

## **LAWN06 General Specifications/Information:**

1. Grade of equipment: All commercial grade equipment shall be designed for long hours of continuous use with very few equipment failures. Gasoline powered hand-held tools shall be powerful and light in weight and easily controlled. Engine shall have full crank shafts supported with heavy duty ball bearings on each end.
2. All equipment shall have operator safety warning labels attached as recommended by the outdoor power equipment institute (OEPI).
3. All equipment shall be furnished with operator's manual and parts list (if available). If, for example, one agency purchases (10) of one unit of the same model, then there shall be ten (10) operator's manuals, but one parts list is sufficient.
4. Warranty: A minimum warranty period of 90 days shall be provided for all commercial equipment including parts, labor, and faulty workmanship. A copy of the manufacturer's warranty should be provided with the vendor bid response.
5. Service/repair facilities: On this request for quotation, the bidder must identify at least four authorized service and repair facilities located in various areas of the State of West Virginia. Provide name, location, phone and fax number. This information shall be entered on the pricing/information pages.
6. All orders from this contract totaling \$750.00 or more shall be delivered FOB: Destination. Delivery shall be within fourteen (14) days after receipt of order by vendor. All equipment orders less than \$750.00 shall be delivered FOB: Shipping Point. Any transportation costs will be invoiced as a separate charge with the original freight bill attached to the invoice.
7. Bidder is required to supply information on the contract coordinator(s) in the event they are the successful bidder. This information shall be entered on the pricing/information pages and shall include name, telephone number and fax number.
8. Pricing: All pricing is firm for a period of one (1) year. If the manufacturer should change or discontinue a model number, then the vendor shall provide an alternate model with the same performance and construction features at the original bid price.

9. The item(s) as specified is (are) shown only as an example of the quality level and operational characteristics required by the State of West Virginia and not intended to mean the only acceptable brand. Vendors who are bidding alternates must so state and include pertinent literature and specifications. Failure to provide information covering any alternates bid may be grounds for rejection of the bid.
10. If any proprietary, trade, brand, or manufacturer's name or part number is used here in describing the required equipment, it shall be understood to indicate the minimum standard of composition and quality required and shall not be construed to exclude equipment that equals or exceeds the functional capability and quality of the named equipment.
11. The equipment bid herein shall be of standard manufacturer and shall be new and shall be of the current production model.
12. Each vendor should provide detailed specifications for the make and model offered with their bid.
13. 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.
14. Successful vendor is to provide a nine (9) month summary report of procurement volumes by item and dollar amounts. This report must also include any purchases made by any political subdivision as well as state agencies in the State of West Virginia. This is a single annual report which is to be furnished at the beginning of the tenth month of the contract. The report is to be delivered to Betty Francisco, Senior Buyer, Purchasing Division, 2019 Washington Street, East, Charleston, West Virginia 25305-0130.
15. Evaluation Procedure: All bids will be evaluated as to the lowest pricing on equipment which meets the specifications and is capable of being serviced and/or repaired at a minimum of four service locations within the State of West Virginia.
16. Previous annual purchases against the contract amount to approximately \$150,000.00. Subject figure is shown for informational purposes only and is not intended to be construed as any guarantee of future contract usage.