



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
AUD123630

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 41 304-558-0492

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	STATE AUDITOR'S OFFICE
	BUILDING 1, ROOM W100
	1900 KANAWHA BOULEVARD, EAST
	CHARLESTON, WV 25305-0230 558-2251

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/30/2011				

BID OPENING DATE: 09/08/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO INCLUDE MODIFIED SPECIFICATIONS.						
TO EXTEND THE BID OPENING						
FROM: 09/01/2011						
TO : 09/08/2011						
----- END OF ADDENDUM NO. 2 -----						

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).

## RFQ# AUD123630 (REVISED 8/29/11)

### WEST VIRGINIA STATE AUDITOR'S OFFICE

#### Narrative:

The West Virginia State Auditor's Office (WVSAO) requests quotes for the purchase of one (1) 2011/2012 Ford 350 Commercial Cutaway Van (box truck) in a ready/on the lot status \*\*. The vehicle the agency uses is no longer operating, so the need for the replacement is *immediate*. Although the vehicle will be utilized by the agency statewide, it will be primarily operate out of the Record Management Facility in Malden, WV.

#### General:

One (1) 2011/2012 Ford 350 Commercial Cutaway Van (or equal)

Minimum Engine: 5.4L EFI V8 to Maximum: 6.8L Triton® 20-valve V10

ELEC 5-SPD 84" WB

Transmission: TorqShift® 5-speed automatic

#### *To Include Standard Equipment:*

##### Exterior:

LT225/75R16E BSW tires

Interval Wipers

##### Interior:

Air Conditioning

Tilt Steering Preferred

Tachometer

AM/FM Radio

Driver/Passenger Airbags (w/opt Pass "Off" preferred)

##### Functional:

Twin I-beam IFS with computer-selected coil springs and larger-diameter stabilizer bar

Multileaf 2-stage leaf springs/solid axle

Heavy-duty gas-pressurized shocks

AdvanceTrac® with Roll Stability Control™ (RSC®) Preferred

HVY Duty 155-AMP Alternator Minimum Preferred

Fuel Capacity: Minimum 33 Gal (AFT Axle Fuel Tank), Maximum 40 Gal

Fuel: Unleaded Gasoline

Sequential electronic fuel injection (SEFI)

Electronic throttle control (ETC)

AUX Transmission Cooler Preferred

Power Steering

Power 4-wheel disc anti-lock

##### Options:

14'(Minimum) – 16' (Maximum) Baker Box (or equal)

Full size spare tire

Vinyl Floor Covering

12500# GVWR Package

Mirror/TRLR TOW RH & LH Man

Daytime Run Lights Preferred

Themans 2000# Lift gate (or equal)

\*\*Agency will accept delivery of the panel truck if the lift gate kit has not been installed and will coordinate with winner bidder to schedule installation of the lift gate within a 30-day period from pick up of the truck.

**Warranty:**

3 Yr/36000 Bumper to Bumper

5 Yr/60,000 Power train

5 yr/60,000 Roadside Assist

**Delivery:**

As the need for this vehicle is immediate, upon issuance of the formal purchase order by the State of West Virginia, WV Purchasing Division, the vendor should have the vehicle available for pick-up within 48 (forty-eight) hours from receipt of the formal purchase order. As stated above, if the lift gate is not installed on the vehicle, the WWSAO will coordinate with the vendor to schedule the installation of the lift gate within 30 days of receipt of the vehicle.