



West Virginia Parkways Authority

REQUEST FOR QUOTATIONS

The West Virginia Parkways Authority will receive proposals for the following:

Hood Suppression Systems Inspection, Smoke and Fire Alarm System Inspections, Sprinkler System Inspections & Annual Trip Test of Sprinkler Systems

Proposals will be received at the office of the WV Parkways Authority, Administration Building, 3310 Piedmont Rd., Charleston, WV until 2pm Wednesday, June 22nd, 2016. If proposals are mailed via the U. S. Postal Service regular mail, they must be addressed to the WV Parkways Authority, P. O. Box 1469, Charleston, WV 25325. This mail is picked up by the Authority once a day between 7:00 and 8:00 a.m. However, Drop-Off, Express Mail One Day Service, Federal Express, United Parcel Service (UPS), etc. must be delivered / sent to the West Virginia Parkways Authority, 3310 Piedmont Rd., Charleston, WV 25306. Fax or emailed bids will **not** be accepted.

It shall be the bidders' responsibility to determine their method of transmittal such that their bids will arrive in the Authority's office prior to the scheduled bid opening. The Authority cannot waive or excuse late receipt of a proposal which is delayed and late for any reason. Late submissions will not be accepted and will remain unopened. Any proposal received after the proposal opening date and time will be immediately disqualified in accordance with applicable law and administrative rules and regulations applicable to the Authority. Changes to the Request for Quotation may be posted at any time to our website www.wvturnpike.com under the Purchasing tab. It is the Vendors responsibility to check the website. Any addendum issued must be signed and submitted with your RFQ.

All proposals **must** be clearly marked as follows:

Attn: Purchasing Department Bid Enclosed

RFQ: Hood Suppression Systems Inspection, Smoke and Fire Alarm System Inspections, Sprinkler System Inspections & Annual Trip Test of Sprinkler Systems

Bid Opening Date: June 22, 016.

The West Virginia Parkways Authority reserves the right to reject any and/or all proposals. Prospective vendors are responsible for all toll charges incurred while providing goods or services to the West Virginia Parkways Authority.

The WVPA is an Equal Opportunity Employer.

REQUEST FOR QUOTATION

Hood Suppression Systems Inspection, Smoke and Fire Alarm System Inspections, Sprinkler System Inspections & Annual Trip Test of Sprinkler Systems

All procedures shall be performed in full and complete conformance to OSHA and NFPA Regulations and Standards and shall be performed by a party who has been CERTIFIED by the State of West Virginia Fire Marshall's Office

1. Semi-Annual Inspection of Hood Suppression System

Locations

Tamarack	Ansul R102 Front Line & Main Kitchen DBL
Tamarack Conference Center	Ansul R102 DBL Kitchen
Beckley Travel Plaza	Pyrochem PCL350 Quiznos, Burger King (2) & Sbarro
Morton Travel Plaza	Ansul R102 DBL KFC, Burger King (2)

- Provider must attach inspection report to invoice and note any problems

2. Semi-Annual Inspections of Smoke & Fire Alarms (Excludes Exit & Emergency Lighting)

Locations

Bluestone Travel Plaza	Princeton TIC	Beckley South Annex 1 & 2
Beckley Travel Plaza	Beckley South Main	Beckley Maintenance
Morton Travel Plaza	Headquarters	
Tamarack	Charleston South State Police	
Tamarack Conference Center	Rest Area 69	

- Provider must attach inspection report to invoice and note any problems

3. Quarterly Inspection of Sprinkler System & Annual Trip Test of Sprinkler System

Locations

Tamarack
Tamarack Conference Center
Bluestone Travel Plaza
Beckley South Annex
Beckley South Paint Booth
Beckley Travel Plaza
Morton Travel Plaza
Beckley Maintenance

- Provider must attach inspection report to invoice and note any problems.

Successful bidder shall be contacted by a representative from the WV Parkways Authority to schedule any of the above work and inspections. The successful bidder will not at anytime enter any facility without being accompanied by the WV Parkways Authority representative.

Designated Contract Administrator: Cheryl Porterfield (304) 256-6685

Tamarack – Hood Suppression Inspection & Sprinkler System Inspection: Anthony Williams (304) 256-6843

REQUEST FOR QUOTATION

Hood Suppression Systems Inspection, Smoke and Fire Alarm System Inspections, Sprinkler System Inspection & Annual Trip Test of Sprinkler Systems

GENERAL TERMS AND CONDITIONS

The WV Parkways Authority will consider multiple providers for this contract, however, the Authority reserves the right to award the contract to only one provider or make no award if it is in the best interest of the Authority.

CONTRACT PERIOD: The length of this contract shall be for one year from: Date of award.

RENEWAL: This contract has an optional Renewal Clause for two, one-year renewal periods. The Renewal Clause may be exercised only upon mutual agreement of both the Parkways Authority and the Vendor. Sixty (60) days prior to expiration of the original contract period, the Vendor shall notify the WV Parkways Authority in writing of their wishes to renew said contract.

PRICE ADJUSTMENT: Prices shall remain firm for the initial length of the contract. After the initial contract period, if the contract is renewed or extended, contract prices may be adjusted upward. A request for upward price adjustment shall include acceptable documentation to justify the increase.

INVOICES: Vendor invoices must be itemized; detailing services performed per location and must include a copy of all signed inspection reports. If these reports are not provided with the invoices, payment will not be made. Include contract/order number of each invoice to expedite payment.

WARRANTY: The Provider/Seller expressly warrants that the goods and/or services covered by this contract will: (1) conform to the specifications, samples, or other description furnished or specified by the agency; (2) be fit for the purpose intended; and/or (3) be free from defect in material and workmanship.

REASSIGNMENT: Neither this contract nor any monies due may be reassigned by the Provider/Seller without the agency's written consent.

COMPLIANCE: Provider/Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.

CANCELLATION: Parkways' Director of Procurement & Contract Administration may cancel any Purchase Order/Contract upon 30 days written notice to the Provider/Seller.

TAXES: The State of West Virginia, WV Parkways Authority is exempt from Federal and State taxes and will not pay or reimburse such taxes.

LIABILITY INSURANCE: Provider must provide proof of liability insurance and upon contract award, name the Parkways Authority as an additional insured.

INSPECTION OF RECORDS: Records must be made available for inspection by the Parkways Authority during business hours during the contract period, including contract extension time periods and must be available for three (3) years following the contract expiration.

Any and all questions pertaining to these specifications or this procurement process must be in writing and submitted to:

Margaret Vickers, Director of Purchasing
West Virginia Parkways Authority
Phone: (304) 926-1900 Fax: (304) 926-1909
Email: mvickers@wvturnpike.com

Bid Submission Page

1.Semi-Annual Inspection of Hood Suppression System

Location	Cost Per Location	X2	Total Cost per Location
Tamarack			
Tamarack Conference Ctr.			
Beckley Travel Plaza			
Morton Travel Plaza			

2.Semi-Annual Inspections of Smoke & Fire Alarms (Excludes Exit & Emergency Lighting)

Location	Cost Per Location	X2	Total Cost per Location
Bluestone Travel Plaza			
Beckley Travel Plaza			
Morton Travel Plaza			
Tamarack			
Tamarack Conference Ctr.			
Princeton TIC			
Beckley South Main			
Beckley South Annex 1			
Beckley South Annex 2			
Headquarters			
Beckley Maintenance			
Charleston South State Police			
Rest Area 69			

3.Quarterly Inspection of Sprinkler System

Location	Cost Per Location	X4	Total Cost per Location
Tamarack			
Bluestone Travel Plaza			
Beckley South Annex			
Beckley South Paint Booth			
Beckley Travel Plaza			
Morton Travel Plaza			
Beckley Maintenance			

4.Annual Trip Test of Sprinkler System

Location	Cost Per Location
Tamarack	
Bluestone Travel Plaza	
Beckley South Annex	
Beckley South Paint Booth	
Beckley Travel Plaza	
Morton Travel Plaza	
Beckley Maintenance	

SUBMITTED BY:

COMPANY: _____ ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____ COMPANY CONTACT: _____

VENDOR REGISTRATION NO. _____

GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The Authority may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the West Virginia Code.
7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the Legislative Rules shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
13. HIPAA Business Associate Addendum - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Authority.
2. SPECIFICATIONS: Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Director may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. BID SUBMISSION: All quotations must be delivered by the bidder to the office listed prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

Rev. 9/25/07

WV PARKWAYS AUTHORITY
Purchasing Department

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, 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 having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 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, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of 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 with the party receiving 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 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: _____

Authorized Signature: _____ Date: _____

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
VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**
____ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
____ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
____ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
2. **Application is made for 2.5% vendor preference for the reason checked:**
____ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
3. **Application is made for 2.5% vendor preference for the reason checked:**
____ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
4. **Application is made for 5% vendor preference for the reason checked:**
____ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
____ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
____ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
____ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: _____ Signed: _____
Date: _____ Title: _____