REQUEST FOR QUOTATIONS

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

CAR/FLEET WASH SYSTEM WITH PRODUCT AND SERVICES

Proposals will be received at the office of the WV Parkway Authority, Administration Building, 3310 Piedmont Rd., Charleston, WV until 2PM on Thursday, February 16th, 2017. 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 WV Parkways Authority, 3310 Piedmont Rd., Charleston, WV 25306. Faxed 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 Proposal 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 enclosed in a sealed envelope bearing the name and address of the proposer and clearly marked as follows:

Attn: Purchasing Department

RFQ: CAR/FLEET WASH SYSTEM WITH PRODUCT AND SERVICES

Bid Opening Date: February 16th, 2017

Specifications are available at www.wvturnpike.com

The WV 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.
SECTION 1.0 INSTRUCTIONS TO VENDORS SUBMITTING BIDS: The attached documents contain a solicitation for proposals. Please read these instructions and all documents in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor’s proposal. 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 such Vendor’s proposal.

1.1 Questions
All questions must be submitted in writing (including email). Questions regarding this RFQ should be directed to Margaret Vickers, Director of Purchasing, Phone 304 926-1900, fax 304 926-1909 or email: mvickers@wvtturnpike.com. Non-written discussions, conversations, or questions and answers regarding this solicitation are preliminary in nature and are nonbinding. Submitted emails should have the proposal solicitation name in the subject line. Only information issued in writing and added to the Solicitation by an official written addendum is binding.

1.2 Registration
Prior to contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division, WV Secretary of State, WV State Tax Department, as applicable, and any other entities as necessary. Each of these entities has different fees that may be applicable to their respective registration requirements.

1.3 Purchasing Affidavit
Vendors are required to sign, notarize and submit the Purchasing Affidavit stating that neither the Vendor nor related parties owe a debt to the State in excess of $1,000.00. The affidavit must be submitted with the Vendor’s proposal. A copy of the Purchasing Affidavit is included herewith.
SPECIFICATIONS

CAR/FLEET WASH SYSTEM WITH PRODUCT AND SERVICES

The West Virginia Parkways Authority desires to establish an open end contract to purchase a car/fleet wash system, along with the associated services and products, to be installed at each of its five maintenance garages. The system is to be simply constructed and consist of storage tanks, mixing tanks if needed, hoses, sprayers, under-carriage sprayer, compressors and any other apparatus needed to make the system fully functional. The system will be a manual system in which the user will wash vehicles with a hand-held wand. The system is to feed into the Authority’s existing Hotsy ® machine and spray system.

The Authority is requesting bids based on a per-gallon price for a commercial grade fleet washing soap and a salt neutralizer/soap to be used for spraying vehicle undercarriages and frames. The estimated annual usage for these products is shown in the following table.

<table>
<thead>
<tr>
<th>Maintenance Garage</th>
<th>Location</th>
<th>Fleet Wash Soap</th>
<th>Salt Neutralizer/Soap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Princeton Maintenance</td>
<td>Milepost 9</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Ghent Maintenance</td>
<td>Milepost 28</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Beckley Maintenance</td>
<td>Milepost 44</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Standard Maintenance</td>
<td>Milepost 74</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Chelyan Maintenance</td>
<td>Milepost 85</td>
<td>100</td>
<td>75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>525</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

The Authority makes no guarantee that the above estimated usage will be the amount of product to be purchased. The Authority is not obligated to purchase any specified amount of product over the life of these services.

The vendor is to furnish, install and maintain the car/fleet wash system and provide the fleet wash soap and salt neutralizer/soap over the life of this contract. The vendor will be compensated for these services based on the per-gallon price of product delivered to the Authority.

The Vendor is to supply product information on the type of soap products to be supplied. If the product is to be mixed before application, then the mix ratio is to be indicated below.
The vendor is to indicate below the equipment and apparatuses that are to be provided.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Indicate Y/N Vendor will install</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet Wash Storage Tank</td>
<td></td>
</tr>
<tr>
<td>Salt Neutralizer Storage Tank</td>
<td></td>
</tr>
<tr>
<td>Mixer</td>
<td></td>
</tr>
<tr>
<td>Hoses</td>
<td></td>
</tr>
<tr>
<td>Spray Wand</td>
<td></td>
</tr>
<tr>
<td>Undercarriage Spray Wand</td>
<td></td>
</tr>
<tr>
<td>Compressor</td>
<td></td>
</tr>
</tbody>
</table>

Other Equipment to be Furnished, Specify


The term of this contract will be for a period of one year and may be extended for two additional one-year periods based on the mutual agreement of the Authority and the Vendor.

The Authority intends to phase in the car wash systems at each location. The timing for installation at each location will be when the current supply of soap and washing products are exhausted.

The Vendor is to indicate a per gallon price which will be full compensation for furnishing, installing, servicing and maintaining the car wash system and for providing soap products. The price is to be the same for each of the five locations.

This contract will be awarded to the Vendor with the lowest per-gallon price of usable product considering the mix ratio.

The Vendor must have a license to conduct business in West Virginia and registered to do business with the State of West Virginia.

Prices are to be FOB delivered each location as listed in this RFQ.
**BID SUBMISSION PAGE**

CAR/FLEET WASH SYSTEM WITH PRODUCT AND SERVICES

**BID OPENING**

2/16/17 AT 2PM

MANUFACTURER _____________________

FLEET WASH SOAP _____________________ COST PER GALLON - **MIX RATIO:** ______________

SALT NEUTRALIZER/soap ______________ COST PER GALLON - **MIX RATIO:** ______________

**SUBMITTED BY:**

COMPANY NAME ______________________________________________

ADDRESS ____________________________________________________

PHONE NUMBER _____________________________________________

FAX NUMBER ________________________________________________

EMAIL ADDRESS ______________________________________________

COMPANY CONTACT __________________________________________

SIGNATURE _____________________________________

VENDOR REGISTRATION NUMBER ________________________________

http://www.wvoasis.gov
GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the West Virginia Parkways Authority.
2. The Authority may accept or reject in part, or in whole, any proposal.
3. All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division and The Authority’s purchasing rules.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required 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, if applicable, will be granted upon written request in accordance with the West Virginia Code.
8. Agencies of The State of West Virginia are exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Authority’s Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the vendor.
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 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 RFP forms provided by the Authority.
2. SPECIFICATIONS: Services offered must be in compliance with the provisions of the RFP. Any deviations must be clearly indicated by the proposer in the proposal. Alternates offered by the proposer as EQUAL to those specified in the RFP must be clearly defined. The Authority, because of the unique nature of the services to be provided under the RFP, may decide not to accept EQUAL services under the RFP. A proposer offering an alternate should attach complete specifications and literature to the proposal. The Purchasing Director may waive minor deviations to certain requirements.
3. Complete all sections of the proposal 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. PROPOSAL SUBMISSION: All quotations must be delivered by the proposer to the office listed prior to the date and time of the proposal opening. Failure to deliver the proposal on time will result in disqualifications.

Rev. 12/28/16

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 § 23-3c-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 exceed 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 ______________________

Purchasing Affidavit (Revised 08/01/2015)
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;
   - [ ] Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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 that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder’s bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder’s employees or the bidder’s affiliates or subsidiary’s employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor’s 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 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 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) rescind the contract or purchase order; 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.

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: ___________________

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.