

**REQUEST FOR QUOTATION**  
**ARFQ DCR2300000161**  
**Metal Storage Containers**

---

**SPECIFICATIONS**

- 1. PURPOSE AND SCOPE:** The West Virginia Department of Homeland Security Division of Administrative Services on behalf of the Division of Corrections and Rehabilitation (DCR), is soliciting bids for Southwestern Regional Jail (SWRJ) and Tygart Valley Regional Jail (TVRJ), to establish a one-time contract for the purchase of nine (9) total, 20' Metal Storage Containers, five (5) for SWRJ and four (4) for TVRJ.
  
- 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 identified in Section 3.1 below and on the Pricing Page.
  
  - 2.2 “Pricing Page”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  
  - 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.
  
  - 2.4 “Agency”** means Division of Administrative Services.
  
  - 2.5 “Facility”** means “SWRJ” or Southwestern Regional Jail. “TVRJ” or Tygart Valley Regional Jail.
  
  - 2.6 “Vendor”** means any entity submitting a bid in response to the Solicitation.
  
- 3. GENERAL REQUIREMENTS:**
  - 3.1 Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below for five (5) – 20' Metal Storage Containers as described below for SWRJ located at 1300 Gaston Caperton Road, Holden WV, 25625, and four (4) – 20' Metal Storage Containers as described below for TVRJ located at 400 Abbey Road, Belington WV, 26250.
    - 3.1.1 Contract Item #1: 20' – Metal Storage Containers – SWRJ**
      - 3.1.1.1** Must provide a quantity of five (5).
      - 3.1.1.2** Must be 14-Guage Steel Construction or Equal.
      - 3.1.1.3** Must be twenty (20') feet in length – Exterior.
      - 3.1.1.4** Must be eight (8') feet in width – Exterior.
      - 3.1.1.5** Must be eight feet six inch (8'6”) in height – Exterior.
      - 3.1.1.6** Must be lockable.
      - 3.1.1.7** Must be waterproof.
      - 3.1.1.8** Must contain **NO** windows.

**REQUEST FOR QUOTATION**  
**ARFQ DCR2300000161**  
**Metal Storage Containers**

---

**3.1.1.9** Must have 14-Guage Steel Doors with a seven foot eight and one quarter inch (7' 81/4") opening.

**3.1.1.10** **Must be delivered to the facility:**  
Southwestern Regional Jail (SWRJ)  
1300 Gaston Caperton Road  
Holden WV, 25625

**3.1.2** **Contract Item #2: 20' – Metal Storage Containers – TVRJ**

**3.1.2.1** Must provide a quantity of four (4).

**3.1.2.2** Must be 14-Guage Steel Construction or Equal.

**3.1.2.3** Must be twenty (20') feet in length – Exterior.

**3.1.2.4** Must be eight (8') feet in width – Exterior.

**3.1.2.5** Must be eight feet six inch (8'6") in height – Exterior.

**3.1.2.6** Must be lockable.

**3.1.2.7** Must be waterproof.

**3.1.2.8** Must contain **NO** windows.

**3.1.2.9** Must have 14-Guage Steel Doors with a seven foot eight and one quarter inch (7' 81/4") opening.

**3.1.2.10** **Must be delivered to the facility:**  
Tygart Valley Regional Jail (TVRJ)  
400 Abbey Road  
Belington WV, 26250

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide the Agency with a purchase price on all Contract Items. The Contract shall be awarded by each individual Line Item Extended Cost meeting the required specifications as shown on Exhibit A - Pricing Page.

**4.2 Pricing Page:** Vendor must complete the Pricing Page by providing a unit cost for the Contract Items listed in section 3.1.1 and 3.1.2 of the specifications. **Vendor must include the cost of standard order delivery charges in its bid pricing and is not permitted to charge the Agency separately for such delivery.** Vendor must complete the Pricing Page in their entirety as failure to do so will result in Vendor's bids being disqualified. A no bid entered on the Pricing Page will result in Vendor's bid being disqualified.

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 Page will lead to disqualification of vendors bid

Vendor should electronically enter the information into the Pricing Page through wvOASIS, if available, or as an electronic document to prevent errors in the evaluation.

**REQUEST FOR QUOTATION**  
**ARFQ DCR2300000161**  
**Metal Storage Containers**

---

**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 or notice to proceed. Vendor shall deliver the Contract Items within ten (10) working days after receiving a purchase order or notice to proceed. Contract Item #1 must be delivered to SWRJ at 1300 Gaston Caperton Road, Holden WV, 25625; Contract Item #2 must be delivered to TVRJ at 400 Abbey Road, Belington WV, 26250.

**6.2 Late Delivery:** The Facility 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 the Facility will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

**6.3 Return of Unacceptable Items:** If the Facility 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 Facility to arrange for the return and reimburse Facility for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Facility with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Facility's location. The returned product shall either be replaced, or the Facility shall receive a full credit or refund for the purchase price, at the Facility's discretion.

**6.4 Return Due to Agency Error:** Items ordered in error by the Facility 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:**

**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.

**REQUEST FOR QUOTATION**  
**ARFQ DCR2300000161**  
**Metal Storage Containers**

---

**7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Items 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.

**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.

Vendor should list its Contract manager and his or her contact information below.

<b>Contract Manager:</b>	Renz Dela Cruz
<b>Telephone Number:</b>	410 452 7582
<b>Fax Number:</b>	443 927 7378
<b>Email Address:</b>	renz@royalimagingsolutions.com



State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
1124 Smith Street  
Charleston, WV 25301  
(304) 558-2350



---

## Additional Instructions to Vendors Submitting Bids

**Reference: ARFQ 0608 DCR2300000161**

**Bid Submission Deadline: March 23rd, 2023 (03/23/2023) at 2:00pm EST (14:00)**

If submitting a bid via mail or hand delivery, please deliver to:

West Virginia Department of Homeland Security  
Division of Administrative Services  
Attn: Thomas Hymes  
1124 Smith Street, 2<sup>nd</sup> Floor, Suite 2100  
Charleston, WV 25301

**Bid Opening Date and Time:**

Bid Opening will be on Friday, March 24th, 2023 (03/24/2023) at 10:00am EST

**Location:**

West Virginia Department of Homeland Security  
Division of Administrative Services  
1124 Smith Street, 2<sup>nd</sup> Floor, Suite 2100  
Charleston, WV 25301

**EXHIBIT A – Pricing Page  
ARFQ 0608 DCR2300000161  
Metal Storage Containers**

Section	Description	Unit of Measure	Quantity	Unit Cost	Extended Cost
3.1.1	Contract Item #1: 20' – Metal Storage Containers SWRJ	Each	5	\$ 5,200.00	\$ 26,000.00
3.1.2	Contract Item #2: 20' – Metal Storage Containers TVRJ	Each	4	\$ 5,200.00	\$ 20,800.00

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

**Any product or service not on the Agency provided Pricing Page will not be allowable. The state cannot accept alternate pricing pages, 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. A no bid 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.**

**BIDDER /VENDOR INFORMATION:**

<b>Vendor Name:</b>	Royal Media Network, Inc.
<b>Address:</b>	2601 N Rolling Rd Ste 105 Windsor Mill, Md 21244
<b>City, St. Zip:</b>	
<b>Phone No.:</b>	410 452 7582
<b>Email Address:</b>	renz@royalimagingolutions.com

  
\_\_\_\_\_  
**Vendor Signature:**

3/29/2023  
\_\_\_\_\_  
**Date:**

STATE OF VIRGINIA  
**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under § 5-221 of the contracting Code, a public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state including but not limited to obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees or other fines or fees.

**ALL CONTRACTS:** Under § 15-314 no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and if the debt owed is an amount greater than one thousand dollars in the aggregate or if the debtor is in employer default.

**EXCEPTION:** The provision listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the Code or workers' compensation premium permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions including any interest or additional penalties accrued thereon.

**"Employer default"** means failing an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default as defined in § 23-2c-2, failure to maintain mandatory workers' compensation coverage or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partners, association, limited liability company or any other form or business association or other entity whatsoever related to any vendor by blood, marriage, co-ownership or contract through which the party has a relationship, ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract if the party receives an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code §61-5-3*) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name Royal Media Network, Inc.

Authorized Signature  Date 03/29/2023

State of \_\_\_\_\_

County of \_\_\_\_\_ to-wit \_\_\_\_\_

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_



State of West Virginia  
Agency Request for Quote

**Proc Folder:** 1192683  
**Doc Description:** Metal Storage Containers - 20' x 8' x 8'6"  
**Reason for Modification:**  
**Proc Type:** Agency Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2023-03-09	2023-03-23 14:00	ARFQ 0608 DCR2300000161	1

**BID RECEIVING LOCATION**

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Royal Media Network, Inc.

**Address :** 2601 N Rolling Rd Ste 105 Windsor Mill, Md 21244

**Street :**

**City :**

**State :**

**Country :**

**Zip :**

**Principal Contact :** Renz Dela Cruz

**Vendor Contact Phone:** Direct: +1 410 452 7582

**Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Thomas P Hymes

304-558-2350

thomas.p.hymes@wv.gov

**Vendor  
Signature X**

**FEIN#** 20-2852520

**DATE** 03/29/2023

**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 on behalf of the Division of Corrections and Rehabilitation (DCR), is soliciting bids for Southwestern Regional Jail (SWRJ) and Tygart Valley Regional Jail (TVRJ), to establish a one-time contract for the purchase of nine (9) total, 20' Metal Storage Containers, five (5) for SWRJ and four (4) for TVRJ.

INVOICE TO		SHIP TO	
SOUTH WESTERN REGIONAL JAIL 1300 GASTON CAPERTON RD		SOUTH WESTERN REGIONAL JAIL 1300 GASTON CAPERTON RD	
HOLDEN	WV	HOLDEN	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item #1: 20' - Metal Storage Containers - SWRJ	5.00000	EA	\$5,200.00	\$26,000.00

Comm Code	Manufacturer	Specification	Model #
24110000			

**Extended Description:**  
see specifications for details

INVOICE TO		SHIP TO	
TYGART VALLEY REGIONAL JAIL 400 ABBEY RD		TYGART VALLEY REGIONAL JAIL 400 ABBEY RD	
BELINGTON	WV	BELINGTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item #2: 20' - Metal Storage Containers - TVRJ	4.00000	EA	\$5,200.00	\$20,800.00

Comm Code	Manufacturer	Specification	Model #
24110000			

**Extended Description:**  
see specifications for details

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Questions due by 2:00pm EST	2023-03-16

	Document Phase	Document Description	Page 3
DCR2300000161	Final	Metal Storage Containers - 20' x 8' x 8'6"	



State of West Virginia  
Agency Request for Quote

**Proc Folder:** 1192683  
**Doc Description:** Metal Storage Containers - 20' x 8' x 8'6"  
**Reason for Modification:** Addendum No - 1  
**Proc Type:** Agency Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2023-03-21	2023-03-30 14:00	ARFQ 0608 DCR2300000161	2

**BID RECEIVING LOCATION**

**VENDOR**

**Vendor Customer Code:**  
**Vendor Name :** Royal Media Network, Inc.  
**Address :** 2601 N Rolling Rd Ste 105 Windsor Mill, Md 21244  
**Street :**  
**City :**  
**State :** **Country :** **Zip :**  
**Principal Contact :** Renz Dela Cruz  
**Vendor Contact Phone:** Direct: +1 410 452 7582 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Thomas P Hymes  
304-558-2350  
thomas.p.hymes@wv.gov

**Vendor Signature X**

**FEIN#** 20-2852520

**DATE** 03/29/2029

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

**ADDITIONAL INFORMATION**

Addendum No - 1

The West Virginia Department of Homeland Security Division of Administrative Services on behalf of the Division of Corrections and Rehabilitation (DCR), is soliciting bids for Southwestern Regional Jail (SWRJ) and Tygart Valley Regional Jail (TVRJ), to establish a one-time contract for the purchase of nine (9) total, 20' Metal Storage Containers, five (5) for SWRJ and four (4) for TVRJ.

INVOICE TO		SHIP TO	
SOUTH WESTERN REGIONAL JAIL 1300 GASTON CAPERTON RD		SOUTH WESTERN REGIONAL JAIL 1300 GASTON CAPERTON RD	
HOLDEN US	WV	HOLDEN US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item #1: 20' - Metal Storage Containers - SWRJ	5.00000	EA	\$ 5,200.00	\$ 26,000.00

Comm Code	Manufacturer	Specification	Model #
24110000			

**Extended Description:**  
see specifications for details

INVOICE TO		SHIP TO	
TYGART VALLEY REGIONAL JAIL 400 ABBEY RD		TYGART VALLEY REGIONAL JAIL 400 ABBEY RD	
BELINGTON US	WV	BELINGTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item #2: 20' - Metal Storage Containers - TVRJ	4.00000	EA	\$ 5,200.00	\$ 20,800.00

Comm Code	Manufacturer	Specification	Model #
24110000			

**Extended Description:**  
see specifications for details

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Questions due by 2:00pm EST	2023-03-16

	Document Phase	Document Description	Page 3
DCR2300000161	Final	Metal Storage Containers - 20' x 8' x 8'6"	

**REQUEST FOR QUOTATION**  
**ARFQ DCR2300000161**  
**Metal Storage Containers**

---

**SPECIFICATIONS**

- 1. PURPOSE AND SCOPE:** The West Virginia Department of Homeland Security Division of Administrative Services on behalf of the Division of Corrections and Rehabilitation (DCR), is soliciting bids for Southwestern Regional Jail (SWRJ) and Tygart Valley Regional Jail (TVRJ), to establish a one-time contract for the purchase of nine (9) total, 20' Metal Storage Containers, five (5) for SWRJ and four (4) for TVRJ.
- 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 identified in Section 3.1 below and on the Pricing Page.
  - 2.2 “Pricing Page”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 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.
  - 2.4 “Agency”** means Division of Administrative Services.
  - 2.5 “Facility”** means “SWRJ” or Southwestern Regional Jail. “TVRJ” or Tygart Valley Regional Jail.
  - 2.6 “Vendor”** means any entity submitting a bid in response to the Solicitation.
- 3. GENERAL REQUIREMENTS:**
  - 3.1 Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below for five (5) – 20' Metal Storage Containers as described below for SWRJ located at 1300 Gaston Caperton Road, Holden WV, 25625, and four (4) – 20' Metal Storage Containers as described below for TVRJ located at 400 Abbey Road, Belington WV, 26250.
    - 3.1.1 Contract Item #1: 20' – Metal Storage Containers – SWRJ**
      - 3.1.1.1** Must provide a quantity of five (5).
      - 3.1.1.2** Must be 14-Guage Steel Construction or Equal.
      - 3.1.1.3** Must be twenty (20') feet in length – Exterior.
      - 3.1.1.4** Must be eight (8') feet in width – Exterior.
      - 3.1.1.5** Must be eight feet six inch (8'6”) in height – Exterior.
      - 3.1.1.6** Must be lockable.
      - 3.1.1.7** Must be waterproof.
      - 3.1.1.8** Must contain **NO** windows.

**REQUEST FOR QUOTATION**  
**ARFQ DCR2300000161**  
**Metal Storage Containers**

---

**3.1.1.9** Must have 14-Guage Steel Doors with a seven foot eight and one quarter inch (7' 81/4") opening.

**3.1.1.10** **Must be delivered to the facility:**  
Southwestern Regional Jail (SWRJ)  
1300 Gaston Caperton Road  
Holden WV, 25625

**3.1.2** **Contract Item #2: 20' – Metal Storage Containers – TVRJ**

**3.1.2.1** Must provide a quantity of four (4).

**3.1.2.2** Must be 14-Guage Steel Construction or Equal.

**3.1.2.3** Must be twenty (20') feet in length – Exterior.

**3.1.2.4** Must be eight (8') feet in width – Exterior.

**3.1.2.5** Must be eight feet six inch (8'6") in height – Exterior.

**3.1.2.6** Must be lockable.

**3.1.2.7** Must be waterproof.

**3.1.2.8** Must contain **NO** windows.

**3.1.2.9** Must have 14-Guage Steel Doors with a seven foot eight and one quarter inch (7' 81/4") opening.

**3.1.2.10** **Must be delivered to the facility:**  
Tygart Valley Regional Jail (TVRJ)  
400 Abbey Road  
Belington WV, 26250

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide the Agency with a purchase price on all Contract Items. The Contract shall be awarded by each individual Line Item Extended Cost meeting the required specifications as shown on Exhibit A - Pricing Page.

**4.2 Pricing Page:** Vendor must complete the Pricing Page by providing a unit cost for the Contract Items listed in section 3.1.1 and 3.1.2 of the specifications. **Vendor must include the cost of standard order delivery charges in its bid pricing and is not permitted to charge the Agency separately for such delivery.** Vendor must complete the Pricing Page in their entirety as failure to do so will result in Vendor's bids being disqualified. A no bid entered on the Pricing Page will result in Vendor's bid being disqualified.

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 Page will lead to disqualification of vendors bid

Vendor should electronically enter the information into the Pricing Page through wvOASIS, if available, or as an electronic document to prevent errors in the evaluation.

**REQUEST FOR QUOTATION**  
**ARFQ DCR2300000161**  
**Metal Storage Containers**

---

**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 or notice to proceed. Vendor shall deliver the Contract Items within ten (10) working days after receiving a purchase order or notice to proceed. Contract Item #1 must be delivered to SWRJ at 1300 Gaston Caperton Road, Holden WV, 25625; Contract Item #2 must be delivered to TVRJ at 400 Abbey Road, Belington WV, 26250.

**6.2 Late Delivery:** The Facility 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 the Facility will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

**6.3 Return of Unacceptable Items:** If the Facility 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 Facility to arrange for the return and reimburse Facility for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Facility with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Facility's location. The returned product shall either be replaced, or the Facility shall receive a full credit or refund for the purchase price, at the Facility's discretion.

**6.4 Return Due to Agency Error:** Items ordered in error by the Facility 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:**

**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.



**REQUEST FOR QUOTATION**  
**ARFQ DCR2300000161**  
**Metal Storage Containers**

---

**7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Items 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.

**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.

Vendor should list its Contract manager and his or her contact information below.

<b>Contract Manager:</b>	Renz Dela Cruz
<b>Telephone Number:</b>	410 452 7582
<b>Fax Number:</b>	443 927 7378
<b>Email Address:</b>	renz@royalimagingolutions.com

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**2A. PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf. The required attribution of attendance to a single vendor should be addressed during the pre-bid but may occur at any time deemed appropriate by the Agency.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**3. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Agency on or before the date and time of the bid opening. Any bid received by the Agency staff is considered to be in the possession of the Agency and will not be returned for any reason.

**3A. BID SUBMISSION**

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Agency.

SEALED BID: \_\_\_\_\_  
BUYER: \_\_\_\_\_  
SOLICITATION NO.: \_\_\_\_\_  
BID OPENING DATE: \_\_\_\_\_  
BID OPENING TIME: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_

**4. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official addendum issued by the Agency. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

**5. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**6. ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

7. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

8. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the Agency and must have paid the \$125 fee, if applicable.

9. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

10. **ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately access and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or removed access restrictions to allow the Agency to print or electronically save documents provided that those documents are viewable by the Agency prior to obtaining the password or removing the access restriction.

11. **NON-RESPONSIBLE:** The Director of Administrative Services reserves the right to reject the bid of any vendor as Non-Responsible, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.

12. **ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part.

13. **YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Agency constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Agency will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

## **GENERAL TERMS AND CONDITIONS:**

- 1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Agency and approved as to form by the Attorney General's office, if required, constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
  
- 2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
  - 2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
  
  - 2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.
  
  - 2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
  
  - 2.4. "Director"** means the Director of the West Virginia Division of Administrative Services.
  
  - 2.5. "Award Document"** means the document signed by the Agency that identifies the Vendor as the contract holder.
  
  - 2.6. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services.
  
  - 2.7. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
  
  - 2.8. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on the date indicated on the awarded contract and extends for a period of \_\_\_\_\_ year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor. Any request for renewal should be delivered to the Agency thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited.

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor’s receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor’s receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, and Attorney General's office.

6. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Agency by the Vendor as specified below.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract value. The performance bond must be received by the Agency prior to Contract award.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be received by the Agency prior to Contract award.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Agency prior to Contract award.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

7. **INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.



Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

**Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

**Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

**8. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**9. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_

Liquidated Damages Contained in the Specifications

**10. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**11. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**12. PAYMENT IN ARREARS:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**13. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer or P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**14. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**17. CANCELLATION:** The State reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Agency may also cancel any purchase or Contract upon 30 days written notice to the Vendor.

**18. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**19. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**20. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances. Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances.

**21. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**22. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor.

**23. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**24. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**25. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency and any other government agency or office that may be required to approve such assignments.

**26. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**27. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>

**29. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of the State of West Virginia and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Agency constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Agency will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**30. LICENSING:** In accordance with applicable law, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Agency to verify that the Vendor is licensed and in good standing with the above entities. Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**32. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on

Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**33. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**34. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**35. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code, the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Agency affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**36. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**37. REPORTS:** Vendor shall provide the Agency with the following reports identified by a checked box below:

Such reports as the Agency may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Agency.

**38. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry. After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.**

---

(Name, Title)

---

(Printed Name and Title)

---

(Address)

---

(Phone Number) / (Fax Number)

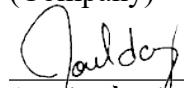
---

(E-mail address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

---

(Company)



---

(Authorized Signature) (Representative Name, Title)

---

(Printed Name and Title of Authorized Representative)

---

(Date)

---

(Phone Number) (Fax Number)



**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.:**

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.