



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

Solicitation

NUMBER
AGR1416

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
DEAN WINGERD
304-558-0468

RFQ COPY

TYPE NAME/ADDRESS HERE

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DEPARTMENT OF AGRICULTURE
 HUTTONSVILLE STATE FARM

ROUTE 219/250 SOUTH
 HUTTONSVILLE, WV
 26273 304-558-2222

DATE PRINTED
03/05/2014

BID OPENING DATE: 03/11/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM IS ISSUED:						
1. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ABOVE SOLICITATION. QUESTION AND ANSWER PAGES ARE ATTACHED.						
2. TO PROVIDE A REVISED PRICING PAGE. SEE ATTACHMENT.						
3. TO PROVIDE REVISED SPECIFICATIONS. SEE ATTACHMENT.						
4. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.						
***** END OF ADDENDUM NO.1 *****						

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: AGR1416**Addendum Number:** 1

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. To provide copy of vendor questions and responses.
2. To provide revised pricing page, see attachment.
3. To provide revised specifications, see attachment.
4. To provide Addendum Acknowledgment form.

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

QUESTIONS & ANSWERS FOR AGR1416

1. Item 11 will be 24 lbs of lanate

This is apparently how it is sold now so the change in quantity is fine

2. Item 12 will be 120oz spirit

This is apparently how it is sold now so the change in quantity is fine

3. Item 16 will be a generic Admire it is called Nuprid it comes in pints we will bid 16 pints that

Will be equal to 8 qts of generic

Vendor is bidding on a "or equal" product so this will stand as is

4. Item 17 will be 5 gallon instead of 4 gallon(it only comes in 2.5 gal containers)

This is apparently how it is sold now so the change in quantity is fine

5. Item 18 will be 2.5 gal

This is apparently how it is sold now so the change in quantity is fine

COST SHEET

AGR1416

ITEM NO.	ITEM	QUANTITY	UNIT PRICE	EXTENDED PRICE
1	10-20-20 Bagged Fertilizer or Equal	15,000 lbs.		
2	10-30-10 Fertilizer or Equal	15,000 lbs.		
3	Actual Phosphate or Equal	9,000 lbs.		
4	Actual Potash or Equal	15,000 lbs.		
5	Fertilizer Spreading Fee	150 acres		
6	46-0-0 Urea with Nutrisphere Added or Equal	36,000 lbs.		
			TOTAL FERTILIZER COST	
7	Atrazine 4L or Equal	37.5 gallons (15 – 2.5 gallon containers)		
8	Lumax or Equal	112.5 gallons (45 2.5 gallon containers)		
9	Ridomil Gold/Bravo Liquid or Equal	25 gallons (10 2.5 gal containers)		
10	Adept or Equal	40 gallons (16 2.5 gal containers)		
11	Lannate or Equal	24 lbs. (24 lb. package)		
12	Spirit or Equal	120 oz. (120 oz. package)		
13	Mocap 15G or Equal	90 lbs. (90 lb. package)		
14	Metribuzin 75DF (Generic-Glory) or Equal	40 lbs. (40 lb. package)		
15	Asana XL or Equal	3 gallons (1 gallon containers)		
16	Admire Pro or Equal	8 qts. (Generic-Montana)		

17	Dual or Equal	5 gallons (2.5 gallon containers)		
18	SelectMax Herbicide or Equal	2.5 gallon (2.5 gallon containers)		
			TOTAL CHEMICAL COST	
	TOTAL COST			

ALL BIDS MUST INCLUDE ALL FEES FOR DELIVERY TO:

Huttonsville State Farm
Route 219/250 South
Huttonsville, WV 26273

REQUEST FOR QUOTATION
AGR1416 Fertilizer, Chemical, Urea

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of [West Virginia Department of Agriculture to establish a contract for the one time purchase of commodities to assist with 2014 spring planting of 150 acres of corn and 15 acres of potatoes at the Huttonsville State Farm.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item”** means fertilizer and urea (see below).

 - 2.2 **“Pricing Page”** means the pages upon which Vendor should list its proposed price for the Contract Items in the manner requested. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A.

 - 2.3 **“RFQ”** means the official request for quotation published by the Purchasing Division and identified as AGR1416.

3. **GENERAL REQUIREMENTS:**
 - 3.1 **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.
 - 3.1.1 **Contract Item #1 – Fertilizer**
 - 3.1.1.1 15000 lbs. of 10-20-20 Bagged Fertilizer or Equal- Commercial bulk bags.

 - 3.1.1.2 Contract Item #1] to be delivered in 1 ton bags on pallets by 4/1/2014 to the Huttonsville State Farm.

 - 3.1.1.3 Pallets will be returned to the vendor.

REQUEST FOR QUOTATION
AGR1416 Fertilizer, Chemical, Urea

3.1.2 Contract Item #2 – Fertilizer Continued

3.1.2.1 15000 lbs. of 10-30-10 Fertilizer or Equal.

3.1.2.2 To be delivered to the Huttonsville State Farm in 50 or 100 lbs. moisture proof bags by 4/1/2014.

3.1.3 Contract Item #3- Fertilizer Continued 9,000 lbs. Actual Phosphate (Equivalent to 19564 lbs. of 18-46-0), or Equal. To be delivered and spread on 150 acres of corn at the rate of 60 lbs. per acre.

3.1.4 Contract Item #4- Fertilizer Continued 15,000 lbs. Actual Potash (Equivalent to 25,000 lbs. of 0-0-60) or Equal. To be delivered and spread on 150 acres of corn at the rate of 100 lbs. per acre.

3.1.5 Contract Item #5 Fertilizer Spreading Fee on 150 acres.

3.1.6 Contract Item #6 36,000 lbs. 46-0-0 Urea (with Nutrisphere Added) or Equal. To be delivered on pallets in Commercial Bags (2,000 lbs. each) to the Huttonsville State Farm.

3.1.7 Contract Item #7- Chemicals. (see below)

3.1.8 37.5 gallons Atrazine 4L or Equal (15 2.5 gallon containers)

3.1.9 112.5 gallons Lumax or Equal (45 2.5 gallon containers)

3.1.10 25 gallons Ridomil Gold/Bravo Liquid or Equal (10 2.5 gallon containers)

3.1.11 40 gallons Adept or Equal (16 2.5 gallon containers)

3.1.12 24 lbs. Lannate or Equal (24 lb. package)

3.1.13 120 ozs. Spirit or Equal (120 oz. package)

3.1.14 90 lbs. Mocap 15G or Equal (90 lb. package)

3.1.15 40 lbs. Metribuzin 75DF or Equal (Generic-Glory) 40 lb. package

3.1.16 3 Gallon Asana XL or Equal (1 Gallon Container)

3.1.17 8 Quarts Admire Pro or Equal (Generic- Montana)

3.1.18 5 Gallons Dual or Equal (2.5 Gallon Container)

3.1.19 2.5 Gallon SelectMax Herbicide or Equal (2.5 Gallon Container)

All Chemicals to be delivered to the Huttonsville State Farm by 4/1/2014.

REQUEST FOR QUOTATION
AGR1416 Fertilizer, Chemical, Urea

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.2 Pricing Page: Vendor should complete the Pricing Page by [pricing each of the six fertilizer items separately, plus the twelve chemical items separately. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should enter the information into the Pricing Page to prevent errors in the evaluation.

5. PAYMENT:

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

6.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order. Vendor shall deliver the Contract Items within thirty working days after receiving a purchase order. All Contract Items must be delivered to WV Department of Agriculture at [Huttonsville State Farm, Route 219/250 South, Huttonsville, WV 26273 by 4/1/2014.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

REQUEST FOR QUOTATION
AGR1416 Fertilizer, Chemical, Urea

- 6.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: AGR1416

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 acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012