration  
General Services Division  
State Capitol Complex  
Building 1, Room MB-68  
1900 Kanawha Blvd. E.  
Charleston, West Virginia 25305
- 4.2.3 Should the Vendor be requested by the Agency or volunteer to submit invoices electronically, invoices must meet the digital requirements of the WV State Auditor's Office.

## 5.0 AWARD

- 5.1 The State may make multiple awards, under this contract to ensure coverage that is deemed to be in the best interest of the State. Vendors may bid on any one or combination of commodities. The quantities provided on Attachment A: Bid Form are for bid evaluation purposes only.
- 5.2 The Agency may order more or less of any commodity listed during the life of this contract. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of this Contract, whether more or less than the quantities shown.
- 5.3 The Vendor shall provide commodity items listed at the cost on the Attachment A: Bid Form during the life of the contract. There will be no additional, allowable charges for service fees, travel or related costs. Vendors are required to include any and all extraneous fees, such as fuel surcharges, etc., as part of the bid cost. All orders from this Contract totaling \$500 or more shall be delivered FOB: destination. The Agency may be charged a delivery fee, as agreed upon herein, for orders from the Contract totaling less than \$500 unless the product is picked up by an Agency Representative.
- 5.4 Cost
  - 5.4.1 Vendors should complete Attachment A: Bid Form in lieu of submission of Manufacturer's quotes for this material.
  - 5.4.2 The Vendor shall be responsible for all mileage and travel costs, including travel time, associated with the performance of this contract.
  - 5.4.3 The Vendor shall provide a unit cost and lot cost for each line item bid in response to this RFQ in Attachment A: Bid Form. It is strongly preferred that vendors provide commodities in the lot size listed for inventory management purposes. If the vendor cannot provide in the listed lot size, the vendor may provide an alternate lot size. Evaluation shall be based on the supplied unit cost and multiplied by the preferred lot size for comparison purposes. Award for each line item shall be based on the lowest extended price based on preferred lot size. An example is shown Attachment B: Example.
  - 5.4.4 Vendors failing to provide unit cost and lot cost for any item chosen to bid, will be disqualified.

5.4.5 Vendors must provide the manufacturer and product number for each product bid and product literature demonstrating adherence to all mandatory requirements as defined under Section 2.2. A chart is provided in Attachment C: Product Sheet to provide this information.

## 6.0 ADDITIONAL TERMS AND CONDITIONS

- 6.1 The relationship of the Vendor to the Agency shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. The Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this contract. Neither the Vendor nor any employees or sub-contractors of the Contractor shall be deemed to be employees for the State for any purposes whatsoever. The wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred obligations, and licensing fees, etc., and the filing of all necessary documents, forms and returns pertinent to all of the foregoing are the Vendor's responsibility. The Vendor shall hold harmless the State, and must provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns. The Vendor shall not assign, convey, transfer, sub-contract, or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.
- 6.2 Indemnification: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; (3) Any failure of the Vendor, its officers, employees or sub-contractors to observe State and Federal laws, including but not limited to labor and wage laws.

- 6.3 This contract will be governed by the laws of the State of West Virginia. The Vendor further agrees to comply with the Civil Rights Act of 1964 and all other applicable Federal, State, and local Government regulations.
- 6.4 The Vendor shall 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.
- 6.5 The Vendor shall pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this Contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the Vendor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this Contract.
- 6.6 The Vendor shall, upon any service visit to any location, acquire the signature of the Agency representative designated to sign for such delivery. No charge for any delivery to any location at any time will be verified without that signature. No payment will be made for any delivery which is not verified. Upon award of contract, Agency will provide vendor with exact locations and addresses for all deliveries and the names of the Agency representatives for said locations. The Vendor shall be expected to coordinate delivery schedule with Agency to insure signature verification is available.



COMMODITY (Lot Size)	Estimated Qty	Unit of Measure	Cost per Unit	Cost Per Lot	Extended Price	Alternate Lot Size (if applicable)
<b>HARDWOOD SHREDED MULCH</b>						
2 Cu Ft Bag	1000	Cubic Foot				
Cubic Yard	500	Cubic Yard				
<b>ORGANIC MUSHROOM COMPOST</b>						
40lb Bag	1000	Pound				
Cubic Yard	500	Cubic Yard				
<b>TOP SOIL</b>						
Cubic Yard	500	Cubic Yard				
<b>POTTING SOIL</b>						
2 Cu Ft Bag	500	Cubic Foot				
<b>PREMIERE PRO-MIX HP GROWING MEDIUM, or equal</b>						
3.8 cubic ft bale	500	Cubic Foot				
<b>GEOTEXTILE FABRIC</b>						
4' Wide Rolls	12	Foot (length)				
6' Wide Rolls	12	Foot (length)				
<b>DOW AGROSCIENCES SNAPSHOT 2.5 TG MULCH WEED KILLER, or equal</b>						
50lb Bags	300	Pound				
<b>GRANULE ABSORBENT, SOIL MOIST, or equal</b>						
3lb Granular Containers	300	Pound				
<b>LIME, PELLETIZED</b>						
50lb. Bags	500	Pound				
<b>STRAW</b>						
Per Bale	300	Bale				
<b>GRASS SEED, PERENNIAL RYE THREE WAY BLEND</b>						
50lb Bag	200	Pound				
<b>GRASS SEED, TALL FESCUE MIXTURE TURF GRASS-Wetzel Class Act 2, or equal</b>						
50lb Bag	200	Pound				

COMMODITY	Estimated Qty	Unit of Measure	Cost per Unit	Cost Per Lot	Extended Price	Alternate Size (if applicable)
<b>FERTILIZERS</b>						
<b>20-20-20 General Purpose</b>						
25lb Bags	100	Pound				
<b>10-10-10 General Purpose</b>						
25lbs Bags	100	Pound				
<b>Espoma Garden-Tone, or equal</b>						
20lb Bags	100	Pound				
<b>Espoma Bulb-Tone, or equal</b>						
20lb Bags	100	Pound				
<b>Espoma Rose-Tone, or equal</b>						
20lb Bags	100	Pound				
<b>Espoma Flower-Tone, or equal</b>						
20lb Bags	100	Pound				
<b>Espoma Holly-Tone, or equal</b>						
20lb Bags	100	Pound				
<b>Espoma Plant-Tone, or equal</b>						
20lb Bags	100	Pound				
<b>Espoma Organic Lawn Food, or equal</b>						
50lbs Bags	100	Pound				
<b>Osmocote, or equal</b>						
50lb Bags	100	Pound				
<b>HERBICIDES</b>						
<b>Two-way Premium Herbicide</b>						
Gallon Jug	50	Gallon				
<b>Round-Up Weed &amp; Grass Killer Super Concentrate, or equal</b>						
Gallon Jug	50	Gallon				
<b>Bayer Advanced Power Force Multi-Insect Killer Granules, or equal</b>						
10lb Bag	20	Pound				
<b>ICEMELT</b>						
<b>Turf-Friendly Ice Melt</b>						
50lb Bag	100	Pound				
Delivery Fee: Orders under \$500.00	10	Per Order				
<b>Total Bid</b>						

Vendor Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor Contact Name: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

Contractor Fax Number: \_\_\_\_\_

Contractor Email Address: \_\_\_\_\_

Please provide the following numbers below: \_\_\_\_\_

24 Hour Phone Number for Callback Services: \_\_\_\_\_

Fax/email for Release Order Receipt: \_\_\_\_\_

COMMODITY (Lot Size)	Estimated Qty	Unit of Measure	Cost per Unit	Cost Per Lot	Extended Price	Alternate Lot Size (If applicable)
<b>HARDWOOD SHREDDED MULCH</b>						
2 Cu Ft Bag	1000	Cubic Foot	\$1.00	\$2.00	\$2,000.00	(2) 1 Cu Ft. Bags
Cubic Yard	500	Cubic Yard	\$3.00	\$3.00	\$1,500.00	

**Extended Price:**

$\$1.00 \times (2) \text{ Cu Ft Bag} \times 1000 = \$2,000.00$

$\text{Unit Cost} \times \text{Preferred Lot Size} \times \text{Estimated Quantity} = \text{Extended Price}$

**Cost Per Lot:**

$\$1.00 \times (2) \text{ Cu Ft Bag} = \$2.00 \text{ per bag}$

$\text{Unit Cost} \times \text{Perferred Lot Size} = \text{Cost per Lot}$

COMMODITY	Manufacturer	Product Number	Literature Attached
<b>HARDWOOD SHREDDED MULCH</b>			
2 Cu Ft Bag			
Cubic Yard			
<b>ORGANIC MUSHROOM COMPOST</b>			
40lb Bag			
Cubic Yard			
<b>TOP SOIL</b>			
Cubic Yard			
<b>POTTING SOIL</b>			
2 Cu Ft Bag			
<b>PREMIERE PRO-MIX HP GROWING MEDIUM, or equal</b>			
3.8 cubic ft bale			
<b>GEOTEXTILE FABRIC</b>			
4' Wide Rolls			
6' Wide Rolls			
<b>DOW AGROSCIENCES SNAPSHOT 2.5 TG MULCH WEED KILLER, or equal</b>			
50lb Bags			
<b>GRANULE ABSORBENT, SOIL MOIST, or equal</b>			
3lb Granular Containers			
<b>LIME, PELLETIZED</b>			
50# Bags			
<b>STRAW</b>			
Per Bale			
<b>GRASS SEED, PERENNIAL RYE THREE WAY BLEND</b>			
50lb Bag			
<b>GRASS SEED, TALL FESCUE MIXTURE TURF GRASS-Wetzel Class Act 2, or equal</b>			
50lb Bag			
<b>COMMODITY</b>			
<b>FERTILIZERS</b>			

<b>20-20-20 General Purpose</b>			
25lb Bags			
<b>10-10-10 General Purpose</b>			
25lbs Bags			
<b>Espoma Garden-Tone, or equal</b>			
20lb Bags			
<b>Espoma Bulb-Tone, or equal</b>			
20lb Bags			
<b>Espoma Rose-Tone, or equal</b>			
20lb Bags			
<b>Espoma Flower-Tone, or equal</b>			
20lb Bags			
<b>Espoma Holly-Tone, or equal</b>			
20lb Bags			
<b>Espoma Plant-Tone, or equal</b>			
20lb Bags			
<b>Espoma Organic Lawn Food, or equal</b>			
50lbs Bags			
<b>Osmocote, or equal</b>			
50lb Bags			
<b>HERBICIDES</b>			
Two-way Premium Herbicide			
Gallon Jug			
<b>Round-Up Weed &amp; Grass Killer Super Concentrate, or equal</b>			
Gallon Jug			
<b>Bayer Advanced Power Force Multi-Insect Killer Granules, or equal</b>			
10lb Bag			
<b>ICEMELT</b>			
Turf-Friendly Ice Melt			
50lb Bag			

# 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** \_\_\_\_\_