

FASTEN05 Specifications/Information

All products furnished must be listed in a catalog that has been **pre-approved** by the Purchasing Division. This catalog must contain a product line broad enough to meet the fastener needs of the State of West Virginia. Each item in the catalog should be identifiable by a reference number.

1. Vendors who wish to bid catalogs must furnish the catalog and a written request to review and approve subject catalog by June 27, 2005. All requests shall be submitted to:

Purchasing Division
Attention: Betty Francisco, Senior Buyer
2019 Washington Street, East
Charleston, WV 25305-0130

All such catalogs and request for review must be received by June 27, 2005. Failure to obtain pre-approval of catalogs will result in bid rejection.

2. The following catalogs have been pre-approved and may be used as an example of the product list desired by the State of West Virginia.

Mid State Bolt and Nut Company, Inc.
Fastenal Standard Catalog

3. The estimated annual value of this contract is \$65,000. This information is supplied as information only and should not be construed as any guarantee of future orders for any contract resulting from this request for quotation.
4. Pricing must be entered on the attached Pricing Page. All information requested should be provided. The quantities shown on this pricing page are for evaluation of bids only and must not be construed as any guarantee of future contract usage. Vendors are requested to type bids. For the convenience of bidders, a diskette is included with this RFQ. Vendors are requested to return the completed diskette, in addition to the original bid to the Purchasing Division and the exact copy to the Auditor's office. Note: If any discrepancies occur between the paper copy and the electronic copy, the paper copy shall prevail.
5. Vendors shall provide a single percent discount. This discount rate must be extended to all items found and ordered from the price list and/or catalogs. Also, the discount shall be taken from the lowest price column (if more than one) shown on the price list. The vendor must list the "net discount price" for each item shown. The net discount price is the final price the vendor shall charge the State of West Virginia. Net discount price to be the price of individual pieces, cartons, or packages, whichever applies to each item listed.

FASTEN05 Specifications/Information

6. Each vendor shall provide with their bid two (2) copies of the current dated and numbered catalog/price list schedule to which percent discount applies. Such price list should make no reference to prices being subject to change. If such reference is made, submitted bid may be rejected as not offering firm prices.

This catalog/price list shall be used with any resulting contract. Successful vendor must provide approximately 150 catalogs/price lists, at no charge, upon request. Additional catalogs/price lists may be required from the successful vendor at a later date. These shall be provided at no charge to the state. Vendor will be contacted directly by state agencies for catalogs and price lists.

Price lists may be required to be provided on 3 1/2" Computer Disk or CD ROM after award.

NOTE: State agencies may purchase any item listed in successful vendor's catalog/price list related to fasteners or fastening devices providing that item is less than \$400.00 after the percent discount is applied. Multiple cases of any item may be purchased as long as the case price is less than \$400.00 after discount.

7. The Purchasing Division desires to enter into a fixed price contract with the successful vendor. The discount from list in the vendor(s) quote shall not be subject to any increase.
8. Deliveries shall be made within 10 working days after receipt of the order. Emergency orders shall be delivered within 5 working days after orders are placed. Spending units must be advised in writing if orders will be delayed for any reason.
9. All orders from this contract, with the exception of those totaling \$200.00 or less must be F.O.B. Destination to any West Virginia location. All orders less than \$200.00 shall be delivered FOB: Shipping Point. If the agency chooses to order less than the \$200.00 minimum, any transportation costs shall be invoiced as a separate charge on the invoice, with the freight invoice attached. Agencies may, at their discretion, purchase locally to avoid the transportation charges on orders that are less than \$200.00.
Note: Stringing (issuing a series of requisitions or purchase orders to circumvent this limit) is a violation of purchasing policy.
10. The successful bidder shall not substitute any other brand of fasteners from those awarded, nor sell any additional items under their contract not specifically covered herein, without prior written permission of the Purchasing Division.

FASTEN05 Specifications/Information

11. Vendors must be either a manufacturer or a regular, stocking dealer for the products they propose to offer and must carry a reasonable inventory of these products to meet the needs of state agencies. Vendors must agree to allow their stockrooms and warehousing facilities to be inspected by State Purchasing at any time during the contract period. Verification of product quality is the responsibility of the vendor. The State of West Virginia may require certified mail test data, certifications or samples for testing of material bid. All costs of test samples is to be borne by the vendor as well as freight costs to and from the agency for such sample testing.
12. Successful vendor is to provide a quarterly report of purchases. This report shall contain a synopsis of the contract sales, including agency and dollar amount per agency and total dollar amount of sales. This report must also include any purchases made by any political subdivisions as well as state agencies in the State of WV. The report is to be delivered to Betty Francisco, Senior Buyer, Purchasing Division, 2019 Washington Street East, Charleston, WV 25305-0130.
13. Packaging: Products are to be delivered in manufacturer's packaging specifying quantity per box. Agencies reserve the right to request special packaging.
14. Fastener Standards: All fasteners furnished pursuant to this contract must conform to the dimensional requirements of the latest edition of fastener standards, compiled by:

The Industrial Fasteners Institute
1505 East Ohio Bldg.
Cleveland, OH 44114

Nonconforming materials may be returned to the vendor at no expense to the State of West Virginia.

The fasteners requested should include but no be limited to: Grade 5, 8, metric, SAE and USS, plain and plated.

All fasteners should be American made with easily identifiable and traceable head markings.

15. Bid Information

Prior to submitting bids, vendors are cautioned to comply with all mandatory bid requirements and the following:

- Quote single percent discount from price list for all items.
- Include dated catalog/price list.
- Complete attached pricing pages.