



State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

BUYER RESPONSES TO	VENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	Vendor Name, Address and Telephone <i>Central Supply Company of WV</i> <i>4925 Benedum Dr.</i> <i>Bridgport, WV 26330</i> <i>304-592-5577</i>
WV 25302	

**FOR INFORMATION CONTACT THE**  
 Dusty J Smith  
 (304) 558-9398  
 dusty.j.smith@wv.gov

Signature X *Dusty J Smith* FEIN # *550402911* DATE *12/18/2018*

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Alta-Lewisburg Plant	Is Plant currently certified:
17613 Midland Trail W	<input checked="" type="radio"/> YES or NO
Crawley, WV 24931	Certified Plant Code: B219C
	BMC1.05.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
NO BID	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darax Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Set AC 534 - Pozzolith NC534	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Rheobuild 1000 - BASF Rheobuild 7500	



**ADDITIONAL INFORMATION**

\*\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

BUYER'S INFORMATION		SELLER'S INFORMATION	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**  
READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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" means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents" .

2.4. "Award Document" means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

2.5. "Solicitation" means the official notice of an opportunity to supply the Agency with goods or services.

2.6. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.7. "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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.



**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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**30. LICENSING:** 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. 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.

**31. ANTTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**



**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.

Central Supply Company of WV  
Full Company Name  
Ray J. Ford  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

**3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

**3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.

**3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.

**3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

**3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

**3.2.7.1** Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.2** Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.3** Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

**4.2.1 Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor’s wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor’s Plant name, 3) Column J – List Price shall identify the Vendor’s unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor’s plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor’s bid will be disqualified for that bid submission.

If the Vendor’s source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

**5. DETERMING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

**6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

**6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

**7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**



**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):

Pick-up

Mail  (S&H fees apply – see below)

Payment Method (check one):

Invoice

Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
Total Amount Due			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.



Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

**2.4.1.1** The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.

**2.4.1.2** The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.

**2.4.1.3** The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.

**2.4.1.4** The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5           QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1        PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2        DEFINITION OF TERMS

2.5.2.1      Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3        GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

**2.5.4 INSTRUCTION**

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

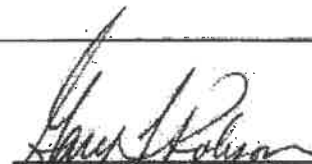
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401CONTACT NAME: Valerie Reece  
PHONE (A/C No. Ext): 513-867-3822 FAX (A/C No.):  
E-MAIL ADDRESS: CMeCertProduction@libertymutual.com

www.LibertyMutual.com

INSURED: Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 43788474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJE CT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 50,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RIBED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		A52-C81-004085-128  A52-C81-054602-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018 9/1/2016	9/1/2019 9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTIONS:					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018 9/1/2016	9/1/2019 9/1/2019	<input checked="" type="checkbox"/> PER. STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Excess Workers Compensation & Employers Liability		EW1-88N-025031-018 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

*Valerie F. Reece*

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	660.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison,	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	11/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	03/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	03/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	03/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	11/05/2016	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	03/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	03/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	09/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	02/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCG1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	03/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, W	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	<del>05/10/2018</del>	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc, F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	<del>03/30/2018</del>	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	<del>03/14/2018</del>	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	<del>03/27/2018</del>	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	<del>03/27/2018</del>	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	<del>12/04/2017</del>	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	<del>03/13/2018</del>	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	<del>01/08/2017</del>	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ laeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Beckley Plant	Is Plant currently certified:
1707 N Sandbranch Rd	<input checked="" type="radio"/> YES or NO
Mt Hope, WV 25880	Certified Plant Code: B219D
	<del>BMC1.07.601</del> BMC1.06.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
NO BID	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Set AC 534 - Pozzolith NC534	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Rheobuild 1000 - BASF Rheobuild 7500	





State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO		VENDOR	
FINANCE & ADMINISTRATION		Vendor Name, Address and Telephone	
DIVISION OF HIGHWAYS		Central Supply Company of WV	
BLDG 5, RM A-220		4925 Benedum Dr.	
1900 KANAWHA BLVD E		Bridgeport, WV 26330	
CHARLESTON	WV 25302	304-592-5577	
US			

**FOR INFORMATION CONTACT THE**  
Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X *Brady J Smith* FEIN # 550402911 DATE 12/18/2018

**ADDITIONAL INFORMATION**

\*\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

AWARD TYPE	UNIT
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City                                      WV99999	No City                                      WV 99999
US	US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**  
READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.



**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents" .

2.4. **"Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

2.5. **"Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

2.6. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.7. **"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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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



**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title  
of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name  
Ray J. Fort  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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”** or **“Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor”** or **“Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

- 3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>



REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

**3.2.7.1** Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.2** Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.3** Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

**4.2.1 Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor’s wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor’s Plant name, 3) Column J – List Price shall identify the Vendor’s unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor’s plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor’s bid will be disqualified for that bid submission.

If the Vendor’s source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

- 5. DETERMING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

- 6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

- 6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

- 7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

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**8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:

**8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;

**8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;

**8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;

**8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;

**8.1.5** otherwise taken any action in restraint of free competitive bidding.

**8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:

**8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;

**8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;

**8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

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

**9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest *Supplemental Specifications* may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

*[Handwritten signature]*

**Order Form:**

Delivery Method (check one):

Pick-up

Mail  (S&H fees apply – see below)

Payment Method (check one):

Invoice

Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
Total Amount Due			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

- 2.4.1.1 The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.
- 2.4.1.2 The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.
- 2.4.1.3 The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.
- 2.4.1.4 The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major Items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.



**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

#### 2.5.4

#### INSTRUCTION

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

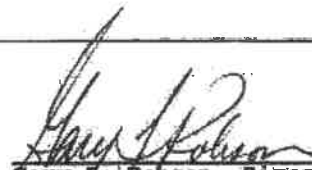
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME: Valeria Reece  
PHONE (A/C, No, Ext): 513-867-3822 FAX (A/C, No):  
E-MAIL: CMeCertProduction@libertymutual.com  
ADDRESS:

www.LibertyMutual.com

INSURED: Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 43786474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR.	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> RIBED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTIONS:		AS2-C81-004095-128  AS2-C81-054502-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018  9/1/2018	9/1/2019  9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WV7-C8D-004095-028 All except OH, ND, WA, WV  WV7-C81-004095-018 WV, MN	9/1/2018  9/1/2018	9/1/2019  9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 NY WC Statutory Employers Liability \$750,000
C	Excess Workers Compensation & Employers Liability		EW1-88N-025034-018 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101), Additional Remarks Schedule, may be attached if more space is required

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valeria Reece

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
01	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison,	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	1/18/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	05/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	03/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	03/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	05/05/2016	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	03/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	03/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	09/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	02/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	03/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, W	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready-Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2017	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	05/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	03/15/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	03/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	03/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	09/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	03/08/2018	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Jaeger, WV	A-1	650.00



**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.**

**Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**

**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Bluefield Plant	Is Plant currently certified:
191 St Claire's Crossing	<input checked="" type="radio"/> YES or NO
Bluefield, VA 24605	Certified Plant Code: U017B
	BMCL04.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
NO BID	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Set AC 534 - Pozzolith NC534	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Rheobuild 1000 - BASF Rheobuild 7500	





State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO	VENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	Vendor Name, Address and Telephone <i>Central Supply Company of WV</i> <i>4925 Benedum Dr.</i> <i>Bridgport, WV 26330</i> <i>304-592-5577</i>
WW 25302	

FOR INFORMATION CONTACT THE  
 Dusty J Smith  
 (304) 558-9398  
 dusty.j.smith@wv.gov

Signature X *Dusty J Smith* FEIN # *550402911* DATE *12/18/2018*

**ADDITIONAL INFORMATION**

\*\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City  US	WV99999	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City  US	WV 99999
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Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**

READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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



## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

**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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

**2.4. "Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

**2.5. "Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

**2.6. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.7. "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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

- Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.
- Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title  
of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name  
Ray J. Ford  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

**3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

REQUEST FOR QUOTATION  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.3 Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

#### 4. CONTRACT AWARD:

- 4.1 **Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

#### 4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:

- 4.2.1 **Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.



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1) Column A – Vendor Customer Code should identify the Vendor's wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor's Plant name, 3) Column J – List Price shall identify the Vendor's unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor's plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor's bid will be disqualified for that bid submission.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

**REQUEST FOR QUOTATION**  
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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

**5. DETERMINING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

**6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

**6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

**7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):      Pick-up                       Mail  (S&H fees apply – see below)  
Payment Method (check one):      Invoice                       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
Total Amount Due			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
ATTENTION: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.



## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

## 2.4

### DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

**2.4.1.1** The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.

**2.4.1.2** The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.

**2.4.1.3** The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.

**2.4.1.4** The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.



When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

**2.5.4 INSTRUCTION**

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18

1ST REVISION: JUNE 1971

2ND REVISION: APRIL 1972

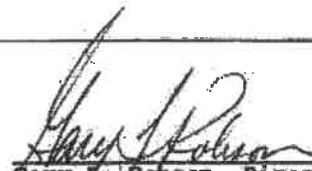
REISSUED: JANUARY 1995

PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401CONTACT NAME: Valerie Reece  
PHONE (A/C, No, Ext): 513-867-3922 FAX (A/C, No):  
E-MAIL: CMeCertProduction@libertymutual.com  
ADDRESS: CMeCertProduction@libertymutual.com

www.LibertyMutual.com

INSURED: Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 43786474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJE CT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP, AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		AS2-C81-004095-128  AS2-C81-054502-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTIONS:					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Excess Workers Compensation & Employers Liability		EW1-88N-025031-018 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 10) Additional Remarks Schedule, may be attached if more space is required

## CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
01	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	08/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	<del>11/29/2017</del>	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	<del>10/05/2017</del>	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	<del>04/19/2017</del>	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	<del>05/08/2017</del>	11/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	<del>03/28/2018</del>	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	<del>03/26/2018</del>	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	<del>03/26/2018</del>	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	<del>11/05/2016</del>	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	<del>03/27/2018</del>	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	<del>06/07/2017</del>	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	<del>04/03/2018</del>	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	<del>03/12/2018</del>	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	<del>09/13/2018</del>	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	<del>02/20/2018</del>	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CGC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	<del>03/07/2018</del>	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	<del>04/03/2018</del>	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2018	11/10/2018	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	05/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	03/14/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	03/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	03/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	09/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	05/08/2018	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Jaeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Elkins Plant	Is Plant currently certified:
822 Parsons Rd	<input checked="" type="radio"/> YES or NO
Elkins, WV 26241	Certified Plant Code: E0160
	CSC1.03.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
NO BID	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Euclid Excel Guard 80	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	







State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO	VENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	Vendor Name, Address and Telephone <i>Central Supply Company of WV</i> <i>4925 Benedum Dr.</i> <i>Bridgport, WV 26330</i> <i>304-592-5577</i>
WW 25302	

FOR INFORMATION CONTACT THE

Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X

FEIN #

550402911

DATE

12/18/2018

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

**ADDITIONAL INFORMATION**

\*\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

Item No.	Quantity	Unit	Material
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER			STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	WV99999		No City
US			WV 99999

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**  
READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1800000023</b>	<b>Document Phase</b> <b>Final</b>	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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" means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

2.4. "Award Document" means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

2.5. "Solicitation" means the official notice of an opportunity to supply the Agency with goods or services.

2.6. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.7. "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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.



**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name  
Bray J Ford  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

**3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

**3.2.7.1** Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.2** Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.3** Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

**4.2.1 Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor’s wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor’s Plant name, 3) Column J – List Price shall identify the Vendor’s unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor’s plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor’s bid will be disqualified for that bid submission.

If the Vendor’s source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

**5. DETERMINING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

**6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

**6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

**7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working



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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOT and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
**And Controlled Low-Strength Material**

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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):      Pick-up       Mail  (S&H fees apply – see below)

Payment Method (check one):      Invoice       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
<b>Total Amount Due</b>			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.



Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

**2.4.1.1** The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.

**2.4.1.2** The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.

**2.4.1.3** The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.

**2.4.1.4** The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

2.5.4

INSTRUCTION

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.


In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

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GLR:w

Attachments





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East 2000 Westwood Dr. Wausau, WI 54401	CONTACT NAME: Valerie Reece	
	PHONE (A/C No. Ext): 513-857-3822	FAX (A/C No.):
www.LibertyMutual.com	E-MAIL ADDRESS: CMeCertProduction@libertymutual.com	
INSURED Central Supply Company of WV 4923 Benedum Drive Bridgeport, WV 26330	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Liberty Mutual Fire Insurance Company	NAIC# 23035
	INSURER B: Liberty Insurance Corporation	42404
	INSURER C: Liberty Mutual Insurance Company	23043
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 43786474 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (N/A) (N/A)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJE CT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		AS2-C81-004095-128  AS2-C81-054502-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$:					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Excess Workers Compensation & Employers Liability		EW1-88N-025034-018 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> State of West Virginia 1900 Kanawha Blvd E Bldg 5 Charleston, WV 25305	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Valerie Reece





# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	11/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	09/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	09/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	09/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	10/05/2017	5/5/2018	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	09/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	09/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	09/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	08/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	09/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2017	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	09/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	09/14/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	09/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	09/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	8/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	09/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	05/08/2018	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Gassaway Plant	Is Plant currently certified:
306 Chapel Rd.	(YES) or NO
Gassaway, WV 26624	Certified Plant Code: G1700
	CSC1.04.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
NO BID	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Euclid Excel Guard 80	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	





State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO	VENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	Vendor Name, Address and Telephone <i>Central Supply Company of WV</i> <i>4925 Benedum Dr.</i> <i>Bridgport, WV 26330</i> <i>304-592-5577</i>
WV 25302	

FOR INFORMATION CONTACT THE

Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X *Dusty J Smith* FEIN # *550402911* DATE *12/18/2018*

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

**ADDITIONAL INFORMATION**

\*\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

<b>VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER</b>	<b>STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER</b>
No City                      WV99999	No City                      WV 99999
US	US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**  
READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13



<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

**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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

**2.4. "Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

**2.5. "Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

**2.6. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.7. "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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute of breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.



- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

**30. LICENSING:** 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. 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.

**31. ANTTTRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name  
Ray J. Ford  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

- 3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
- 3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.
- 3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.
- 3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846  
<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

**3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.

**3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.

**3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

**3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

**3.2.7.1** Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.2** Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.3** Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

**4.2.1 Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor's wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor's Plant name, 3) Column J – List Price shall identify the Vendor's unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor's plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor's bid will be disqualified for that bid submission.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

- 5. DETERMING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

- 6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

- 6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

- 7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.



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Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):

Pick-up

Mail  (S&H fees apply – see below)

Payment Method (check one):

Invoice

Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
Total Amount Due			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By: _____			Date: _____	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

**2.4.1.1** The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.

**2.4.1.2** The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.

**2.4.1.3** The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.

**2.4.1.4** The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.



**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major Items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5           QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1        PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2        DEFINITION OF TERMS

2.5.2.1     Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3        GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

#### 2.5.4

#### INSTRUCTION

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

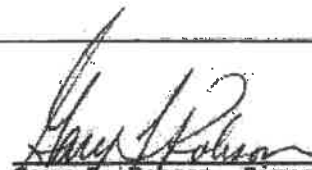
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER:</b> Liberty Mutual Insurance Co. National Insurance East 2000 Westwood Dr. Wausau, WI 54401  www.LibertyMutual.com		<b>CONTACT NAME:</b> Valerie Reese <b>PHONE (A/C No. Ext):</b> 513-867-3822 <b>FAX (A/C No):</b> <b>E-MAIL:</b> <b>ADDRESS:</b> CMeCertProduction@libertymutual.com	
<b>INSURED:</b> Central Supply Company of WV 4923 Benedum Drive Bridgeport, WV 26330		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Liberty Mutual Fire Insurance Company	<b>NAIC#</b> 23035
		<b>INSURER B:</b> Liberty Insurance Corporation	42404
		<b>INSURER C:</b> Liberty Mutual Insurance Company	23043
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 43789474 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY		AS2-C81-004095-128  AS2-C81-054602-528 Physical Damage only. Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input type="checkbox"/> RETENTIONS:					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROHIBITION OF PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER. STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 NY WC Statutory Employers' Liability \$750,000
C	Excess Workers Compensation & Employers' Liability		EW1-88N-025034-018 NY	9/1/2018	9/1/2019	NY WC Statutory Employers' Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reese

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
01	CSC1.16.601	08/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison,	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	1/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	09/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	03/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	03/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	11/05/2016	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	03/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	03/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	05/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	02/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	03/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, W	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready-Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	<del>05/10/2018</del>	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	<del>05/30/2018</del>	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	<del>03/14/2018</del>	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	<del>03/27/2018</del>	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	<del>03/27/2018</del>	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	<del>12/04/2017</del>	8/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	<del>09/13/2018</del>	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	<del>03/08/2018</del>	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**

**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Glenville Plant	Is Plant currently certified:
91 Lynch Rd	<input checked="" type="radio"/> YES or NO
Glenville, WV 26351	Certified Plant Code: G179A
	CSC   .05.60

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:

Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
NO BID	

Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Euclid Excel Guard 80	

Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	





State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO	VENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	Vendor Name, Address and Telephone <i>Central Supply Company of WV</i> <i>4925 Benedum Dr.</i> <i>Bridgport, WV 26330</i> <i>304-592-5577</i>
WV 25302	

**FOR INFORMATION CONTACT THE**  
 Dusty J Smith  
 (304) 558-9398  
 dusty.j.smith@wv.gov

Signature X *Brady J. Smith* FEIN # *550402911* DATE *12/18/2018*

**ADDITIONAL INFORMATION**

**\*\*\*\*NOTICE\*\*\*\*\***

**MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES**

<b>VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER</b>	<b>STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER</b>
No City                          WV99999	No City                          WV 99999
US	US

<b>Line</b>	<b>Commodity Line Description</b>	<b>Qty</b>	<b>Unit Issue</b>	<b>Unit Price</b>	<b>Total Price</b>
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

<b>Commodity Code</b>	<b>Manufacturer</b>	<b>Model #</b>	<b>Specification</b>
30111505			

**Extended Description**  
READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE EVENTS**

<b>Line</b>	<b>Event</b>	<b>Event Date</b>
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.



**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents" .

2.4. **"Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

2.5. **"Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

2.6. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.7. **"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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute of breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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



**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name  
Bray J. Ford  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

**3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>



REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

**3.2.7.1** Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.2** Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.3** Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

- 4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

- 4.2.1 Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor’s wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor’s Plant name, 3) Column J – List Price shall identify the Vendor’s unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor’s plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor’s bid will be disqualified for that bid submission.

If the Vendor’s source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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Ready Mixed Portland Cement Concrete  
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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

- 5. DETERMINE LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

- 6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

- 6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

- 7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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And Controlled Low-Strength Material

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
**And Controlled Low-Strength Material**

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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):    Pick-up                       Mail  (S&H fees apply – see below)  
Payment Method (check one):    Invoice                       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
<b>Total Amount Due</b>			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
ATTENTION: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

**2.4.1.1** The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.

**2.4.1.2** The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.

**2.4.1.3** The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.

**2.4.1.4** The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.



**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

#### 2.5.4

#### INSTRUCTION

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.


In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME: Valérie Reace  
PHONE: 513-867-3822 FAX (A/C No.):  
E-MAIL: CMeCertProduction@libertymutual.com  
ADDRESS:

www.LibertyMutual.com

INSURED  
Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 43788474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RIBED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTIONS:		AS2-C81-004095-128  AS2-C81-054502-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A		WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER. STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Excess Workers Compensation & Employers Liability		EW1-88N-025034-018 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valérie Reace

ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	08/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	11/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	03/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	03/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	03/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	11/05/2016	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	03/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	03/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	09/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	02/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	03/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2018	11/10/2018	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	05/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	03/14/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	03/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	03/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	08/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	05/08/2018	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Jaeger, WV	A-1	650.00



**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.

Lorentz Plant	Is Plant currently certified:
178 Alcon Rd	<input checked="" type="radio"/> YES or NO
Buckhannon, WV 26201	Certified Plant Code: A128A
	ACX1.01.601

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.

	Is Plant currently certified:
	YES or NO
	Certified Plant Code:

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.

	Is Plant currently certified:
	YES or NO
	Certified Plant Code:

Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.

NO BID
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Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.

Euclid Excel Guard 80
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Per Section 3.2.7.3 Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.

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State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO		VENDOR	
FINANCE & ADMINISTRATION		Vendor Name, Address and Telephone	
DIVISION OF HIGHWAYS		Central Supply Company of WV	
BLDG 5, RM A-220		4925 Benedum Dr.	
1900 KANAWHA BLVD E		Bridgeport, WV 26330	
CHARLESTON	WV 25302	304-592-5577	
US			

**FOR INFORMATION CONTACT THE**  
Dusty J Smith  
(304) 568-9398  
dusty.j.smith@wv.gov

Signature X *Dusty J Smith* FEIN # 550402911 DATE 12/18/2018

**ADDITIONAL INFORMATION**

**\*\*\*NOTICE\*\*\*\*\***

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

<b>VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER</b>		<b>STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER</b>	
No City	WV99999	No City	WV 99999
US		US	

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	8619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**  
READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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



## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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" means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

2.4. "Award Document" means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

2.5. "Solicitation" means the official notice of an opportunity to supply the Agency with goods or services.

2.6. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.7. "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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

- Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.
- Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

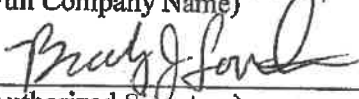
43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being sub-section a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title  
of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name

Ray J. Smith  
Authorized Signature

12/18/18  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

- 3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

REQUEST FOR QUOTATION  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

**3.2.7.1** Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.2** Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.3** Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

- 4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

- 4.2.1 Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.



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1) Column A – Vendor Customer Code should identify the Vendor's wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor's Plant name, 3) Column J – List Price shall identify the Vendor's unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor's plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor's bid will be disqualified for that bid submission.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, *additional*, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

- 5. DETERMING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

- 6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

- 6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

- 7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
**And Controlled Low-Strength Material**

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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):    Pick-up                       Mail  (S&H fees apply – see below)  
Payment Method (check one):    Invoice                       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
<b>Total Amount Due</b>			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
ATTENTION: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.



## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

**2.4.1.1** The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.

**2.4.1.2** The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.

**2.4.1.3** The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.

**2.4.1.4** The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5           QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1         PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2         DEFINITION OF TERMS

2.5.2.1       Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3         GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.



When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

**2.5.4 INSTRUCTION**

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

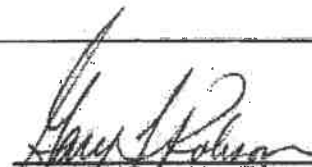
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME: Valerie Reece  
PHONE (A/C No. Ext): 513-867-3922 FAX (A/C No.):  
E-MAIL: CMeCertProduction@libertymutual.com  
ADDRESS:

www.LibertyMutual.com

INSURED: Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 43786474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR.	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		TB2-C81-004096-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> RENTED AUTOS ONLY <input type="checkbox"/> OTHER AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		AS2-C81-004095-128  AS2-C81-054502-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEB <input type="checkbox"/> RETENTION \$-	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Excess Workers Compensation & Employers Liability		EW1-68N-025034-018 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
01	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	08/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison,	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	1/18/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	09/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	03/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	03/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	11/05/2016	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	03/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/18/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	09/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	09/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	02/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	03/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready-Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	<del>05/10/2018</del>	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Mariestown, OH	A-1	650.00
06	WIC1.01.601	<del>05/30/2018</del>	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	<del>09/14/2018</del>	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	<del>03/27/2018</del>	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	<del>03/27/2018</del>	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	<del>12/04/2017</del>	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	<del>09/13/2018</del>	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	<del>11/08/2017</del>	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.**

**Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Mabscott Plant	Is Plant currently certified:
97 Hill Street	<input checked="" type="radio"/> YES or NO
Mabscott, WV 25871	Certified Plant Code:
	DHC 1.02.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
No Bid	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Set AC 534 - Pozzolith NC 534	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Rheobuild 1000 - BASF Rheobuild 7500	







State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO		VENDOR	
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	WV 25302	Vendor Name, Address and Telephone Central Supply Company of WV 4925 Benedum Dr. Bridgeport, WV 26330 304-592-5577	

FOR INFORMATION CONTACT THE

Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X *Dusty J Smith*

FEIN # 550402911

DATE 12/18/2018

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

**ADDITIONAL INFORMATION**

\*\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
 TERMS AND CONDITIONS-SPECIFICATIONS-  
 PURCHASING AFFIDAVIT  
 PRICING PAGES

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City                                      WV99999  US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City                                      WV 99999  US	
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Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	8619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**  
 READY MIXED PORTLAND CEMENT CONCRETE AND GLS MATERIAL PER THE ATTACHED PRICING PAGES

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

- 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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.
- 9. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.
- 11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.
- 13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.
- 14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.
- 15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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" means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

2.4. "Award Document" means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

2.5. "Solicitation" means the official notice of an opportunity to supply the Agency with goods or services.

2.6. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.7. "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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

- Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.
- Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.



**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title  
of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name  
Gray J. Fort  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

- 3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
- 3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.
- 3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.
- 3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846  
<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

REQUEST FOR QUOTATION  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.3 Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

#### 4. CONTRACT AWARD:

- 4.1 **Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

#### 4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:

- 4.2.1 **Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor's wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor's Plant name, 3) Column J – List Price shall identify the Vendor's unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor's plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor's bid will be disqualified for that bid submission.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, *additional* separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

**5. DETERMINING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

**6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

**6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

**7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working



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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
**And Controlled Low-Strength Material**

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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):      Pick-up       Mail  (S&H fees apply – see below)

Payment Method (check one):      Invoice       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
Total Amount Due			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.



Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4

#### DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

2.4.1 LEVEL 1 QUALITY CONTROL

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

- 2.4.1.1 The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.
- 2.4.1.2 The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.
- 2.4.1.3 The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.
- 2.4.1.4 The plant shall maintain an adequate Quality Control Program for aggregate gradation.

2.4.2 LEVEL 2 QUALITY CONTROL

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

2.5.4 INSTRUCTION

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

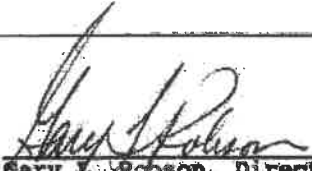
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

GLR:w

Attachments





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME:	Valerie Reece	
PHONE (A/C No. Ext):	513-867-3822	FAX (A/C No.):
EMAIL ADDRESS:	CMeCertProduction@libertymutual.com	
INSURER(S) AFFORDING COVERAGE		
INSURER A:	Liberty Mutual Fire Insurance Company	NAIC # 23035
INSURER B:	Liberty Insurance Corporation	42404
INSURER C:	Liberty Mutual Insurance Company	23043
INSURER D:		
INSURER E:		
INSURER F:		

www.LibertyMutual.com

INSURED: Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

## COVERAGES

CERTIFICATE NUMBER: 43786474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> RIBED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			AS2-C81-004095-128  AS2-C81-054502-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED. RETENTIONS:						\$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER. STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Excess Workers Compensation & Employers Liability			EW1-88N-025034-018 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	<del>11/29/2017</del>	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison,	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	756.03
01	RRM1.02.601	<del>10/05/2017</del>	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg,	A-1	650.00
02	CSC2.02.601	<del>04/18/2017</del>	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	<del>05/08/2017</del>	11/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	<del>09/28/2018</del>	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	<del>03/26/2018</del>	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	<del>03/26/2018</del>	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	<del>11/05/2016</del>	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	<del>03/27/2018</del>	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	<del>06/07/2017</del>	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	<del>04/03/2018</del>	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	<del>03/12/2018</del>	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	<del>09/13/2018</del>	9/13/2018	Smith Concrete F-1 @ Portersfield, OH	B	735.63
03	SCC1.02.601	<del>02/20/2018</del>	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	<del>03/07/2018</del>	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	<del>04/03/2018</del>	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scharr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2018	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	03/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	03/14/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	03/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	03/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	03/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	11/08/2017	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.**

**Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**

**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Pennsboro Plant	Is Plant currently certified:
178 Ritchie Center Drive	(YES) or NO
Pennsboro, WV 26415	Certified Plant Code:
	CSC 1.15.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
No Bid	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Euclid Excel Guard 80	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	





State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO	VENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	Vendor Name, Address and Telephone <i>Central Supply Company of WV</i> <i>4925 Benedum Dr.</i> <i>Bridgport, WV 26330</i> <i>304-592-5577</i>
WV 25302	

FOR INFORMATION CONTACT THE

Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X *Brady J Smith*

FEIN # 550902911

DATE 12/18/2018

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

**ADDITIONAL INFORMATION**

\*\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

<b>VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER</b>	<b>STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER</b>
No City                      WV99999	No City                      WV 99999
US	US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**  
READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13



<b>DOT1900000023</b>	<b>Document Phase</b> <b>Final</b>	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

**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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

**2.4. "Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

**2.5. "Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

**2.6. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.7. "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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute of breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.



- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

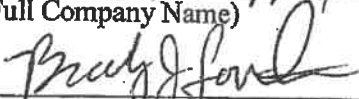
43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title  
of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name

Ray J. Smith  
Authorized Signature

12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

**3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

REQUEST FOR QUOTATION  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

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Ready Mixed Portland Cement Concrete  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.3 Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

#### 4. CONTRACT AWARD:

4.1 **Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

#### 4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:

4.2.1 **Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor’s wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor’s Plant name, 3) Column J – List Price shall identify the Vendor’s unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor’s plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor’s bid will be disqualified for that bid submission.

If the Vendor’s source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, *additional*, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission **SHALL** include the Information Attachment Form **AND** the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form **WILL BE DISQUALIFIED.**

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

- 5. DETERMING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

- 6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

- 6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

- 7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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And Controlled Low-Strength Material

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
**And Controlled Low-Strength Material**

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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.



REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.
- 10. MISCELLANEOUS:
  - 10.1 **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.
  - 10.2 **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.
  - 10.3 **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.
  - 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):      Pick-up                       Mail  (S&H fees apply – see below)  
Payment Method (check one):      Invoice                       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
Total Amount Due			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
ATTENTION: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

- 2.4.1.1 The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.
- 2.4.1.2 The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.
- 2.4.1.3 The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.
- 2.4.1.4 The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.



**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

**2.5.4 INSTRUCTION**

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

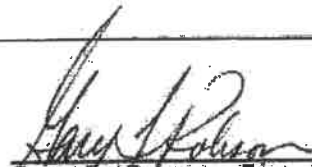
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME: Valerie Reece  
PHONE (A/C No. Ext): 513-867-3822 FAX (A/C No.):  
E-MAIL: CMCertProduction@libertymutual.com  
ADDRESS:

www.LibertyMutual.com

INSURED: Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23036
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 43786474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INRD	SUBR WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TB2-C81-004096-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPOR AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTIONS:			AS2-C81-004095-128  AS2-C81-054602-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A			WA7-C8D-004095-028 All except GH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER-STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	<input checked="" type="checkbox"/> Excess Workers Compensation & Employers Liability			EW1-88N-025034-D18 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	11/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	09/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	09/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	09/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	10/05/2017	5/5/2018	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	09/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/18/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	09/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	09/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	08/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	09/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2017	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	09/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	09/14/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	03/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	03/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	8/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	09/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	5/8/2018	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Princeton Plant	Is Plant currently certified:
101 Westview Ave	(YES) or NO
Princeton, WV 24739	Certified Plant Code: P197A
	BMC1.03.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
NO BID	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Set AC 534 - Pozzolith NC534	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Rheobuild 1000 - BASF Rheobuild 7500	





State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO		VENDOR	
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	WW 25302	Vendor Name, Address and Telephone Central Supply Company of WV 4925 Benedum Dr. Bridgeport, WV 26330 304-592-5577	

FOR INFORMATION CONTACT THE

Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X

FEIN #

530402911

DATE

12/18/2018

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

**ADDITIONAL INFORMATION**

\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

BUYER	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City                      WV99999	No City                      WV 99999
US	US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**  
READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> of 3
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## **INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

### **West Virginia Division of Highways Maintenance Division**

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.



- 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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.
- 9. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.
- 11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.
- 13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.
- 14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.
- 15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

2.4. **"Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

2.5. **"Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

2.6. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.7. **"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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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



**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

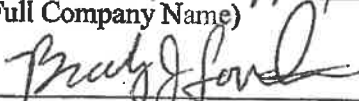
43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

### CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title  
of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.

**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.

Central Supply Company of WV  
Full Company Name

Bray J. Ford  
Authorized Signature

12/18/18  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1 **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

- 3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
- 3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.
- 3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.
- 3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846  
<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>



REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

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Ready Mixed Portland Cement Concrete  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

**3.2.7.1** Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.2** Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.3** Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

**4.2.1 Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor's wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor's Plant name, 3) Column J – List Price shall identify the Vendor's unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor's plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor's bid will be disqualified for that bid submission.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

**5. DETERMING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

**6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

**6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

**7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
**And Controlled Low-Strength Material**

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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):      Pick-up       Mail  (S&H fees apply – see below)

Payment Method (check one):      Invoice       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
<b>Total Amount Due</b>			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By: _____			Date: _____	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

- 1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:
1. Plant or portion thereof, or singular piece of equipment inspected.
  2. Date of inspection.
  3. Expiration date of inspection sticker.
  4. Number of inspection sticker.
- 1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.
- 1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.
- 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE
- 2.1 PURPOSE
- The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

- 2.4.1.1 The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.
- 2.4.1.2 The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.
- 2.4.1.3 The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.
- 2.4.1.4 The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.



**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

**2.5.4 INSTRUCTION**

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18

1ST REVISION: JUNE 1971

2ND REVISION: APRIL 1972

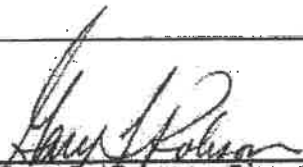
REISSUED: JANUARY 1995

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Skills  
and Testing Division

GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME: Valerie Reece  
PHONE (A/C, No, Ext): 513-867-3622 FAX (A/C, No):  
E-MAIL ADDRESS: CMeCertProduction@libertymutual.com

www.LibertyMutual.com

INSURED  
Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 43786474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR MSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJE CT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 50,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOR AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/>		AS2-C81-004085-128  AS2-C81-054502-528 Physical Damage only Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018  9/1/2018	9/1/2019  9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$:					\$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WA7-C8D-004095-028 All except OH, ND, WA, WY  WC7-C81-004095-018 WV, MN	9/1/2018  9/1/2018	9/1/2019  9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 NY WC Statutory Employers Liability \$750,000
C	Excess Workers Compensation & Employers Liability		EW1-88N-025031-018 NY	9/1/2018	8/1/2019	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison,	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	1/18/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	05/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	03/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	03/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	11/05/2016	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	03/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	03/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.08.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	03/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	02/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	03/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2018	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	05/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	03/14/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	03/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	03/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	03/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	03/08/2018	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00



**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.**

**Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Saltwell Plant	Is Plant currently certified:
4923 Benedum Drive	<input checked="" type="checkbox"/> YES or NO
Bridgeport WV 26330	Certified Plant Code:
	CSC1.01.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
NO BID	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Euclid Excel Guard 90	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	





State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

BUYER	VEENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	Vendor Name, Address and Telephone <i>Central Supply Company of WV</i> <i>4925 Benedum Dr.</i> <i>Bridgport, WV 26330</i> <i>304-592-5577</i>
WV 25302	

FOR INFORMATION CONTACT THE

Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X *Dusty J Smith*

FEIN # 550402911

DATE 12/18/2018

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

**ADDITIONAL INFORMATION**

\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

<b>INVOICE #</b>  VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City                      WW99999  US	<b>SHIP TO</b>  STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City                      WW 99999  US
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Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**

READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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



## GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

2.4. **"Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

2.5. **"Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

2.6. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.7. **"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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name  
Bray J Ford  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

**3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

**3.2.7.1** Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.2** Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.3** Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

- 4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

- 4.2.1 Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.



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1) Column A – Vendor Customer Code should identify the Vendor’s wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor’s Plant name, 3) Column J – List Price shall identify the Vendor’s unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor’s plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOH will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor’s bid will be disqualified for that bid submission.

If the Vendor’s source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, *additional*, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

- 5. DETERMINE LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

- 6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

- 6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

- 7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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And Controlled Low-Strength Material

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOT and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):      Pick-up                       Mail  (S&H fees apply – see below)  
Payment Method (check one):      Invoice                       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
<b>Total Amount Due</b>			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
ATTENTION: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.



## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

**2.4.1.1** The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.

**2.4.1.2** The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.

**2.4.1.3** The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.

**2.4.1.4** The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5           QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1        PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2        DEFINITION OF TERMS

2.5.2.1      Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3        GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.



When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

2.5.4

INSTRUCTION

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

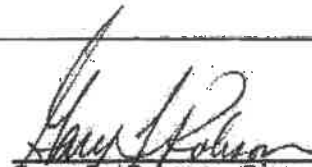
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

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GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME: Valeria Reece  
PHONE (A/C No, Ext): 513-867-3822 FAX (A/C, No):  
E-MAIL: CMeCertProduction@libertymutual.com  
ADDRESS:

www.LibertyMutual.com

INSURED: Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 43786474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 50,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOR AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY		AS2-C81-004095-128  AS2-C81-054502-528 Physical Damage only Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION S:					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WY7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 NY W/C Statutory Employers Liability \$ 750,000
C	Excess Workers Compensation & Employers Liability		EW1-68N-025034-018 NY	9/1/2018	9/1/2019	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valeria Reece

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
01	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison,	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	1/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	03/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	03/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	03/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	11/05/2016	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	03/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	03/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	05/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	02/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	03/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	<del>05/10/2017</del>	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	<del>05/30/2018</del>	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	<del>03/14/2018</del>	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	<del>03/27/2018</del>	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	<del>03/27/2018</del>	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	<del>12/04/2017</del>	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	<del>09/13/2018</del>	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	<del>09/08/2017</del>	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and GLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
Summersville Plant	Is Plant currently certified:
7900 W Webster Rd	<input checked="" type="radio"/> YES or NO
Summersville, WV 26651	Certified Plant Code: L144B
	BMC1.01.601
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.	
	Is Plant currently certified:
	YES or NO
	Certified Plant Code:
Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
NO BID	
Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Set AC 534 - Pozzolith NC534	
Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.	
Master Rheobuild 1000 - BASF Rheobuild 7500	







State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO		VENDOR	
FINANCE & ADMINISTRATION		Vendor Name, Address and Telephone	
DIVISION OF HIGHWAYS		Central Supply Company of WV	
BLDG 5, RM A-220		4925 Benedum Dr.	
1900 KANAWHA BLVD E		Bridgport, WV 26330	
CHARLESTON	WV 25302	304-592-5577	
US			

**FOR INFORMATION CONTACT THE**  
Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X *Brady J Smith* FEIN # 550402911 DATE 12/18/2018

**ADDITIONAL INFORMATION**

\*\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**

READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

**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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents" .

**2.4. "Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

**2.5. "Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

**2.6. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.7. "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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.



**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title  
of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name  
Ray J. Smith  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

- 3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
- 3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.
- 3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.
- 3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

REQUEST FOR QUOTATION  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.3 Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

- 4.1 **Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

- 4.2.1 **Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor’s wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor’s Plant name, 3) Column J – List Price shall identify the Vendor’s unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor’s plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor’s bid will be disqualified for that bid submission.

If the Vendor’s source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

5. **DETERMING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

6. **ORDERING AND PAYMENT:**

- 6.1 **Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

- 6.2 **Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

7. **DELIVERY AND RETURN:**

- 7.1 **Delivery Time:** Vendor shall deliver standard orders within the number of working



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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):      Pick-up                       Mail  (S&H fees apply – see below)  
Payment Method (check one):      Invoice                       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
<b>Total Amount Due</b>			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
ATTENTION: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.



Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

**2.4.1.1** The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.

**2.4.1.2** The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.

**2.4.1.3** The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.

**2.4.1.4** The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major Items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

#### 2.5.4

#### INSTRUCTION

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

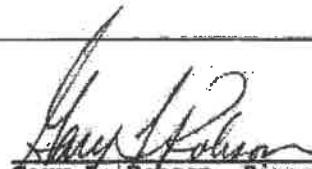
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

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GLR:w

Attachments





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME: Valerie Reece  
PHONE (A/C No. Ext): 513-867-3822 FAX (A/C No.):  
E-MAIL: CMeCertProduction@libertymutual.com  
ADDRESS:

www.LibertyMutual.com

INSURED  
Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAC#
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 43786474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDL SUBR NBD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJE CT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> RENTED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY		AS2-C81-004095-128  AS2-C81-054602-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION S:					EACH OCCURRENCE \$ AGGREGATE \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	<input checked="" type="checkbox"/> Excess Workers Compensation & Employers Liability		EW1-88N-025034-018 NY	9/1/2018	9/1/2019	NY WC Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 40), Additional Remarks Schedule, may be attached if more space is required

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	756.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	11/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	09/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	09/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	09/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	11/05/2016	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	09/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	09/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	09/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	08/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	09/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2018	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	05/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	05/14/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	03/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	03/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	8/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	05/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	05/08/2018	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**

**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.

Westover Plant	Is Plant currently certified:
1300 Industrial Park Rd.	<input checked="" type="checkbox"/> YES or NO
Westover, WV 26508	Certified Plant Code: C089G
	CSC1.02.60

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.

	Is Plant currently certified:
	YES or NO
	Certified Plant Code:

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.

	Is Plant currently certified:
	YES or NO
	Certified Plant Code:

Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.

NO BID

Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Dorex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.

Euclid Excel Guard 80

Per Section 3.2.7.3. Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.





State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO	VENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	Vendor Name, Address and Telephone <i>Central Supply Company of WV</i> <i>4925 Benedum Dr.</i> <i>Bridgport, WV 26330</i> <i>304-592-5577</i>
WW 25302	

FOR INFORMATION CONTACT THE

Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X

FEIN # 550402911

DATE 12/18/2018

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





<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.

**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

2.4. **"Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

2.5. **"Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

2.6. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.7. **"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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

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

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.



- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances, or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name

Ray J. Ford  
Authorized Signature

12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

**3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846

<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

**3.2.7.1** Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.2** Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

**3.2.7.3** Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

**4. CONTRACT AWARD:**

- 4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

**4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:**

- 4.2.1 Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor’s wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor’s Plant name, 3) Column J – List Price shall identify the Vendor’s unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor’s plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor’s bid will be disqualified for that bid submission.

If the Vendor’s source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address:  
[angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

- 5. DETERMINE LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

**6. ORDERING AND PAYMENT:**

- 6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

- 6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

**7. DELIVERY AND RETURN:**

- 7.1 Delivery Time:** Vendor shall deliver standard orders within the number of working

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
**And Controlled Low-Strength Material**

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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.



REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):      Pick-up       Mail  (S&H fees apply – see below)

Payment Method (check one):      Invoice       Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
<b>Total Amount Due</b>			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By:			Date:	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

**2.4.1.1** The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.

**2.4.1.2** The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.

**2.4.1.3** The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.

**2.4.1.4** The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.



**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.

**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

#### 2.5.4 INSTRUCTION

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

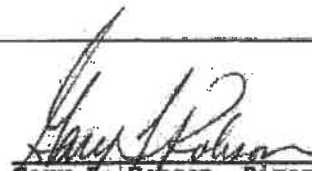
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME: Valerie Reece  
PHONE (A/C, No. Ext): 513-867-3822 FAX (A/C, No):  
EMAIL ADDRESS: CMeCertProduction@libertymutual.com

www.LibertyMutual.com

INSURED  
Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 43788474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RIBED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTIONS:		AS2-C81-004095-128  AS2-C81-054602-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe below: DESCRIPTION OF OPERATIONS below	Y/N N N/A	WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER-STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 NY WC Statutory Employers Liability \$750,000
C	<input checked="" type="checkbox"/> Excess Workers Compensation & Employers Liability		EW1-88N-025031-D18 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES. (ACORD 40), Additional Remarks Schedule, may be attached if more space is required

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
01	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	06/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	1/18/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	09/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	03/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	03/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	05/05/2017	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	09/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	03/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	09/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	02/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	03/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, W	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2017	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc. F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	05/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	09/14/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	03/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	03/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	09/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	11/08/2017	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00

**INFORMATION ATTACHMENT FORM**

**Mandatory - Vendor shall complete this form and return with bid submission.  
Ready Mix Concrete and CLSM**

**If a Vendor will be supplying materials from multiple Plant Locations and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment form and one bid submission is acceptable.**  
**If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate bid submissions must be submitted for each Plant Location bid. Multiple Plant Locations with varying prices, shall be submitted on separate bid submissions.**

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.

Wyoming Plant	Is Plant currently certified:
8332 Welch Pineville Rd	<input checked="" type="radio"/> YES or NO
Welch, WV 24801	Certified Plant Code: L144C BMC1.02.601

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.

	Is Plant currently certified:
	YES or NO
	Certified Plant Code:

Per Section 3.2.3 Certified Plant, the Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state. The Vendor should provide the Certified Plant Code.

	Is Plant currently certified:
	YES or NO
	Certified Plant Code:

Per Section 3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.

NO BID
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Per Section 3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.

Master Set AC 534 - Pozzoliti NC534
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Per Section 3.2.7.3 Super Plasticizer brand requested is Eucon 37. If a Vendor is bidding an equal to product, the name and any product identification numbers shall be listed below.

Master Rheobuild 1000 - BASF Rheobuild 7500
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State of West Virginia  
Request For Quotation

Procurement Folder : 515901

Document Description : 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2018-12-07	2018-12-20 13:30:00	ARFQ 0803 DOT1900000023	1	Final

SUBMIT RESPONSES TO	VENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON US	Vendor Name, Address and Telephone <i>Central Supply Company of WV</i> <i>4925 Benedum Dr.</i> <i>Bridgeport, WV 26330</i> <i>304-592-5577</i>
WV 25302	

FOR INFORMATION CONTACT THE

Dusty J Smith  
(304) 558-9398  
dusty.j.smith@wv.gov

Signature X

FEIN # 550402911

DATE

12/18/2018

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

**ADDITIONAL INFORMATION**

\*\*\*NOTICE\*\*\*\*\*

MAKE SURE YOU DOWNLOAD ALL INFORMATION  
TERMS AND CONDITIONS-SPECIFICATIONS-  
PURCHASING AFFIDAVIT  
PRICING PAGES

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City                                  WV99999  US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City                                  WV 99999  US
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Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	6619C034-READY MIXED PORTLAND CEMENT CONCRETE	0.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
30111505			

**Extended Description**  
READY MIXED PORTLAND CEMENT CONCRETE AND CLS MATERIAL PER THE ATTACHED PRICING PAGES

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE AT 10AM	2018-12-13

<b>DOT1900000023</b>	<b>Document Phase</b> Final	<b>Document Description</b> 6619C034-READY MIXED PORTLAND CEMENT CONCRETE AND CLS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

### West Virginia Division of Highways Maintenance Division

- 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.
- 3. BID SUBMISSION:** All bids must be submitted electronically through the West Virginia Vendor Self Service Portal website or signed, sealed in an envelope 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. In the event that a Vendor submits multiple bids in response to the same Solicitation, the bid with the most recent Agency or wvOASIS time stamp shall be the bid considered by the Agency and the Agency shall disregard all other bids by that Vendor for that Solicitation. Any bid received by the Agency after the date and time of the bid opening as specified in the Solicitation shall be disregarded by the Agency.
- 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. ALTERNATES:** 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 Agency 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.



**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 West Virginia Purchasing Division and must have paid the \$125 fee or the fee then assessed by said Division, if applicable.

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

**10. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference.

**11. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**12. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in the West Virginia Vendor Self Service Portal website can be accessed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately opened and/or 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 if those documents are required with the bid.

**13. NON-RESPONSIBLE:** The Agency reserves the right to reject the bid of any vendor when the Agency 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. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**14. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part when the Agency determines it is in the best interest of the State.

**15. TIE BIDS:** When tie bids are received and the Agency intends to award the work to only one vendor, the Agency shall break the tie by allowing the tied vendors to make a final offer, flip of a

coin, draw of the cards, or any other impartial method considered prudent by the Agency. If tie bids are received and the Agency intends to award the bid to multiple vendors, the Agency may award the bid to the number of the tied bidders as Agency deems necessary using the procedure set forth in this section to establish the number of tied bidders which will be awarded the bid.

**16. 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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., 5G-1-1 et seq. and the Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Agency and approved as to form by legal counsel for the Agency, if required, constitutes acceptance of this Contract made by and between the Agency 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"** means the West Virginia Department of Transportation, Division of Highways. This Contract is entered into by the Agency pursuant to the provisions of West Virginia Code § 17-4-19 and §17-2A-8.

**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 Agency and the Vendor to provide the goods or services requested in the Solicitation. The Contract shall be comprised of the (i) Solicitation and any other document required by the Solicitation (ii) Bid or Proposal (iii) Award Document and (iv) General Terms and Conditions; Instruction to Vendors Submitting Bids, collectively referred to as the "Contract Documents".

**2.4. "Award Document"** means the document signed by the Agency, and approved as to form by legal counsel for the agency, that identifies the Vendor as the contract holder.

**2.5. "Solicitation"** means the official notice of an opportunity to supply the Agency with goods or services.

**2.6. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.7. "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 award \_\_\_\_\_ and extends for a period of one \_\_\_\_\_ 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 submitted in writing 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. Renewal of this Contract is limited to two successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 24 months in total. Automatic renewal of this Contract is prohibited.

**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 prior to the expiration of this Contract shall be effective for no more than 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 that part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.

**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 calendar 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 and Agency.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the Agency. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the Agency in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Agency may purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency and Vendor is unable to provide those goods and services on an immediate or expedited basis in the sole judgment of Agency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, by the Agency, shall not constitute a breach of this Contract and shall not entitle the Vendor to injunctive relief or to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

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

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. 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 delivered to the Agency prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**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.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the State as a certificate holder:

- Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.
- Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.

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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 above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Agency.

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

**9. 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.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \_\_\_\_\_ for \_\_\_\_\_. 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.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Agency 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.

- 12. 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.
- 13. PAYMENT:** 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.
- 14. 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.
- 15. CANCELLATION:** The Agency 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 this contract for any reason or no reason upon 30 days written notice to the Vendor.
- 16. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 17. 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.
- 18. COMPLIANCE:** 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.
- 19. PREVAILING WAGE:** To the extent required by applicable law, Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 20. 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.
- 21. 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.
- 22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the Agency may deem this Contract null and void, and terminate this Contract without notice.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any 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.transportation.wv.gov/Documents/WVDOT-Privacy-Notice.pdf>.

**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 West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq. 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. Labeling any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents will not protect that document from public disclosure. All submissions are subject to public disclosure without notice.

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



**30. LICENSING:** 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. 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.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Agency, 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. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**34. 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.

**35. INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents and employees from and against all suits, claims, damages, liability, losses, and expenses, including but not limited to attorney's fees and costs of investigations, arising out of, pertaining to or resulting from the performance of work for the above identified Project, including all claims, damages, losses or expenses which are attributable to bodily injury, sickness, disease or death, or to damage to or destruction of property, whether caused either wholly or in part by the negligence, actions or omissions of the Vendor, a Subcontractor or anyone directly or indirectly employed by the Vendor or Subcontractor or for anyone whose acts the Vendor or Subcontractor may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the Agency or its employees.

**36. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to the award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**37. 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.

**38. 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 via email to the Agency representative specified by Agency.

**39. 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.

**40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet

the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. It is hereby expressly covenanted, agreed and understood by and between the parties hereto, that the Vendor will immediately make payment and refund to the Agency for any and all overpayments made by said Agency to the Vendor on any estimate or estimates, advances ,if applicable ,or partial payments made on this Contract. Agency is given the right and authority to withhold any and all funds in its possession, belonging to, owed by, or which may be owed by it to the Vendor on any agreement or from any other source for the recovery of any overpayment made in connection with this contract. It is further expressly agreed that the statute of limitations will not commence to run against the Agency for such overpayments until the same is discovered and made known to the Agency.

43. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities in the order listed below with the highest priority being subsection a:

- a. General Terms and Conditions; Instructions to Vendors Submitting Bids,
- b. Solicitation and any documents required by the Solicitation,
- c. Bid or Proposal,
- d. Award Document.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through the West Virginia Vendor Self Service Portal website, 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.

Central Supply Company of WV  
(Full Company Name)

Brady Lowther  
(Authorized Signature)

Brady Lowther Sales Manager  
(Print or Type Name and Title of Signatory)

304-592-5577  
(Phone Number)

304-592-7120  
(Fax Number)

bjlowther@centralsupplywv.com  
(Email address)

12/18/18  
(Date)

**Form pre-approved by DOH legal division on July 12, 2016.  
Attorney signature not required.**

**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.

Central Supply Company of WV  
Full Company Name  
Ray J. Ford  
Authorized Signature  
12/18/18  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
And Controlled Low-Strength Material

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Division of Highways is soliciting bids to establish an open-end contract for Ready Mixed Portland Cement Concrete and Controlled Low-Strength Material (CLSM).
  
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” or “Contract Items”** means the list of items identified in Section III, Subsection 2 below.
  - 2.2 **“Pricing Pages/E-Catalog Spreadsheet”** means the schedule of prices, estimated order quantity, totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the notice of an opportunity to supply the State with goods or services that is published by the West Virginia Division of Highways.
  - 2.4 **“WVDOH”** used throughout this Solicitation means the West Virginia Division of Highways.
  - 2.5 **“MCS&T”** used throughout this Solicitation means Materials Control, Soils and Testing Division of the West Virginia Division of Highways.
  - 2.6 **“Contractor” or “Vendor”** used throughout this Solicitation and in any cited sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications, are interchangeable.
  - 2.7 **“Standard Specs”** used throughout this Solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified by all subsequent annual Supplemental Specifications.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1. **Specifications:** The following sections of the Standard Specs, shall apply to the administration of this contract: sections 101, 102.4, 102.5, 105.1, 105.3, 105.4, 105.10, 105.11, 105.12, 105.13, 106.3, 106.4, 106.5, 106.6, 106.7, 106.9, 107.1, 107.2, 107.3, 107.14, 107.19, 107.20, 108.8, 108.9, 109.1, 109.2 and 109.20.

REQUEST FOR QUOTATION  
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**Materials and equipment shall conform to the requirements of Section 219 and 601.**

A hard copy of the current Standard Specs may be purchased at a cost of \$20.00 (\$15.00 for the 2017 book plus \$5.00 for the latest edition) using the Standard Specifications Order Form and sent to:

West Virginia Division of Highways  
Contract Administration  
Building 5, Room 722  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
(Phone) 304-558-2885

A free electronic copy of the Standard Specs may be obtained by sourcing:  
<http://www.transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

**3.2 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.2.1 Ready Mixed Portland Cement Concrete:** Must meet all requirements of Section 601 of the Standard Specs.

**3.2.2 Controlled Low-Strength Material (CLSM):** Must meet all requirements of Section 219 of the Standard Specs.

**3.2.3 Certified Plant:** Vendors must source a certified plant from the certified plant list with WVDOH, MCS&T. The most recent published list, dated 10/03/2018, is attached. This certified plant list establishes a list of certified plants that have met the acceptable level of quality and is not intended to reflect a preference or favor to any plant or Vendor. Any plant meeting the established level of quality may be added to the certified plant list in accordance with the approved procedures found in IM-18, copy attached. These procedures and an electronic may be obtained at:

West Virginia Division of Highways, MCS&T  
190 Dry Branch Drive  
Charleston, West Virginia 25306  
304-558-9846  
<http://www.transportation.wv.gov/highways/mcst/pages/materialprocedures.aspx>



REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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If a plant's certification expires during the life of this Contract, the plant will remain non-certified until the appropriate renewal certification information is provided to MCS&T according to IM-18.

The Vendor shall provide the source provider/plant name and the 911 address or the most recent physical street address, city and state, for the plant location on the Information Attachment Form. It shall not be assumed by the Vendor that the WVDOH or any other State of WV representative will provide the plant location information.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Form.

If the Vendor's source provider/plant name is NOT currently certified per IM-18, the Vendor should note this on the Information Attachment Sheet.

- 3.2.4 Material Testing:** The Vendor will conduct all tests required by the specifications to be performed at the certified plant. Any job site testing required by the Standard Specs will be performed by the WVDOH.
- 3.2.5 Temperature Control:** The Vendor is required to meet the temperature requirements as set forth in the Standard Specs.
- 3.2.6 Additional Haul:** The Additional Haul distances, more than five miles from the Vendor's plant, will be over suitable routes selected by the WVDOH District Engineer. The route shall be measured from the Vendor's plant to the job site. All such chosen routes shall have acceptable load limits for both roads and bridges.

The WVDOH District Engineer will calculate the in-state distance utilizing the WVDOH Straight-Line Diagrams. These Diagrams for WV Primary Route and WV Secondary Routes are available in each WVDOH's District Office and the WVDOH Central Office. The WVDOH will determine the route to be taken due to bridge and/or road restrictions.

Out-of-state delivery route mileage will be calculated by the WVDOH utilizing "Google Maps" or a similar source for routing from the Vendor's plant location to the WV State line at which time, the Straight-Line Diagrams will be sourced to the WVDOH job site.

- 3.2.7 Admixtures:** All concrete shall be air-entrained. The cost of air-entraining shall be included in the Unit Bid Price of the concrete on the

REQUEST FOR QUOTATION  
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Pricing Pages/E-Catalog Spreadsheet and no additional charge for air-entraining agent will be allowed under Admixture.

Requested products listed below have been pre-certified and pre-approved with MCS&T. If a Vendor is proposing an equal product, the name and any identification numbers shall be listed on the Information Attachment Form.

3.2.7.1 Calcium Chloride based accelerator brand requested is HE-122. If a Vendor is proposing an equal Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.2 Non-Calcium Chloride based accelerator brand requested is Darex Set. If a Vendor is proposing an equal Non-Calcium Chloride based accelerator, the name and any product identification numbers shall be listed on the Information Attachment Form.

3.2.7.3 Super Plasticizer brand requested is Eucon 37. If a Vendor is proposing an equal Super Plasticizer, the name and any product identification numbers shall be listed on the Information Attachment Form.

#### 4. CONTRACT AWARD:

- 4.1 **Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to all responsible Vendors that provide the Contract Items meeting the required specifications.

The Vendor providing pricing and information for a plant on the Pricing Pages/E-Catalog Spreadsheet that is NOT currently certified shall be issued a Contract; however, a Delivery Order will not be issued for Contract Items UNTIL such time that the plant becomes certified in accordance with IM-18.

#### 4.2 Pricing Pages/E-Catalog Spreadsheet and Information Attachment Form:

- 4.2.1 **Pricing Pages/E-Catalog Spreadsheet:** Vendor should complete the Pricing Pages/E-Catalog Spreadsheet by providing the following information, per each Contract Item bid. Vendor should not modify or add any information into the Column Headers. Vendor should not place formulas or any type of Excel calculations into the List Price column, only the actual bid price, per each Contract Item Bid.

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1) Column A – Vendor Customer Code should identify the Vendor's wvOASIS vendor/customer number. If the Vendor does not know this number, please leave this column blank, 2) Column C – Supplier Name should identify the Vendor's Plant name, 3) Column J – List Price shall identify the Vendor's unit price per Contract Item bid. Vendor may bid any or all Contract Items on the Pricing Pages/E-Catalog Spreadsheet. Bidding on any one Contract Item may not be conditioned on the acceptance of the bid on any other Contract Item or Items.

The unit price quoted for all classes of concrete and all types of CLSM shall include delivery within five miles of the Vendor's plant. Additional Haul has two bid options. Vendor may bid either or both options. If both options are bid by the Vendor, the WVDOT will select the most cost effective option when determining low bid for each project/job.

**4.2.2 Information Attachment Form:**

**4.2.1.1** The Vendor shall provide the Plant Location information, on the Information Attachment Form, that will be supplying the materials bid on the Pricing Page/E-Catalog Spreadsheet. The Vendor shall provide the 911 address or the most recent physical street address, city and state, for the Plant Location. If the Vendor fails to provide the Plant Location address on the Information Attachment Form as requested, the Vendor's bid will be disqualified for that bid submission.

If the Vendor's source provider/plant name is currently certified per IM-18, the Vendor should provide the Certified Plant Code Number on the Information Attachment Sheet.

**NOTE:**

- If a Vendor will be supplying materials from multiple Plant Locations, and ALL pricing is the same, ALL Plant Locations can be listed on one Information Attachment Form and one Pricing Page/E-Catalog Spreadsheet submission is acceptable.
- If a Vendor will be supplying materials from multiple Plant Locations, at varying prices, additional, separate Information Attachment Forms and Pricing Pages/E-Catalog Spreadsheets must be submitted. Multiple Plant Locations, with varying prices, shall be submitted on separate bid submissions.
- A bid submission SHALL include the Information Attachment Form AND the Pricing Pages/E-Catalog Spreadsheet. Any bid submitted without the Information Attachment Form WILL BE DISQUALIFIED.

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The Pricing Pages/E-Catalog Spreadsheet contains a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

Vendor should type or electronically enter the information into the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages/E-Catalog Spreadsheet and the Information Attachment Form for bid purposes by sending an email request to the following address: [angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov).

5. **DETERMING LOW BID PER PROJECT:** Using the Information Attachment Forms and the Pricing Pages/E-Catalog Spreadsheets, the WVDOH District Engineer will calculate the lowest overall total cost dependent on plant location and jobsite location for the material cost plus any additional haul cost and/or other billable Contract Items.

6. **ORDERING AND PAYMENT:**

- 6.1 **Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Once the low-bid vendor is chosen per project, per Section 5 of the contract specifications, that vendor will receive a Delivery Order from the WVDOH. Product shall not be delivered until a Delivery Order is received.

- 6.2 **Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract.

7. **DELIVERY AND RETURN:**

- 7.1 **Delivery Time:** Vendor shall deliver standard orders within the number of working

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days provided on the Delivery Order after orders are received. Vendor shall deliver emergency orders within an agreed upon delivery date between the WVDOH and the Vendor after orders are received. Vendor shall ship all orders in accordance with the agreed schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**8. ANTI-COLLUSION CLAUSE:**

**REQUEST FOR QUOTATION**  
**Ready Mixed Portland Cement Concrete**  
**And Controlled Low-Strength Material**

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- 8.1** Contractor affirms that in regard to this contract and the bidding process which underlies this contract, neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.1.1.** been a party to any collusion among potential or actual bidders or with any state or federal official or employee in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - 8.1.2** been a party to any collusion with any other potential or actual bidders, federal or state official or employee as to quantity, quality or price in the contract, or any other terms of the contract;
  - 8.1.3** been a party to any discussions between or among potential or actual bidders and any federal or state official or employees concerning exchange of money or other thing of value for special consideration in the letting or award of this of contract;
  - 8.1.4** exchanged money or other thing of value with other potential or actual bidders, federal or state officials or employees for special consideration in the letting or award of this contract;
  - 8.1.5** otherwise taken any action in restraint of free competitive bidding.
- 8.2** Contractor further affirms that that neither Contractor nor anyone on its behalf, including affiliate and subsidiary entities of Contractor, has:
- 8.2.1** made its bid in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and is not a sham;
  - 8.2.2** directly or indirectly colluded, conspired, connived, or agreed with any potential or actual bidder or anyone else to put in a sham bid;
  - 8.2.3** otherwise taken any action to put in a sham bid.

**9. VENDOR DEFAULT:**

- 9.1** The following shall be considered a vendor default under this Contract.
- 9.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

REQUEST FOR QUOTATION  
Ready Mixed Portland Cement Concrete  
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- 9.1.2 Failure to comply with other specifications and requirements contained herein.
- 9.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
  - 9.2.1 Immediate cancellation of the Contract.
  - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 9.2.3 Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Brady Lowther



**West Virginia Department of Transportation  
Division of Highways**

**Standard Specifications Order Form**

**Ordering Instructions:**

Copies of the *2017 Standard Specifications Roads and Bridges* and latest **Supplemental Specifications** may be purchased by completing this form, indicating the number of books desired, along with proper mailing and billing information.

Submit completed form by e-mail [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov), or mail to:

Contract Administration Division  
1900 Kanawha Boulevard East  
Building Five, Room 840  
Charleston, WV 25305

**Order Form:**

Delivery Method (check one):

Pick-up

Mail  (S&H fees apply – see below)

Payment Method (check one):

Invoice

Check  (payable to: WV Division of Highways)

Number of Copies	Title	Price Each	Total
	<b>2017 Standard Specifications Roads and Bridges</b>	\$15.00	
	<b>Supplemental Specifications, Latest Edition</b>	\$5.00	
Shipping and Handling (S&H) *			
* 1-9 Items = \$5.00    10+ Items = \$10.00			
Total Amount Due			

NOTICE: The *2017 Standard Specifications Roads and Bridges* and *Supplemental Specifications* are available free of charge on the [Specifications Webpage](#).

**Customer Information:**

Company Name: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

For Office Use Only (Do not write in the space below)				
Order Filled By: _____			Date: _____	
REC ORG	AUTH	ACT	OBJ	P/N
0064	COTH126	126	021	N



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION

INFORMATIONAL MEMORANDUM

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QUALITY ASSURANCE PROCEDURES

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- 1.0 PLANT AND EQUIPMENT INSPECTION STICKERS
- 1.1 Physical plants and equipment which prepare materials for or deliver materials to State project shall be regularly inspected and approved by an authorized representative of the Division when such inspections are necessary to insure conformance with Division specifications and directives.
- 1.2 The inspections and approval shall be witnessed, where applicable, by an inspection sticker supplies by the Materials Control, Soils and Testing Division. The inspection sticker will indicate the following:
1. Name of inspector
  2. Date of inspection and
  3. Date of expiration of approval
- 1.3 Inspections may be made at any time at the option of the Division and the status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on latest inspection sticker, shall be the last day on which the facility is considered to be approved by Division, and such facility must have an approved status at time of preparing materials for or delivering materials to State projects.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that a plant, or portion thereof, or a singular piece of equipment has been inspected and found to meet, substantially, all requirements of the specifications and is, therefore, approved to supply materials to State projects. Said inspection sticker shall therefore be affixed to the equipment or displayed in other manners so that the purpose as above stated will be fulfilled.

1.5 Each District will be supplied with inspection stickers numbered consecutively. The first digit of the sticker numbers issued to a District will correspond to the number of that District. The stickers shall be applied, insofar as practicable, in numerical order, and records shall be maintained by each District which will indicate the following:

1. Plant or portion thereof, or singular piece of equipment inspected.
2. Date of inspection.
3. Expiration date of inspection sticker.
4. Number of inspection sticker.

1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed six (6) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner.

1.7 Additional information regarding inspections and a sample of an inspection sticker is contained on FLOW DIAGRAM NO. 1, copy attached.

## 2.0 QUALITY ASSURANCE IN PORTLAND CEMENT CONCRETE

### 2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for portland cement concrete, said program being directed primarily to maintaining a predetermined and acceptable level of assurance that portland cement concretes do conform to their governing specification.

## 2.2 DEFINITION OF TERMS

### 2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials do conform to governing specifications. Part of any Quality Assurance Program, of course, is an awareness and knowledge of the producer's Quality Control Program and the level of Quality Control which he maintains.

### 2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by a concrete producer for the purpose of measuring the various properties of concrete and its component materials which are governed by the specification and controlling these properties within the limits of the specification. Quality Control of portland cement concrete is discussed in detail in CD-318.

## 2.3 GENERAL DISCUSSION

During the past several years, the Division and the Contractor-Supplier industry have jointly participated in a program whose primary objective is to improve the quality of concrete in highway construction. When this program is fully implemented and effective, then the Division will run a smaller risk of having non-conforming materials incorporated into the work, and the Contractor-Supplier industry will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the program just mentioned:

- 2.3.1 Portland cement concrete technicians have now been certified and are available in the Contractor-Supplier industry to implement a program of Quality Control (See definition of PORTLAND CONCRETE TECHNICIAN in Subsection 3.2 of CD-318).
- 2.3.2 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to do Quality Control of portland cement concrete and to have in his service a Certified Portland Cement Concrete Technician is specified in Subarticles 501.3.2.2 and 601.3.2.2 of the Standard Specifications (1968) entitled QUALITY CONTROL TESTING (See CD-318 for interpretation).
- 2.3.3 The requirement for a Contractor (or his authorized representative, a subcontractor or a commercial supplier) to have a field laboratory which is equipped and maintained in specified manner so as to aid in the conduct of a Quality Control Program is specified in Subarticles 501.3.3.1 and 601.3.3.1 of the Standard Specification (1968).
- 2.3.4 Concrete batch plants and hauling equipment are regularly inspected by the Division and approval of same as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this memorandum for details).
- 2.3.5 The requirement to do concrete design, using the particular sources of materials which are to be used in the work, is specified in articles 501.3.1 and 601.3.1 of the Standard Specifications (1968). This requirement will allow commercial concrete suppliers to have laboratory design work done just once a year for the various classes of concrete to be supplied, but this procedure guards against the possibility of source materials changing appreciable from one construction season to the next and affecting the quality of subsequent concrete work.

The foregoing is a significant measure of the Contractor-Supplier (producer) potential to do Quality Control of portland cement concrete. It is expected that this potential will not be utilized with the same effectiveness by all producers.

Although all producers will probably maintain an acceptable level of Quality Control, it is reasonable to assume that a number of producers will maintain a level of Quality Control well above the minimum accepted level.

It is generally agreed that an acceptable level of Quality Assurance may be maintained with less acceptance testing and inspection when the level of Quality Control is increased. This knowledge was not acted on in the past because the elements which are essential to Quality Control were not generally available then. Additionally, a minimum acceptable level of Quality Control could not have been practically established in the past because the producer industry, generally, was not equipped to maintain a positive and sustained level of Quality Control.

The capability to perform a positive and sustained level of Quality Control in practically all producer plants today is now well established (See CD-318 for interpretation). Also, the Division has the means for measuring the level of Quality Control maintained by each producing plant. Accordingly, it would be desirable to pursue a Quality Assurance Program which takes into account the level of Quality Control in a producer's plant so that an acceptable level of Quality Assurance could be maintained with a minimum cost (man-hours and dollars) to the Department. As previously stated the purpose of this procedure is to establish guidelines which will aid Department personnel in implementing in a prescribed and uniform manner such a Quality Assurance Program.

#### 2.4 DIRECTIVE

Concrete plants will be inspected in accordance with Section 1 of this memorandum and the condition of conformance will be determined. Those plants which are found to conform to the specifications will be identified as Class A plants and those which do not conform will be identified as Class B plants. The level of Quality Control at each concrete plant will also be evaluated.

Those plants which have a high level of Quality Control will be considered to have a Level 1 Quality Control, and those plants which have a lower level of Quality Control will be considered to have a Level 2. All concrete plants will then be rated with one of the following classification numbers A1, A2 or B.

**2.4.1 LEVEL 1 QUALITY CONTROL**

All plants producing concrete which reasonably conforms to the specification requirements, and which satisfies the following additional requirements will be considered to have LEVEL 1 Quality Control:

- 2.4.1.1 The compressive strength of the concrete produced by the plant shall have a coefficient of variation of 0.15 or less and the average, compressive strength shall be equal to or greater than the specified requirement plus 2 1/2 standard deviations.
- 2.4.1.2 The air content of the concrete produced by the plant shall have a coefficient of variation of 0.18 or less, and the average air content shall not differ from the specified optimum value by more than one standard deviation.
- 2.4.1.3 The consistency of the concrete produced by the plant shall have a coefficient of variation of 0.20 or less, and the average consistency shall not differ from the specified optimum value by more than two standard deviations.
- 2.4.1.4 The plant shall maintain an adequate Quality Control Program for aggregate gradation.

**2.4.2 LEVEL 2 QUALITY CONTROL**

All plants which fail to meet one or more of the requirements specified in 2.4.1 will be considered to have LEVEL 2 Quality Control.

**2.4.3 PHYSICAL PLANT-EVALUATION**

District personnel will inspect and evaluate concrete plants in conformance with Section 1 of this memorandum. A copy of the inspection data, which is specified in Subsection 1.5, will be transmitted to the Materials Division immediately after the inspection is completed.

**2.4.4 LEVEL OF QUALITY CONTROL - EVALUATION**

The evaluation of the level of Quality Control maintained by concrete plants will be performed and maintained current by the Materials Division. The initial evaluation of the level of Quality Control will be based on an analysis of historical data. There after, tests for strength, entrained air, and consistency will be made by District personnel on random samples taken from plant production, and these test data will be used by the Materials Division to update the statistical parameters and maintain a current and valid evaluation of each plant's Quality Control level. The Materials Division will publish a list of concrete plants with their rating numbers, said publication to be updated monthly.

**2.4.5 CLASS AI PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete from Class AI concrete plant shall be sampled and tested by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class AI concrete plants shall be performed by District personnel on a random basis with the frequency specified in Subsection 700.03 of the Construction Manual.

A concrete delivery ticket (Form HL-411) shall be initiated and signed at the plant and accompany each delivery to the project.

**2.4.6 CLASS A2 PLANTS - TEST AND INSPECTION REQUIREMENTS**

Concrete for major items from Class concrete plants shall be sampled and tested by District personnel on a project- by-project basis with the frequency specified in Subsection 700.03 of the Construction Manual.

Plant inspection at Class A2 concrete plants shall be performed by District personnel on a continual basis during the time that concrete for major items is being produced for State projects. Concrete for miscellaneous items (See 2.4.8) shall be sampled and tested with the same frequency required in 2.4.5, Class A1 plants.

**2.4.7 CLASS B PLANTS**

Concretes purchased by a Contractor for use on State projects shall be supplied from Class A1 or A2 plants. Concretes purchased through competitive bidding with Purchase order contracts shall be supplied from Class A1 or A2 plants. (Class B plants are not considered to be eligible to compete with Class A plants in the furnishing of concrete to State projects).

In the event it is not practical to obtain small quantities of concrete for miscellaneous items (See 2.4.8) from a Class A1 or A2 plant and a survey reveals that a Class B plant is conveniently situated with respect to the construction site, then a direct purchase of concrete by the Division from the Class B plant may be accomplished in conformance with standard procedures of the Purchasing Division of the Department of Finance and Administration. The direct purchase of concrete from Class B plants shall also be made to conform to the requirements set out in Subsection 2.5 entitled Quality Assurance OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS. Plant inspection at Class B plants and the sampling, testing and documentation of concretes from Class B plants shall also conform to the requirements set out in Subsection 2.5.



**2.4.8 SMALL QUANTITIES FOR MISCELLANEOUS ITEMS**

Miscellaneous concrete shall be defined as relatively small quantities incorporated into items that will not adversely affect the traffic carrying capacity of a completed facility. Such items would not include any concrete intended for major structures permanent mainline or ramp pavements, or other structurally critical items.

The following items are suggested as a guideline in establishing miscellaneous concrete:

- 2.4.8.1 Sidewalks - not to exceed approximately 50 square meters per day.
- 2.4.8.2 Curb and gutter - Not to exceed approximately 150 lineal meters per day.
- 2.4.8.3 Concrete base course and concrete base course widening - Not to exceed approximately 50 square meters per day.
- 2.4.8.4 Paving, patching and temporary pavements.
- 2.4.8.5 Building floors and foundations.
- 2.4.8.6 Slope paving and headers.
- 2.4.8.7 Paved ditch.
- 2.4.8.8 Guardrail anchorages.
- 2.4.8.9 Metal pile shells.
- 2.4.8.10 Small culvert headwalls.
- 2.4.8.11 Fence posts.
- 2.4.8.12 Catch basins, manhole bases and inlets.
- 2.4.8.13 Sign, signal and light bases.

FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

2.5 QUALITY ASSURANCE OF DIRECT PURCHASE CONCRETES FROM CLASS B PLANTS

2.5.1 PURPOSE

The purpose of this instruction is to provide guidance in specifying direct purchase concretes and for inspection and testing direct purchase concretes from Class B plants so that a predetermined and acceptable level of Quality Assurance may be maintained by Division personnel. This instruction is set apart from the main directive in Subsection 2.4 because it is the intent to have concretes from Class B plants used in highway work only when it is not practical or economical to obtain concretes from Class A1 or A2 plants.

2.5.2 DEFINITION OF TERMS

2.5.2.1 Direct Purchase - Direct purchase is a formal procedure used by the Purchasing Division of Department of Finance and Administration to purchase supplies and equipment for government agencies (including the Division of Highways) when it is not practical or economical to use the procedure of competitive bidding. Direct purchase requisitions will always specify the name of the proposed supplier as well as product name, quantity, specifications, etc.

2.5.3 GENERAL DISCUSSION

When highway work requiring portland cement concrete is let to contract, the contract will normally allow for the Contractor to produce or procure the concrete in which event the concrete shall be supplied by a Class A1 or A2 plant. If the Division should determine prior to letting work to contract that it would be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the Division may stipulate in the contract documents that the concrete will be supplied to the Contractor by the Division FOB site of work. In this event the purchase of concrete from a Class B plant shall conform to the requirements specified in Article 2.5.4.

When highway work requiring portland cement concrete is being done by Division forces and it is found to be impractical or uneconomical to obtain concrete from a Class A1 or A2 plant but that it would be practical to obtain it from a Class B plant, then the purchase of concrete from a Class B plant shall be made to conform to the requirements of article 2.5.4.

#### 2.5.4 INSTRUCTION

The purchase of portland cement concrete from a Class B plant will be permitted only after a field condition survey has been conducted and properly documented which indicates that it would be impractical and uneconomical to obtain concrete from a Class A1 or A2 plant, and that a Class B plant does exist from which a direct purchase of concrete could practically and economically be made.

Procedures for making direct purchases of concrete shall be as prescribed by the Department of Finance and Administration. The method of specifying direct purchase concrete shall be as follows:

- (1) Specify the class of concrete.
- (2) Specify that the concrete mix design will be furnished by the Division.
- (3) Specify that a Division inspector will be at the plant during the full time that concrete is being batched to direct the batching operation, and that batching shall not commence until the inspector is present.
- (4) Specify that the inspector shall execute FORM OC-411 which will accompany each load of concrete to the site of the work.

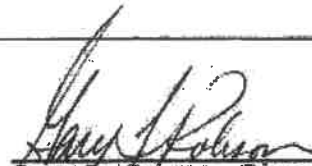
In addition to the Quality Assurance activity performed at the plant, the Division will sample and test as deemed necessary all direct purchase order LOTS of concrete used in highway maintenance work.

IM-18  
1ST REVISION: JUNE 1971  
2ND REVISION: APRIL 1972  
REISSUED: JANUARY 1995  
PAGE 12 OF 12

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FLOW DIAGRAM NO. 2 is made a part of this memorandum and gives detailed information on the organization and operation of the Quality Assurance procedures.

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Gary L. Robson, Director  
Materials Control, Soils  
and Testing Division

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GLR:w

Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Liberty Mutual Insurance Co. National Insurance East  
2000 Westwood Dr.  
Wausau, WI 54401

CONTACT NAME: Valerie Reace  
PHONE (A/C No. Ext): 513-867-3822 FAX (A/C No.):  
E-MAIL: CMecertProduction@libertymutual.com  
ADDRESS:

www.LibertyMutual.com

INSURED  
Central Supply Company of WV  
4923 Benedum Drive  
Bridgeport, WV 26330

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 43788474

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		TB2-C81-004095-118  XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPOR. AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RENTED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		AS2-C81-004095-128  AS2-C81-054502-528 Physical Damage only; Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTIONS:					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WA7-C8D-004095-028 All except OH, ND, WA, WV  WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Excess Workers Compensation & Employers Liability		EW1-88N-025034-018 NY	9/1/2018	9/1/2019	NY WC Statutory Employers Liability \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES. (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

State of West Virginia  
1900 Kanawha Blvd E  
Bldg 5  
Charleston, WV 25305

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reace

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ACORD 25 (2016/03)

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# West Virginia Department of Transportation

## Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
	CSC1.16.601	06/25/2018	12/25/2018	Central Supply F-16 @ Parsons	A-1	650.00
01	CSC2.01.601	09/12/2018	3/12/2019	Claxton Smith Concrete F-1 @ Poca, WV	A-1	650.00
01	CSC2.03.601	09/11/2018	3/11/2019	Claxton Smith Concrete F-3 @ Charleston, WV	A-1	430.31
01	ERM1.02.601	08/13/2018	12/13/2018	Hanson Ready Mix F-2 @ Gallipolis, OH	A-1	650.00
01	ERM1.05.601	09/05/2018	3/5/2019	Hanson Ready Mix F-5 @ Winfield, WV	A-1	568.28
01	ERM1.07.601	09/07/2018	3/7/2019	Hanson Ready Mix F-7 @ Charleston, WV	A-1	655.79
01	ERM1.09.601	09/05/2018	3/5/2019	Hanson Ready Mix F-9 @ Winfield, WV (Transit)	A-1	650.00
01	MRM2.01.601	11/29/2017	5/29/2018	Logan Concrete, Inc. - Madison Plant @ Madison	B	553.44
01	MRM3.01.601	09/27/2018	3/27/2019	Mozack Ready Mix, Winfield WV	A-1	741.81
01	RRM1.01.601	09/24/2018	3/24/2019	Rumble Ready Mix F-1 @ Winfield, WV	A-2	758.03
01	RRM1.02.601	10/05/2017	4/5/2018	Rumble Ready Mix F-2 @ Belle, WV	B	717.48
01	VBC1.03.601	07/18/2018	1/18/2019	Cardinal Concrete @ Robertsburg	A-1	650.00
02	CSC2.02.601	04/19/2017	10/19/2017	Claxton Smith Concrete F-2 @ Culloden, WV	B	650.00
02	ERM1.08.601	05/08/2017	11/8/2017	Hanson Ready Mix F-8 @ Huntington, WV	B	650.00
02	LCC1.01.601	09/28/2018	9/28/2018	Logan Concrete F-1 @ Logan, WV	B	606.99
02	TWG1.01.601	09/26/2018	9/26/2018	The Wells Group F-1 @ South Williamson, KY	B	650.00
02	TWG1.02.601	09/26/2018	9/26/2018	The Wells Group F-2 @ Lovely, KY	B	650.00
02	TWG1.03.601	07/19/2018	1/19/2019	The Wells Group F-3 @ Wayne, WV	A-1	650.00
02	TWG1.04.601	10/05/2016	5/5/2017	The Wells Group F-4 @ Cannonsburg, KY	B	650.00
02	TWG1.05.601	09/27/2018	9/27/2018	The Wells Group F-5 @ Louisa, KY	B	650.00
02	WRM1.01.601	06/07/2017	12/7/2017	Wrightway Ready Mix @ Holden, WV	B	650.00
03	CCC1.01.601	04/03/2018	10/3/2018	Cardinal Concrete F-1 @ Ravenswood, WV	B	431.57
03	CCC1.02.601	04/16/2018	10/16/2018	Cardinal Concrete F-2 @ Parkersburg, WV	A-2	780.41
03	CSC1.15.601	03/12/2018	9/12/2018	Central Supply F-15 @ Pennsboro, WV	B	650.00
03	ERM1.06.601	07/24/2018	1/24/2019	Hanson Ready Mix F-6 @ Parkersburg, WV	A-1	631.37
03	SCC1.01.601	09/13/2018	9/13/2018	Smith Concrete F-1 @ Porterfield, OH	B	735.63
03	SCC1.02.601	08/20/2018	8/20/2018	Smith Concrete F-2 @ Reno, OH	B	650.00
04	CCC1.03.601	09/10/2018	3/10/2019	Cardinal Concrete F-3 @ Bridgeport, WV	A-1	649.34
04	CSC1.01.601	09/07/2018	3/7/2019	Central Supply F-1 @ Saltwell, WV	A-1	691.45
04	CSC1.02.601	09/07/2018	9/7/2018	Central Supply F-2 @ Westover, WV	B	754.51
05	DCX1.01.601	04/03/2018	10/3/2018	Dan Lee Co. F-1 @ Inwood, WV (Transit)	B	650.00
05	FCC1.01.601	09/19/2018	3/19/2019	Fairfax Concrete F-1 @ Scherr, WV	A-1	678.31

# Portland Cement Concrete Plant Evaluation

Effective Date: 10/3/2018

District	P/S Code	Last Inspection Date	Sticker Expires	Concrete Plant Name	Rating	Standard Deviation
05	FCC1.05.601	09/04/2018	3/4/2019	Allegany Concrete F-5 W Short Gap WV (Transit)	A-1	650.00
05	TBH1.01.601	09/13/2018	3/13/2019	Thomas, Bennet & Hunter, Inc @ Martinsburg, WV	A-1	786.52
06	DCC1.01.601	08/09/2018	2/9/2019	D.W. Dickey Concrete @ Steubenville, OH	A-1	650.00
06	ERM1.03.601	05/15/2018	11/15/2018	Hanson Ready Mix F-3 @ New Martinsville, WV	A-1	641.05
06	ERM1.04.601	05/16/2018	11/16/2018	Hanson Ready Mix F-4 @ McMechen WV	A-1	570.16
06	GTC1.03.601	05/10/2018	11/10/2017	Golden Triangle F-3 @ Chester, WV	B	454.63
06	TSC1.01.601	04/05/2018	10/5/2018	Tri-Son Concrete Inc F-1 @ Bellaire, OH	A-2	937.39
06	TSC1.02.601	04/05/2018	10/5/2018	Tri-Son Concrete, Inc F-2 @ Morristown, OH	A-1	650.00
06	WIC1.01.601	05/30/2018	9/30/2018	Weirton Ice & Coal @ Weirton, WV	B	894.69
07	ACX1.01.601	09/12/2018	3/12/2019	Central Supply F-8 @ Buckhannon	A-1	520.44
07	CSC1.04.601	09/18/2018	3/18/2019	Central Supply F-4 @ Gassaway, WV	A-1	536.92
07	CSC1.05.601	09/18/2018	3/18/2019	Central Supply F-5 @ Glenville, WV	A-1	594.32
08	CSC1.03.601	03/15/2018	9/14/2018	Central Supply F-3 @ Elkins, WV	B	679.95
08	FCC1.02.601	03/27/2018	9/27/2018	Fairfax Concrete F-2 @ Oakland, MD	B	650.00
08	FCC1.04.601	03/27/2018	9/27/2018	Fairfax Concrete F-4 @ Thomas WV	B	650.00
09	BMC1.01.601	05/29/2018	11/29/2018	Central Supply F-9 @ Summersville, WV	A-1	650.00
09	BMC1.05.601	12/04/2017	6/4/2018	Central Supply F-13 @ Alta, WV	B	909.45
09	GRM1.01.601	05/29/2018	11/29/2018	Greenbrier Ready Mix, Caldwell WV	A-1	650.00
09	SSC1.01.601	05/13/2018	9/13/2018	Superior Supply @ Caldwell, WV	B	650.00
10	BMC1.02.601	05/14/2018	11/14/2018	Central Supply F-10 @ Wolfpen, WV	A-1	650.00
10	BMC1.03.601	05/15/2018	11/15/2018	Central Supply F-11 @ Princeton, WV	A-2	620.47
10	BMC1.04.601	05/15/2018	11/15/2018	Central Supply F-12 @ Bluefield, WV	A-1	650.00
10	BMC1.06.601	05/10/2018	11/10/2018	Central Supply F-14 @ Beckley, WV	A-2	850.96
10	DHC1.02.601	05/08/2018	5/8/2018	David Hill Conc. Inc F-2 @ Mabscott, WV	B	650.00
10	JRM1.01.601	09/01/2018	3/1/2019	Jowar Ready Mix @ Iaeger, WV	A-1	650.00