



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
7012EC04

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
PAUL REYNOLDS 304-558-0468

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF HIGHWAYS  
 EQUIPMENT DIVISION  
 ROUTE 33  
 BRUSHY FORK ROAD  
 BUCKHANNON, WV  
 26201 304-472-1750

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
11/07/2011				

BID OPENING DATE: 11/22/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 3		
				CHANGES TO THE SPECIFICATIONS ATTACHED		
				BID OPENING DATE CHANGED		
				FROM: 11/15/11 @1:30 P.M.		
				TO: 11/22/11 @1:30 P.M.		
				NO OTHER CHANGES		
0001	1	EA		020-68		
				VARIOUS TYPES OF MOWERS		
				***** THIS IS THE END OF RFQ 7012EC04 ***** 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](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.

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### 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).

PREBID ADDENDUM #3  
7012EC04  
VARIOUS TYPES OF MOWERS

BOOM MOUNTED AND OPTIONAL SIDE MOUNTED HIGHWAY MOWERS  
THAT SHALL BE MOUNTED ONTO A WHEEL TRACTOR  
THAT WILL BE SUPPLIED BY THE WEST VIRGINIA DEPARTMENT OF HIGHWAYS

CHANGES TO SPECIFICATIONS:

FROM:

- 1.1 **The Division of Highways will deliver a tractor to the successful mower vendor, within a 200 mile range, for the purpose of installation of the mower.**

TO:

- 1.1 **The Division of Highways will deliver and will pickup upon completion, a tractor to the successful mower vendor, within a 200 mile range, for the purpose of installation of the mower.**

DELETE:

- 4.2 DELIVERY – 1<sup>st</sup> Paragraph  
Delivery point of the completely assembled representative unit will be the DOH, Equipment Division, Route 33 at Brushy Fork Road, Buckhannon, West Virginia 26201.

FROM:

- 4.2 DELIVERY - 3<sup>rd</sup> Paragraph  
**A completed pilot model for inspection must be provided within 90 calendar days after receipt of the purchase agreement by the successful vendor.**

TO:

- 4.2 DELIVERY – 3<sup>rd</sup> Paragraph  
**A completed pilot model for inspection must be provided within 90 calendar days after receipt of the purchase agreement by the successful vendor at the vendor's location.**

VENDOR QUESTION:

- 7.1.2 Do not understand spec on this. Other manufacturers have different methods of mounting.

RESPONSE: Stays as written

## VENDOR QUESTION:

7.1.3 Item 7.1.2 and 7.1.3 kind of go together

RESPONSE: This is not mandatory – list as an exception

## VENDOR QUESTION:

7.2.5 Are we disqualified if we exceed 39 GPM hydraulic pump and 9 GPM piggyback pump

RESPONSE: Change to read: **“Unit shall be equipped with front mounted minimum 39 GPM hydraulic pump to run the mower head and a minimum 9 GPM piggyback pump to run all other functions. Pumps to be gear type and shall be made of steel.”**

## VENDOR QUESTION:

7.2.6 Our motor circuit hoses are one (1) inch I.D. four wire braid. Can this spec be changed?

RESPONSE: Remains as written

## VENDOR QUESTION:

7.4.1 Is plexi-glass OK

RESPONSE: No – Must be as written – this is mandatory

## VENDOR QUESTION:

7.4.3 Ours has polycarbonate incorporated in the door and side window.

REPOINSE: Remains as written

## VENDOR QUESTION:

7.5.1 Are composite bearings acceptable

RESPONSE: Remains as written

## VENDOR QUESTION:

7.5.3 Is 8x6x1/4" tube with 70,000 yield strength acceptable?

RESPONSE: No – size and strength as specified – remains as written

## VENDOR QUESTION:

7.5.4 Is 70,000 PSI with 6" x 4" tube OK?

RESPONSE: No dimensions must be as specified.

## VENDOR QUESTION:

7.6.6 Requests made for smaller spindle, 1 31/32" ID with 2 9/16" ID lower bearing and 2 5/8" lower and 2" upper ID

RESPONSE: Remains as is. We want a heavier duty.

## VENDOR QUESTION:

7.6.7 Request for thinner blade at 5/8" thick 5" blade.

RESPONSE: Remains as is.

## VENDOR QUESTION:

7.6.8 Request for Grade 8 bolts and 1 1/2" diameter

RESPONSE: Remains as written.

## DELETE:

**7.11 Preventive Maintenance and Operators Orientation/Training:**

**7.11.1 The manufacturer or Dealer shall provide preventive maintenance/operators orientation seminar to be conducted at the Equipment Division, Buckhannon. The successful vendor shall furnish all training aids; i.e. videos, projectors, etc., required in conducting the training.**

8.0 REAR MOUNTED 88" FLAIL MOWER:

VENDOR QUESTION:

- 8.2 Request cutting bonnet thickness shall be 10 gauge 80,000 lb. yield steel thickness with 1/2" drive side and 3/8" carrier side steel end plates.

VENDOR QUESTION:

- 8.2 Request Mower housing to be made of 10 gauge steel minimum with 2 each 3" square steel tubing frame members or formed steel housing extending between end plates.

RESPONSE TO BOTH: Only the first part of section "Mower housing to be made of 10 gauge steel minimum" is mandatory. List any change to second half as exception.

VENDOR QUESTION:

- 8.4 Various requests for smaller cutter shaft 4.5 and 4.75 with 5/16 thickness

RESPONSE: Remains as written

VENDOR QUESTION:

- 8.6 Request for 16 gauge steel plate

RESPONSE: Remains as written

VENDOR QUESTION:

- 8.7 Mower cutter shaft shall be supported on each end with self centering bearings with 1 15/16" ID

RESPONSE: Remains as written

VENDOR QUESTION:

- 8.8 Request bearing housing shall extend into 4 1/2 " mower shaft which has had each end machined to receive the bearing housings

RESPONSE: Remains as written

## VENDOR QUESTION:

- 8.10 Request drive gear box to be made of steel and rated at a minimum of 60 HP continuous, 90 HP intermittent.

## VENDOR QUESTION

- 8.10 Request drive gear box to be made of steel and rated at a minimum of 65 HP continuous, 120 HP intermittent

RESPONSE: Remains as written

## VENDOR QUESTION:

- 8.18 The unit to have ½” steel, replaceable wear runners or ¼ x 3” requested.

RESPONSE: This is a non-mandatory. List as an exception

## 9.0 SIDE MOUNTED FLAIL CUTTER

## DELETE:

- 9.0 SPECIFICATIONS – 1<sup>st</sup> Paragraph

**A flail cutter with all of the aforementioned materials and with all of the same features must be available with a 24 inch offset to the right as measured from the tractor center line.**

## DELETE:

- 9.3 **For any offer to be considered, all items must be of a standard production configuration and be available to all in the common market place, and not a product that is modified for bid purposes.**

## ADD:

- 9.4.1 **The new arm shall be made of steel and be of a box type construction minimum dimensions 11” wide x 2 “ thickness x 33” length. The arm must have replaceable greasable bushings on each end and be attached with a 1 ½” diameter minimum steel pin on each end.**

## ADD:

- 9.4.2 **The arm must be equipped with a two (2) piece linkage system that will allow a hydraulic cylinder to rotate the cutter without the use of cables.**

ADD:

- 9.4.3 The cutter arm is to be equipped with two (2) 3 ½" I.D. minimum hydraulic cylinders that will lift and rotate the cutter head. Cables shall not be used for this operation.

ADD:

- 9.4.4 A 1,222 lb. counterweight shall be installed on the left side side step.

VENDOR QUESTION – CHANGE TO READ:

- 9.6 The flail cutter shall be equipped with a heavy duty main cutter shaft that is made of steel and is no less than 4 ½" diameter with a 5/16" minimum wall thickness and the shaft be supplied on each end with 1 15/16" ID minimum self aligning bearings.

RESPONSE: Remains as originally written

VENDOR QUESTION:

- 9.7 Tiger uses a single ribbed belt.

RESPONSE: Remains as written.

VENDOR QUESTION – CHANGE TO READ:

- 9.9 Guard for covering mower drive pulleys and belts to be made from 16 gauge steel Plate minimum.

RESPONSE: Remains as originally written.

VENDOR QUESTION – CHANGE TO READ:

- 9.10 Bearing housing shall extend in the 4 ½" mower shaft which has had each end Machined to receive the bearing housing.

RESPONSE: Remains as originally written.

VENDOR QUESTION – CHANGE TO READ:

- 9.14 Cutting height for roller 1.5" to 7.5" adjustable

RESPONSE: This is a non-mandatory spec – list as an exception



## 10.0 SIDE MOUNTED ROTARY MOWER

### DELETE:

- 10.3 **For any offer to be considered, all items must be of a standard production configuration and be available to all in the common market place, and not a product that is modified for bid purposes.**

### ADD:

- 10.4.1 **The new arm shall be made of steel and be of a box type construction minimum dimensions 11" wide x 2" thickness x 33" length. The arm must have replaceable greasable bushings on each end and be attached with a 1 ½" diameter minimum steel pin on each end.**

### ADD:

- 10.4.2 **The arm must be equipped with a two (2) piece linkage system that will allow a hydraulic cylinder to rotate the cutter without the use of cables.**

### ADD:

- 10.4.3 **The cutter arm is to be equipped with two (2) 3 ½" I.D. minimum hydraulic cylinders that will lift and rotate the cutter head. Cables shall not be used for this operation.**

### ADD:

- 10.4.4 **A 1,222 lb. counterweight shall be installed on the left side side-step**

### VENDOR QUESTION – CHANGE TO READ:

- 10.6 **The rotary blade support mechanism must be attached to a main drive shaft that must be supported, on each end with tapered roller bearings. To insure sufficient strength this drive shaft must feature a minimum 1 31/32" ID upper bearing and a minimum 2 9/16" ID lower bearing.**

RESPONSE: Remains as originally written

VENDOR QUESTION – CHANGE TO READ:

- 10.9 Motor drive equipped with a direct splined coupling or a flex coupler located between the motor and the mower spindle to compensate for any misalignment that may develop as a result of wear from long use.

RESPONSE: This is a non-mandatory. May list as an exception.

VENDOR QUESTION – CHANGE TO READ:

- 10.10 The machine shall be equipped with a rotary cutter that will provide a 60" cut and is equipped with a hydraulic operated safety guard that is installed at a 20 degree angle so that the cutter blades may come in contact with and be able to cut 5" trees at the 12 o'clock and at the 2 o'clock position on said cutter head. Shall be equipped with one (1) of two (2) blade designs: (A) Two (2) swinging, high carbon heat treated steel cutting blades. Each blade shall be no less than 3/4" thick and shall be no less than 25" long and no less than 6" wide at the most narrow point. Each blade shall be flat and sharpened on four (4) cutting edges and have a hole in each end so that it may be reversed (turned over and end to end) to provide four (4) cutting edges. Each blade shall have a unit weight of no less than 30 lbs. (B) Two double edged 360 degree full swinging 5/8" x 5" x 14 5/8" tempered steel blades.

RESPONSE: Remains as originally written

VENDOR QUESTION – CHANGE TO READ:

- 10.11 The blade holding device shall conform with one (1) of two (2) designs: (A) Be Designed so that each blade is supported top and bottom in a clevis device. Each blade must be attached, through said clevis device, with a heat treated, steel bolt, or pin, with a diameter of no less than 1 1/2 ". (B) The blade carrier shall be three-leaf, stacked blade-bar type with the bottom leaf being made out of ASTM A514 (i.e. T1 alloy steel). The blades shall be fastened to the bottom leaf utilizing a 1 1/8" heat treated, Grade 8 shoulder bolt with a Grade 8 castle nut and roll pin.

RESPONSE: Remains as originally written.

PREBID ADDENDUM #3  
7012EC04  
VARIOUS TYPES OF MOWERS

BOOM MOUNTED AND OPTIONAL SIDE MOUNTED HIGHWAY MOWERS  
THAT SHALL BE MOUNTED ONTO A WHEEL TRACTOR  
THAT WILL BE SUPPLIED BY THE WEST VIRGINIA DEPARTMENT OF HIGHWAYS

CHANGES TO BIDDER'S EVALUATION REPORT:

ADD:

**X1.1** Are you in agreement for the Division of Highways to deliver and pickup, upon completion, a tractor with mower(s) that have been installed \_\_\_\_\_ YES \_\_\_\_\_ NO

DELETE:

**X4.2.2** Delivery date of balance of completed units: \_ Calendar Days After Receipt Of  
Purchase Agreement

FROM:

**X4.2.1** Delivery date of completed representative unit: \_ Calendar Days After Receipt  
Of Purchase Agreement

TO:

**X4.2.1** Pilot model will be available for inspection at vendor's location \_\_\_\_\_ Calendar  
Days After Receipt of Purchase Agreement

**X7.1.2** NO CHANGE REQUIRED – REMAINS AS WRITTEN

**X7.1.3** NO CHANGE REQUIRED – THIS IS NOT MANDATORY – LIST AS  
EXCEPTION

FROM:

X7.2.5 Is unit equipped with front mounted 39 GPM hydraulic pump to run the mower head and 9 GPM piggyback pump to run all other functions YES NO  
Are pumps gear type and made of steel YES NO

TO:

X7.2.5 Unit is equipped with front mounted \_\_\_\_\_ GPM hydraulic pump to run the mower head and \_\_\_\_\_ GPM piggyback pump to run all other functions  
\_\_\_\_\_ YES \_\_\_\_\_ NO  
Are pumps gear type and made of steel \_\_\_\_\_ YES \_\_\_\_\_ NO

X7.2.6 NO CHANGE REQUIRED – REMAINS AS WRITTEN

X7.4.1 NO CHANGE – MUST BE AS WRITTEN – THIS IS MANDATORY

X7.4.3 NO CHANGE REQUIRED – REMAINS AS WRITTEN

X7.5.1 NO CHANGE REQUIRED – REMAINS AS WRITTEN

X7.5.3 NO CHANGE REQUIRED – REMAINS AS WRITTEN

X7.5.4 NO CHANGE REQUIRED – MUST BE AS SPECIFIED

X7.6.6 NO CHANGE REQUIRED – REMAINS AS WRITTEN

X7.6.7 NO CHANGE REQUIRED – REMAINS AS WRITTEN

X7.6.8 NO CHANGE REQUIRED – REMAINS AS WRITTEN

DELETE:

X7.11 Preventive Maintenance and Operators Training

X7.11.1 Will the manufacturer or Dealer provide training required on this mower YES NO

**REAR MOUNTED 88" FLAIL MOWER:**

**X8.2 NO CHANGE REQUIRED – ONLY GAUGE OF STEEL MANDATORY - LIST ANY CHANGE TO 2<sup>ND</sup> HALF AS EXCEPTION**

**X8.4 NO CHANGE REQUIRED – REMAIN AS WRITTEN**

**X8.6 NO CHANGE REQUIRED – REMAIN AS WRITTEN**

**X8.7 NO CHANGE REQUIRED – REMAIN AS WRITTEN**

**X8.8 NO CHANGE REQUIRED – REMAIN AS WRITTEN**

**X8.10 NO CHANGE REQUIRED – REMAIN AS WRITTEN**

**X8.18 NO CHANGE REQUIRED – NON MANDATORY – LIST AS EXCEPTION**

**SIDE MOUNTED FLAIL CUTTER****DELETE:**

**X9.0 Will a flail cutter with all of the following materials and all of the same features be available with a 24 inch offset to the right as measured from the tractor center line  
\_YES\_NO**

**DELETE:**

**X9.3 All items of a standard production configuration and be available to all in the common market place, and not a product modified for bid purposes \_YES\_NO**

**ADD:**

**X9.4.1** The new arm is made of steel  YES  NO and of a box type construction  
 Dimensions:  inches wide x  inches thick x  inches long

The arm has replaceable greasable bushings on each end and attached with a  inch diameter steel pin on each end

**ADD:**

**X9.4.2** The arm is equipped with a two (2) piece linkage system that will allow a hydraulic cylinder to rotate the cutter without use of cables  YES  NO

**ADD:**

**X9.4.3** The cutter arm is equipped with   inch I.D. hydraulic cylinders that will lift and rotate the cutter head  YES  NO

Will cables be used for this operation  YES  NO

**ADD:**

**X9.4.4** Will a 1,222 lb. counterweight be installed on the left side side-step  YES  NO

**X9.6 NO CHANGE REQUIRED – REMAINS AS WRITTEN**

**X9.7 NO CHANGE REQUIRED – REMAINS AS WRITTEN**

**X9.9 NO CHANGE REQUIRED – REMAINS AS WRITTEN**

**X9.10 NO CHANGE REQUIRED – REMAINS AS WRITTEN**

**X9.14 NO CHANGE REQUIRED – NON MANDATORY – LIST AS AN EXCEPTION**

**SIDE MOUNTED ROTARY MOWER****DELETE:**

**X10.3** Will all items offered be a standard production configuration and be available to all in the common market place, and not a product that is modified for bid purposes  
 \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**ADD:**

**X10.4.1** The new arm is made of steel \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** and of a box type construction  
 Dimensions: \_\_\_\_\_ inches wide x \_\_\_\_\_ inches thick x \_\_\_\_\_ inches long

The arm has replaceable greasable bushings on each end and attached with a  
 \_\_\_\_\_ inch diameter steel pin on each end

**ADD:**

**X10.4.2** The arm is equipped with a two (2) piece linkage system that will allow a hydraulic cylinder to rotate the cutter without use of cables  
 \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**ADD:**

**X10.4.3** The cutter arm is equipped with \_\_\_\_\_ inch I.D. hydraulic cylinders that will lift and rotate the cutter head \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Will cables be used for this operation \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**ADD:**

**X10.4.4** Will a 1,222 lb. counterweight be installed on the left side side-step  
 \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**X10.6** NO CHANGE REQUIRED – REMAINS AS WRITTEN

**X10.9** NO CHANGE REQUIRED – NON MANDATORY – LIST AS AN EXCEPTION

**X10.10** NO CHANGE REQUIRED – REMAINS AS WRITTEN

**X10.11** NO CHANGE REQUIRED – REMAINS AS WRITTEN