



State of West Virginia
Agency Request for Quote

Proc Folder: 1643624

Doc Description: WVCI - Lakin correctional Industrial Fabric Cutting Table

Reason for Modification:

Proc Type: Agency Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2025-03-07	2025-03-24 10:30	ARFQ 0608 DCR2500000084	1

BID RECEIVING LOCATION

WV DIVISION OF ADMINISTRATIVE SERVICES
1124 SMITH STREET
SECOND FLOOR
CHARLESTON WV 25301
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

Wassef Maazaoui
304-558-9093
wassef.maazaoui@wv.gov

Vendor
Signature X

FEIN#

DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Department of Homeland Security, Division of Administrative Services (DAS) is soliciting bids on behalf of the WV Division of Corrections and Rehabilitation for an Industrial Fabric Cutting Table for the Lakin Correctional Center and Jail and West Virginia Correctional Industries located at 11264 Ohio River Road, West Columbia, WV 25287

INVOICE TO		SHIP TO	
DIVISION OF ADMINISTRATIVE SERVICES 1124 SMITH STREET SECOND FLOOR CHARLESTON WV US		LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD 11264 OHIO RIVER RD WEST COLUMBIA WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	One, New Industrial Fabric Cutting Table	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
23120000			

Extended Description:

One, New Industrial Fabric Cutting Table

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions Due by 2:00pm EST	2025-03-14

	Document Phase	Document Description	Page 3
DCR2500000084	Final	WVCI - Lakin correctional Industrial Fabric Cutting Table	

EXHIBIT A – Pricing Page
ARFQ DCR2500000084
Industrial Fabric Cutting Table or equal

Section	Description	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
3.1.1	Industrial Fabric Cutting Table or equal	EA	1	7800	7800
Overall Total Cost				\$	7,800.00

Quantities are Estimated for Bid purposes ONLY. This is not a guaranteed sale.

Please note: This information is being captured for auditing purposes.

Vendor must complete the pricing page in full as failure to complete the Pricing Page in its entirety will result in Vendor's bid being disqualified.

The Pricing Page contains a list of the Contract Services and estimated service volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied

Any product or service not on the Agency provided Pricing Page will not be allowable. The state cannot accept alternate pricing pages, failure to use Exhibit A Pricing Pages will lead to disqualification of vendors bid.

Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

BIDDER /VENDOR INFORMATION:

Vendor Name:	EASTMAN MACHINE
Address:	779 WASHINGTON STREET
City, St. Zip:	BUFALO, NY 14203
Phone No.:	716-856-2200

Email Address:

CUSTOMERSERVICE@EASTMANCUTS.COM

Samantha Skolaki

Vendor Signature:

3/17/2025

Date:

REQUEST FOR QUOTATION
ARFQ DCR2500000084
Industrial Fabric Cutting Table or equal

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Department of Homeland Security, Division of Administrative Services (DAS) is soliciting bids on behalf of the WV Division of Corrections and Rehabilitation for an Industrial Fabric Cutting Table for the Lakin Correctional Center and Jail and West Virginia Correctional Industries located at 11264 Ohio River Road, West Columbia, WV 25287
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 the list of items as identified in Section 3.1 below and on the pricing page.
 - 2.2 **“Pricing Page”** means the page, contained in wvOASIS or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Division of Administrative Services.
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 – Industrial Fabric Cutting Table**
 - 3.1.1.1. Must be new.
 - 3.1.1.2. Must be 78” (inch) width and 48’ (feet) length. Our fabric spreader is 66 inches. This allows us extra table space on the sides for the saw.
 - 3.1.1.3. Must be a minimum 12-gauge steel frame.
 - 3.1.1.4. Must have tempered hardboard tops.
 - 3.1.1.5. Must include adjustable leg extensions minimum height 35”.
 - 3.1.1.6. Must have angle braces for each leg.
 - 3.1.1.7. Must include side aprons.
 - 3.1.1.8. Must include track for 66” Eastman Pacemaker or equal fabric spreader.
 - 3.1.1.9. Must include crating, delivery, installation, and set up.
 - 3.1.1.10. Delivery deadline must be met, or PO may be cancelled.

REQUEST FOR QUOTATION
ARFQ DCR2500000084
Industrial Fabric Cutting Table or equal

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 inserting a unit price, multiplied by the indicated quantity to arrive at an extended price. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety will result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposed by sending an email request to the following address: wassef.maazaoui@wv.gov.

4.3 Confidentiality Policies and Information Security Accountability: Vendor agrees to adhere to the Confidentiality Policies and Information Security Accountability Requirements Which can be found at: <https://www.state.wv.us/admin/purchase/privacy/> At the Agencies discretion, the Agency can require the Vendor and its employees to execute the Confidentiality Agreement.

5. PAYMENT:

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

REQUEST FOR QUOTATION
ARFQ DCR2500000084
Industrial Fabric Cutting Table or equal

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 or notice to proceed. Vendor shall deliver the Contract Items within 30 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at: Lakin Correctional Center and Jail 11264 Ohio River Road, West Columbia, WV 25287

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 Division of Administrative Services.

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.

7 VENDOR DEFAULT:

REQUEST FOR QUOTATION
ARFQ DCR2500000084
Industrial Fabric Cutting Table or equal

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2 Failure to comply with other specifications and requirements contained herein.
- 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1 Immediate cancellation of the Contract.
- 7.2.2 Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3 Any other remedies available in law or equity.

8 MISCELLANEOUS:

8.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

REQUEST FOR QUOTATION
ARFQ DCR2500000084
Industrial Fabric Cutting Table or equal

8.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

8.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Samantha Skalski
Telephone Number: _____
Fax Number: _____
Email Address: customerservice@eastmancuts.com