West Virginia Parkways Authority

REQUEST FOR QUOTATIONS

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

**SOLAR POWERED TRAILER MOUNTED LED PORTABLE MESSAGE SIGNS (4)**

Proposals will be received at the office of the WV Parkways Authority, Administration Building, 3310 Piedmont Rd, Charleston, WV until **2PM on Tuesday, May 23rd, 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. 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](http://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. The outside of the envelope must include the name and address of the proposer and clearly marked as follows:

**ATTN: PURCHASING DEPARTMENT**

**RFQ: SOLAR POWERED TRAILER MOUNTED LED PORTABLE MESSAGE SIGNS (4)**

**BID OPENING DATE: 5/23/17**

Specifications are available at [www.wvturnpike.com](http://www.wvturnpike.com)

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.
1.0 PURPOSE

These specifications describes a Solar Powered Trailer Mounted LED Portable Message Sign, (hereinafter referred to as "unit") to be purchased by the West Virginia Parkways Authority (hereafter referred to as “Authority”); define the provisions to be contained in proposals for the sale of said unit to the Authority; establish an enforceable schedule for delivery; and establish criteria for gauging the compliance of the bidder to these specifications.

2.0 BIDDING PROCEDURES

2.1 The current purchasing procedures and any new procedures or requirements that are promulgated after the request for bids are issued and which are established by addendum to the requests for bids regarding bidding as established by the Authority shall apply.

2.2 Bidders shall return an original set of these specifications along with three (3) copies with all information provided, as requested herein.

2.3 Bidders must indicate “comply” or “non-comply” for each specification described in Sections 5.0 and 6.0. The unit must meet the specifications fully in order to be marked “comply”. All non-comply answers are to be fully explained on a separate sheet to be attached to the bidders proposal.

2.4 FAILURE TO PROVIDE THE INFORMATION REQUESTED IN SECTION 2.3 MAY BE CAUSE TO REJECT THE BID.

2.5 It may be determined by the Authority that non-compliance with a unit specification not marked MANDATORY does, or does not, reduce the quality and performance of the affected unit below an acceptable level or that it may or may not represent a best value purchase because of such non-compliance.

2.6 Bidders are to submit additional manufacturer’s literature and information pertinent to their proposal as may be available.

2.7 Bidders may submit more than one proposal if different unit models are to be offered.

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

Tracy Allen, Purchasing Assistant
West Virginia Parkways Authority
374 George Street, Beckley WV 25801
Phone: (304) 256-6680 Fax: (304) 256-6674
Email; talen@wvtturnpike.com
3.0 CONDITION OF UNITS UPON DELIVERY

3.1 The unit shall arrive at the prescribed delivery point having been completely pre-serviced with oil, lubricants, coolant, and tire pressure; with all equipment completely assembled, installed and operating as designed; and all required adjustments and corrections made to make the unit immediately ready for its designed and continuous operation. All prescribed precautions pertaining to first operations and break-in of the unit shall be posted conspicuously on the unit for ready observance by the operator.

3.2 Upon delivery, the Authority will perform a complete inspection of the unit to assure that it meets the Authority’s specifications or accepted alternatives. Final processing for payment may not be initiated until the unit is certified to meet specifications and the operator’s, service, shop, maintenance, and parts manuals and the Certificate of Origin or Title are received.

4.0 AWARD CRITERIA

4.1 It is the Authority’s intent to open this procurement to a wide audience of bidders. The specifications outlined herein are general in nature describing a unit that the Authority feels best meets its needs. However, the Authority will consider any reasonable alternates to the specifications if the bidder can demonstrate that the proposed alternate is comparable in performance, quality and functionality.

4.2 The Authority realizes that certain models can have features beneficial to the Authority even though such features may not be specifically described in the technical specifications, Section 6.0. The vendor is to submit available literature and supporting documentation describing the unit in as much detail as possible. If the vendor wishes to point out certain beneficial features of his proposed unit, it may do so in a separate document included in its bid submittal package. In evaluating the bids the Authority may consider any special or unique features not included in the technical specifications. The Authority will award the bid to the vendor that provides the best overall value to the Authority whether or not the vendor has the lowest bid.

4.3 The Authority reserves the right to reject any or all proposals or to waive any non-consequential irregularities or informalities in proposals received. The Authority reserves the right to accept the proposal that will, in the Authority’s judgment, best serve the interest of the Authority regardless of whether such proposal is the lowest cost submitted.
5.0 GENERAL SPECIFICATIONS

5.1 IDENTIFICATION OF THE UNIT BEING PROPOSED

The bidder shall identify the unit by manufacturer, model, series and year of manufacture, so as to enable identification by the Authority in the manufacturer's sales literature on the proposed unit. The bidder shall submit complete descriptive literature showing that the proposed unit is the manufacturer's most current model, including latest engineering improvements, which have been, or shall imminently be, regularly advertised and sold on the open market. The description of the unit shall also be sufficient to assure the Authority that specifications will be met without improvising, modifying, or augmenting a basically standard unit beyond those variations contained in the manufacturer's regularly advertised specifications.

5.2 DELIVERY POINT AND DELIVERY SCHEDULE

Delivery point of completely assembled unit will be to the West Virginia Parkways Authority, 265 Neptune Drive, Beckley, WV 25801 within ninety to one-hundred and twenty (90-120) calendar days after the date of the purchase agreement, by the successful bidder. Marking “comply” with this specification indicates that the bidder WILL deliver the unit in ninety to one-hundred and twenty (90-120) days. If the unit is not delivered within ninety to one-hundred and twenty (90-120) days, or alternate days proposed, the Authority has the right to: (1) cancel the award and negotiate with the second highest ranked bidder; or (2) assess a liquidated damages penalty against any successful bidder that fails to deliver the unit within the specified time period of $25.00 per day for each day beyond the specified deadline for delivery. Any delays occasioned by forces outside the control of bidder will be taken into consideration by the Authority when assessing any penalty.

5.3 OPERATING MANUALS

One (1) operator manual shall be included with the unit upon delivery.
5.4 MANUFACTURER’S WARRANTY AND SERVICE POLICY

The manufacturer's standard warranty or service policy is to apply to the unit. Such warranty or service policy is to be recognized at any authorized/franchised unit dealer, representing manufacturer of proposed unit throughout the State of West Virginia and within a radius of 80 miles from the delivery point. The applicable warranty or service policy shall not be contingent upon obtaining routine service lubrication and servicing of the unit from a factory-authorized agency. It shall be the responsibility of the bidder to make available all replacement parts, components, and materials found to be defective under the terms of the warranty, and without cost (including labor cost) to the Authority. The unit shall be accompanied upon delivery by the unit manufacturer's properly executed warranty or service policy. Unit shall be warranted against manufacturing defects for not less than twelve (12) months from date of delivery and shall include other warranty requirements as may be specified in Section 6.

5.5 PARTS AND SERVICE DISCOUNTS

The bidder shall specify the amount of discount it will grant to the Authority on parts and labor for the first year that the Authority has the unit in operation. Discount on labor should be that percentage discounted from the usual and normal hourly or flat rate shop rate charged to retail customers for the same type of work done. Discount on parts should be that percentage discounted from manufacturer's list price.

Discount on labor: _________
Discount on Parts: _________

6.0 GENERAL

6.0.1 This unit is to be a solar powered trailer mounted LED portable message sign

6.0.2 The trailer shall be constructed of 2 in. X 4 in. X 1/8” steel tubing

6.0.3 All walkways shall be diamond plate steel
6.0.4 All steel surfaces shall be painted with paint that is certified UV protective, impact, humidity, and salt spray resistant

6.0.5 The color of the unit shall be painted with safety orange

6.0.6 The trailer frame shall be designed to extend out to the fenders/wheels/axle assembly to protect from damage

6.0.7 Fenders shall be of a durable material that can be changed easily and withstand 250 lbs. standing on it

6.0.8 Unit to have a surge brake

6.1 SIGN BOARD

6.1.1 The sign board material shall be constructed of aluminum and painted black

6.1.2 The paint shall be UV protective, impact, humidity, and salt spray resistant

6.1.3 The sign board shall pivot and be lockable in any position

6.1.4 The sign board shall pivot in a 360 degree rotation clockwise or counter clockwise direction

6.1.5 The face of the sign board shall be protected by a weatherproof and lockable vandal resistant enclosure that will give easy access for maintenance

6.1.6 The face protector shall also include hinges and gas shocks that lock when open

6.1.7 The sign board shall be angled from the top to bottom to prevent glare from headlights

6.2 CONTROL BOX

6.2.1 The control box material shall be constructed of aluminum and painted with a certified UV protective, impact, humidity, and salt spray resistant

6.2.2 The color of the control box is to be safety orange

6.2.3 The cabinet door of the control box shall be weatherproof and lockable vandal resistant
6.2.4 The control box shall be located on the front right hand side of the trailer (non-road side) to provide a safe position from motorists

6.2.5 The control box shall house the sign controller, hydraulic lift switch, solar regulator, and battery charger

6.3 **BATTERY BOX**

6.3.1 The message sign shall have battery boxes made of a durable polyethylene composite material or equal

6.3.2 The material must be UV stabilized to prevent fading or cracking

6.3.3 The lid of the battery boxes shall be reinforced and strong enough to stand on

6.3.4 The battery box shall have holes for ventilation

6.3.5 The battery box shall house the deep cycle batteries and provide a 12-volt system

6.4 **DISPLAY**

6.4.1 The display shall have 3 lines of 8 characters per line

6.4.2 Each pixel shall consist of 4 equally spaced LED’s. Each LED shall be encapsulated within an amber lens designed to maximize each LED energy efficiency, provide 30 degree viewing angle and create bolder and brighter characters

6.4.3 Each pixel shall have a hood to provide shade that increases sign visibility during daylight and direct sun hours of operation

6.4.4 The color emitted by the LED shall be amber

6.4.5 Messages displayed shall be easily readable from more than 1000 feet

6.5 **POWER SUPPLY**

6.5.1 The message sign shall operate primarily from a solar powered electrical system that consist of a battery bank and high efficiency solar panel arrays
6.5.2 The unit shall have a solar regulator to maintain and manage the charging of the batteries from the solar array and provide battery surcharge protection

6.5.3 The solar panel shall be a high efficiency and anti-reflection coated for improved efficiency

6.6 SOLAR PANEL ASSEMBLY

6.6.1 The solar panel assembly shall have the ability to tilt and rotate to maximize the position to the sun

6.6.2 The solar panel assembly shall be able to tilt 45 degrees, rotate 360 degrees and have a locking mechanism to securely lock the assembly in place

6.7 CONTROLLER

6.7.1 The controller shall be NTCIP compliant, color, LCD, pressure sensitive display screen and minimum of 7 inch screen

6.7.2 All message editing, scheduling, diagnostics, and all other functions shall be completed by touching the icons and keyboard of the display screen

6.7.3 The controller shall display an exact animated simulation of the LED display prior to actual display and during the actual display

6.7.4 The controller shall display the battery and solar power status on the main screen

6.7.5 The controller shall be able to create and store over a hundred messages

6.7.6 The controller shall contain a library of preprogrammed messages and graphics

6.8 LIFT MECHANISM

6.8.1 The mast assembly shall include an electric hydraulic lift to raise and lower the signboard
6.8.2 The mast assembly must be able to be lowered manually in case loss of power or hydraulic failure

6.8.3 The up and down switch for the mast assembly must be located in the control box with the hydraulic pump and reservoir located in the battery box

6.9 LEVELING JACKS

6.9.1 Each corner of the trailer shall be fitted with crank and swivel type screw leveling jacks

6.9.2 Each screw jack shall have a minimum rating of 2000 lbs., 15 inch lift travel, and a steel footpad in order to level and stabilize

6.9.3 The leveling jacks shall pivot to a horizontal position for transport
BID SUBMISSION PAGE

Solar Powered Trailer Mounted LED Portable Message Signs (4)

BID OPENING 5/23/17 AT 2PM

Manufacturer: ____________________________________________

Model No: ______________________________________________

Model Year: _____________________________________________

Cost Each: ____________________  Total Cost: ______________

ALL PRICES ARE FOB DESTINATION: BECKLEY, WV 25801

SUBMITTED BY:

COMPANY NAME __________________________________________

ADDRESS ____________________________________________

PHONE NUMBER _________________________________________

FAX NUMBER __________________________________________

EMAIL ADDRESS _________________________________________

COMPANY CONTACT ______________________________________

SIGNATURE _____________________________________________

VENDOR REGISTRATION NUMBER ________________

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 the 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 § 23-2c-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 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 seventy-five percent 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 employ 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 of 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) 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.