



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Solicitation

NUMBER
AGR1410

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BOB KILPATRICK 304-558-8802

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF AGRICULTURE  
 PLANT INDUSTRIES DIVISION  
 BUILDING 6  
 4720 BRENDA LANE  
 CHARLESTON, WV  
 25312 304-558-2221

DATE PRINTED
12/11/2013

BID OPENING DATE: 12/17/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.01						
ADDENDUM ISSUED TO PUBLISH RESPONSE TO VENDOR SUBMITTED QUESTIONS AS ATTACHED.						
0001	1	IT		675-45		
				SYSTEMIC INSECTICIDE		
***** THIS IS THE END OF RFQ AGR1410 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: AGR1410  
Addendum Number: No. 01

---

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. Addendum issued to address vendor submitted questions and agency response to those questions, as attached.
2. No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

**AGR1410**  
**Vendor Submitted Questions**  
**12/09/2013**

Q.1. First: the Puchase Card you use for payment. What company does that card go through; Visa, MC, etc? We have to make sure that we have the capability to process the payment.

A.1. We will not be using the Purchasing Card for this Purchase Order. We will need an invoice and will be paid via a check.

Q.2.Second: Would you also like us to submit the case price for this item? The solicitation specifically states 1 Liter, and I will of course provide that price, but the case of 8 L is a much better deal for you and we would have much more flexibility with the price. If you would like that price as well, would we need a new copy of the bid that specifies a request for case price? There is currently no place on the pricing sheet for that information.

A.2.Please provide pricing per the pricing sheet. Units were set up for evaluation purposes only.

Q.3. Last: As far as the FOB clause goes, I'm reading that to mean that we need to include in our bid price the cost of shipping. Please let me know if I am misinterpreting the contract, but right now we are calculating the price on the bid to include shipping cost. Again, for shipping costs, a case is a much better deal than an individual liter.

A.3 Yes

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: AGR1410**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

---

Company

---

Authorized Signature

---

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012