



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 |
|------------|
| DNR212117  |

| PAGE |
|------|
| 1    |

| ADDRESS CORRESPONDENCE TO ATTENTION OF: |
|---|
| FRANK WHITTAKER<br>304-558-2316         |

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES  
 ELKINS OFFICE  
 RANDOLPH CENTER - SUITE 222  
 1200 HARRISON AVENUE  
 ELKINS, WV  
 26241

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 04/11/2012   |               |          |        |               |

BID OPENING DATE: 04/26/2012 BID OPENING TIME 01:30PM

| LINE  | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| ***** ADDENDUM NO. 1 *****  |          |     |        |             |            |        |
| THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED PRE-BID MEETING SIGN-IN SHEET AND MINUTES OF THE MEETING. |          |     |        |             |            |        |
| THE BID OPENING DATE AND TIME HAVE NOT CHANGED.   |          |     |        |             |            |        |
| ***** END ADDENDUM NO. 1 *****  |          |     |        |             |            |        |

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.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) 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).

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number DNR212117 Shoulder Paving Date 03/29/2012 Park Stonewall Resort

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

|   |  |
|---|--|
| <p>Firm Name: <u>J.F. Allen Co.</u><br/> Firm Address: <u>P.O. Box 2049</u><br/> <u>Buckhannon, WV</u></p> <p>Representative Attending: <u>Rayan Leatherman</u><br/> Phone Number: <u>304-472-8890</u><br/> Fax Number: <u>472-8897</u><br/> Email Address: <u>bleatherman@fallen.com</u></p> | <p>Firm Name: <u>Equine &amp; Restocking Inc.</u><br/> Firm Address: <u>40 Bickley Road</u><br/> <u>Charleston, WV 25312</u></p> <p>Representative Attending: <u>Stacey Hobbs / Roger Jones</u><br/> Phone Number: <u>(304) 965-6162</u><br/> Fax Number: <u>(304) 965-1557</u><br/> Email Address: <u>Aspsallt223@aol.com</u></p> |
| <p>Firm Name: <u>Travis H Gout</u><br/> Firm Address: <u>P.O. Box 176</u></p> <p>Representative Attending: <u>David Harper</u><br/> Phone Number: <u>304-636-1194</u><br/> Fax Number: <u>304-636-3680</u><br/> Email Address: _____</p>  | <p>Firm Name: <u>CNS CONST. GRON'S</u><br/> Firm Address: <u>9395 CO. RD 37</u><br/> <u>SCOTTSVILLE, OH 45678</u></p> <p>Representative Attending: <u>Chris Stron</u><br/> Phone Number: <u>740 256 1800</u><br/> Fax Number: <u>740 256 1800</u><br/> Email Address: <u>Chris.CNS@HUBBES.NET</u></p>                              |
| <p>Firm Name: _____<br/> Firm Address: _____</p> <p>Representative Attending: _____<br/> Phone Number: _____<br/> Fax Number: _____<br/> Email Address: _____</p>   | <p>Firm Name: _____<br/> Firm Address: _____</p> <p>Representative Attending: _____<br/> Phone Number: _____<br/> Fax Number: _____<br/> Email Address: _____</p>  |

March 30, 2012

**TO: ALL BIDDERS**

**REF: STONEWALL RESORT  
SHOULDER PAVING CONSTRUCTION  
RFQ DNR212117**

**SUBJECT: ADDENDUM NO. 1**

**Minutes of the Meeting**

1. Pre-Bid Meeting for the above noted project was conducted on 3/29/2012, 10 am.
2. James Schotsch, WVDNR, discussed administrative items and Jeff Nelsen, E. L. Robinson, discussed scope of project and other technical items.
3. All attendees were instructed to submit all technical questions in writing to Frank Whittaker at the Division of Purchasing. It was also noted that verbal responses to questions are not binding. It was stated; the bid documents, addendums and each bidder's evaluation of the site conditions are to be the basis for their bid.
4. It was noted the period of the contract is 150 days. Additionally, it was noted the date for the Notice to Proceed will be discussed at the Pre-Work Meeting.
5. Work hours are to be 7:00 am to 7:00 pm on weekdays.
6. The truncated dome pavers or panels referenced in Details 3/6 , 1/7 and 2/7 are not required any longer as per the US Department of Justice's 2010 ADA Standard for Accessible Design that went into effect on March 15,2012 for all new construction on State and local government facilities.
7. Maintenance of Traffic requirements were discussed. Particular attention to MOT will be necessary during construction activities in the road curve (8+00 to 11+00). Flagmen would not be necessary in the straight roadway due to the existing vehicle sight-lines and the low speed limit on Park roads.
8. Several key locations in the project area were observed and discussed.



James G. Schotsch, PE  
DNR Associate Engineer.