



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 09-15-2022

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES, INVOICES,
AND SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CMA 0803 0077 DOT2300000014 1	Procurement Folder:	1072995
Document Name:	Contract for HVAC PM/CM	Reason for Modification:	
Document Description:	Contract for HVAC Preventive/Corrective Maint		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000202408 CASTO TECHNICAL SERVICES INC 540 LEON SULLIVAN WAY CHARLESTON WV 25322 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Stefanie L Elliott Requestor Phone: (304) 558-9673 Requestor Email: stefanie.l.elliott@wv.gov 22 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV 25306 US	DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV 25306 US

Purchasing Division's File Copy

Total Order Amount: Open End

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: *Tina H. 9/19/2022*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *John S. 9/22/2022*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Beverly Tolen 9-22-2022*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

The Vendor, Casto Technical Services Inc., agrees to enter with the West Virginia Department of Transportation (WVDOT), West Virginia Division of Highways (WVDOH), into an open-end contract to provide HVAC Preventive / Corrective Maintenance per the Specifications, Terms and Conditions, Bid Requirements, Addendum_1 dated /2018 and the Vendor's bid dated /2018, incorporated herein by reference and made apart hereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	40100000				0.000000
	Service From	Service To			

Commodity Line Description: Heating and ventilation and air circulation

Extended Description:

Heating and ventilation and air circulation

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

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

2.9. "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: The Initial Contract Term will be for a period of one (1) year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

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

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

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

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

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

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/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

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

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

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

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to 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. 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, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☒ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid 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 100% of the contract. The performance bond must be received by the Purchasing Division 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 Purchasing Division 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. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

☐ **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 Purchasing Division prior to Contract award.

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

☒ WV Contractor's License

☒ HVAC Technician Certification

☐

☐

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

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

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

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

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

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

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

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☒ **State of West Virginia must be listed as additional insured on Insurance Certificate. Certificate holder should read as follows:**

☒ **State of WV**
1900 Kanawha Blvd. E., Bldg.5
Charleston, WV 25305

☐

☐

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: 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. [Reserved]

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

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

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

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

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

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

16. 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.

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

18. 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. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director 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 Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. 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.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. 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.

24. 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, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. 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.

26. 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 or Purchasing Division 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.

27. 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, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. 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.

29. 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.

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

31. 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.

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

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

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

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

34. 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.

35. 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.

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

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. 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.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division 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 Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, 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.

41. 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.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. 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
 2. 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.

42. 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

Revised 07/01/2022

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.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES – This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

1. CONTRACTOR'S LICENSE: Until June 15, 2021, West Virginia Code § 21-11-2, and after that date, § 30-42-2, requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Contractor Licensing Board.

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a contract award document.

2. DRUG-FREE WORKPLACE AFFIDAVIT: W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit an affidavit that the Vendor has a written plan for a drug-free workplace policy. If the affidavit is not submitted with the bid submission, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the affidavit within one business day of the request. Failure to submit the affidavit within one business day of receiving the request shall result in disqualification of the bid. To comply with this law, Vendor should complete the enclosed drug-free workplace affidavit and submit the same with its bid. Failure to submit the signed and notarized drugfree workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, within one business day of being requested to do so shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

2.1. DRUG-FREE WORKPLACE POLICY: Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

3. DRUG FREE WORKPLACE REPORT: Pursuant to W. Va. Code § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. For contracts over \$25,000, the public authority shall be the West Virginia Purchasing Division. For contracts of \$25,000 or less, the public authority shall be the agency issuing the contract. The report shall include:

(1) Information to show that the education and training service to the requirements of West Virginia Code § 21-1D-5 was provided;

(2) The name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;

(3) The average number of employees in connection with the construction on the public improvement;

(4) Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor should utilize the attached Certified Drug Free Workplace Report Coversheet when submitting the report required hereunder. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

4. AIA DOCUMENTS: All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.

4A. PROHIBITION AGAINST GENERAL CONDITIONS: Notwithstanding anything contained in the AIA Documents or the Supplementary Conditions, the State of West Virginia will not pay for general conditions, or winter conditions, or any other condition representing a delay in the contracts. The Vendor is expected to mitigate delay costs to the greatest extent possible and any costs associated with Delays must be specifically and concretely identified. The state will not consider an average daily rate multiplied by the number of days extended to be an acceptable charge.

5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS: In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

6. LOCAL LABOR MARKET HIRING REQUIREMENT: Pursuant to West Virginia Code §21-1C-1 et seq., Employers shall hire at least seventy-five percent of employees for public improvement construction projects from the local labor market, to be rounded off, with at least two employees from outside the local labor market permissible for each employer per project.

Any employer unable to employ the minimum number of employees from the local labor market shall inform the nearest office of Workforce West Virginia of the number of qualified employees needed and provide a job description of the positions to be filled.

If, within three business days following the placing of a job order, Workforce West Virginia is unable to refer any qualified job applicants to the employer or refers less qualified job applicants than the number requested, then Workforce West Virginia shall issue a waiver to the employer

stating the unavailability of applicant and shall permit the employer to fill any positions covered by the waiver from outside the local labor market. The waiver shall be in writing and shall be issued within the prescribed three days. A waiver certificate shall be sent to both the employer for its permanent project records and to the public authority.

Any employer who violates this requirement is subject to a civil penalty of \$250 per each employee less than the required threshold of seventy-five percent per day of violation after receipt of a notice of violation.

Any employer that continues to violate any provision of this article more than fourteen calendar days after receipt of a notice of violation is subject to a civil penalty of \$500 per each employee less than the required threshold of seventy-five percent per day of violation.

The following terms used in this section have the meaning shown below.

(1) The term "construction project" means any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract in an amount equal to or greater than \$500,000. The term "construction project" does not include temporary or emergency repairs;

(2) The term "employee" means any person hired or permitted to perform hourly work for wages by a person, firm or corporation in the construction industry; The term "employee" does not include:(i) Bona fide employees of a public authority or individuals engaged in making temporary or emergency repairs;(ii) Bona fide independent contractors; or(iii) Salaried supervisory personnel necessary to assure efficient execution of the employee's work;

(3) The term "employer" means any person, firm or corporation employing one or more employees on any public improvement and includes all contractors and subcontractors;

(4) The term "local labor market" means every county in West Virginia and any county outside of West Virginia if any portion of that county is within fifty miles of the border of West Virginia;

(5) The term "public improvement" includes the construction of all buildings, roads, highways, bridges, streets, alleys, sewers, ditches, sewage disposal plants, waterworks, airports and all other structures that may be let to contract by a public authority, excluding improvements funded, in whole or in part, by federal funds.

7. DAVIS-BACON AND RELATED ACT WAGE RATES:

☐ The work performed under this contract is federally funded in whole, or in part. Pursuant to _____, Vendors are required to pay applicable Davis-Bacon wage rates.

☐ The work performed under this contract is not subject to Davis-Bacon wage rates.

8. SUBCONTRACTOR LIST SUBMISSION: In accordance with W. Va. Code § 5-22-1, the apparent low bidder on a contract valued at more than \$250,000.00 for the construction, alteration, decoration, painting or improvement of a new or existing building or structure shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. (This section does not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.) The subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review.

If the apparent low bidder fails to submit the subcontractor list, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the subcontractor list within one business day of the request. Failure to submit the subcontractor list within one business day of receiving the request shall result in disqualification of the bid.

If no subcontractors who will perform more than \$25,000.00 of work are to be used to complete the project, the apparent low bidder must make this clear on the subcontractor list, in the bid itself, or in response to the Purchasing Division's request for the subcontractor list.

a. Required Information. The subcontractor list must contain the following information:

i. Bidder's name

ii. Name of each subcontractor performing more than \$25,000 of work on the project.

iii. The license number of each subcontractor, as required by W. Va. Code § 21-11-1 et. seq.

iv. If applicable, a notation that no subcontractor will be used to perform more than \$25,000.00 of work. (This item iv. is not required if the vendor makes this clear in the bid itself or in documentation following the request for the subcontractor list.)

b. Subcontractor List Submission Form: The subcontractor list may be submitted in any form, including the attached form, as long as the required information noted above is included. If any information is missing from the bidder's subcontractor list submission, it may be obtained from other documents such as bids, emails, letters, etc. that accompany the subcontractor list submission.

c. Substitution of Subcontractor. Written approval must be obtained from the State Spending Unit before any subcontractor substitution is permitted. Substitutions are not permitted unless:

i. The subcontractor listed in the original bid has filed for bankruptcy;

ii. The subcontractor in the original bid has been debarred or suspended; or

iii. The contractor certifies in writing that the subcontractor listed in the original bid fails, is unable, or refuses to perform his subcontract.

Subcontractor List Submission (Construction Contracts Only)

Bidder's Name: Casto Technical Services, Inc.

☒ Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

[illegible]

Attach additional pages if necessary

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

(Name, Title) April Dunlap Sales Support

(Printed Name and Title) April Dunlap, Sales Support

(Address) 540 Leon Sullivan Way; Charleston, WV 25301

(Phone Number) / (Fax Number) 304-346-0549/304-346-8920

(email address) adunlap@castotech.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Casto Technical Services, Inc.

(Company)

April Dunlap Sales Support

(Authorized Signature) (Representative Name, Title)

April Dunlap, Sales Support

(Printed Name and Title of Authorized Representative) (Date)

304-346-0549/304-346-8920

(Phone Number) (Fax Number)

adunlap@castotech.com

(Email Address)

REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways, Materials Control, Soil and Testing to establish an open-end contract for HVAC maintenance. In accordance with W.Va. Code § 5-22-1(a)(5), total payments under this contract will not exceed \$500,000. This includes all payments under the initial contract term, any renewal terms, all delivery orders, and any change orders. These the services will take place at 190 Dry Branch Drive, Charleston, WV 25306. This location consists of a main building structure and two garage structures.
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 **“HVAC Maintenance”** means Preventative Maintenance and Corrective Maintenance services provided Vendor under this contract and shall not include any addition of new HVAC equipment to increase the size or coverage area of the existing HVAC system.
 - 2.2 **“Preventative Maintenance”** means activities that have been specifically identified on Exhibit A. Preventative maintenance is intended to include regularly scheduled activities that are known and anticipated in advance rather than one-time repairs.
 - 2.3 **“Corrective Maintenance”** includes all work not identified as Preventative Maintenance on Exhibit A. Corrective Maintenance is intended to cover work performed on an as-needed basis to identify and correct a malfunction or failure in an HVAC system and testing to ensure that equipment is in proper working order after repair.
 - 2.4 **“Pricing Page”** means the schedule of prices, estimated quantity, and totals attached hereto as Exhibit C.
 - 2.5 **“RFQ”** means the official RFQ published by the Purchasing Division and identified as 7722025.
3. **PERFORMANCE REQUIREMENTS:** Vendor shall provide Agency with HVAC maintenance on an open-end and continuing basis as outlined in this Contract.
 - 3.1 **HVAC Maintenance (Preventative and Corrective)**

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

- 3.1.1** Vendor shall provide HVAC Maintenance in accordance with manufacturer's recommendations and specifications, as well as industry best practices, at all facilities listed on Exhibit B attached hereto and incorporated herein by reference.
- 3.1.2** Vendor shall furnish and install parts as necessary to keep the HVAC systems at each facility listed on Exhibit B in proper working order.
- 3.1.3** Vendor shall furnish all equipment, tools, and parts necessary for the performance of the HVAC Maintenance. Equipment and tools will be provided at no cost to the agency.
- 3.1.4** Vendor shall provide expendable materials used in the scope of performing under this Contract at no cost to the Agency. Such items may include, but are not limited to, grease, cleaning supplies, rags, etc.
- 3.1.5** Vendor shall be responsible for placement of ceiling tiles should they become soiled or damaged by Vendor at no cost to the Agency. Agency will make final determination whether to clean or replace tiles on a case-by-case basis.
- 3.1.6** Vendor may only remove equipment from service for a period of 24 hours or more with written permission from the agency. Any request to remove equipment for 24 hours or more must include a description of the work required and an estimate of the time the equipment will be out of service.
- 3.1.7** Vendor shall maintain a continuous 24-hour emergency telephone service where they can be reached every day of the week, including Sundays and holidays.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

3.1.8 Vendor shall not perform any HVAC Maintenance under this contract without prior approval from Agency.

3.1.9 Vendor shall furnish a warranty of 12 months for all labor performed under this contract.

3.2 Preventative Maintenance:

3.2.1 Vendor shall perform Preventative Maintenance monthly in accordance with a schedule mutually agreed upon by the Vendor and Agency.

3.2.2 Vendor will be compensated for Preventative Maintenance activities through a monthly fee. Vendor must provide parts necessary to perform Preventative Maintenance at no additional cost to Agency. Any cost for such parts must be included in the monthly Preventative Maintenance fee.

3.2.3 Vendor shall submit a proposed schedule of all Preventative Maintenance within 5 days of Vendor being awarded this contract for approval by Agency, at Agency's discretion.

3.3 Corrective Maintenance:

3.3.1 Vendor shall perform Corrective Maintenance as needed to Restore the HVAC Systems to working order. Vendor shall bill for Corrective Maintenance on an hourly basis. Parts for Corrective Maintenance may be billed using the multiplier bid as described below.

3.3.2 Vendor shall respond to Corrective Maintenance calls from Agency by phone or in person within two hours and must arrive on site to begin performance as soon as possible, but no later than two hours after Vendor is notified of the request. Vendor may only deviate from the required two-hour response time with written permission from the agency.

REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025

3.3.3 Corrective Maintenance must be performed between the hours of 7:30 A.M. and 4:00 P.M., Monday through Friday, excluding Holidays, unless the Agency approves work at another time.

3.3.3.1 Agency may request Corrective Maintenance on an emergency basis by notifying the Vendor of the emergency. Vendor must respond to all emergency requesting within 30 minutes of being notified of the emergency request and arrive on site to begin performance no later than two hours after being notified of the emergency. Emergency requests can be authorized by any member of the MCS&T staff.

3.3.4 Parts:

3.3.4.1 Vendor is responsible for procuring all necessary parts needed to perform HVAC Maintenance under this Contract within the required time frames established herein. Vendor must, however, obtain advanced approval from Agency prior to purchasing any part in excess of \$25,000.00 limit. Freight charges for parts are not permitted. See section 10.2.2 for more detail on freight charges.

3.3.4.2 Vendor shall maintain a supply of inventory of routinely used replacement parts for the HVAC equipment utilized by the original manufacturer's parts. All parts used for replacement for normal wear or failed parts shall be new and obtained from authorized parts suppliers of the appropriate equipment manufacturer.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

3.3.4.3 Parts Warranty: The Contractor shall provide a copy of the manufacturer's warranty on parts with the invoice.

- 4. FACILITIES ACCESS:** The facilities identified in this Contract may require access cards and/or keys to gain entrance.
- 4.1** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 4.2** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the card or keys, become lost or stolen.
- 4.3** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 4.4** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 4.5** Vendor shall inform all staff of Agency's security protocol and procedures.

5. QUALIFICATIONS:

- 5.1 Experience:** Vendor, or Vendor's employees that will be performing under this Contract, must have successfully maintained HVAC equipment of the type, character and magnitude currently being utilized by the Agency and included on the list of HVAC, attached hereto as Exhibit, on two or more occasions in the last five years. Vendor should provide information confirming experience prior to contract award.
- 5.2 Training:** Vendor, or Vendor's employees that will be performing under this Contract, shall be trained and/or certified to provide HVAC Maintenance on the equipment located at the Agency's facilities shown on Exhibit B. Vendor must provide Agency with documentation satisfactory to verify training and certification upon request.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

5.3 Factory Authorization: Vendor must be authorized by the applicable manufacturer to perform repair and warranty work on the equipment listed on Exhibit B.

5.4 Certifications: Vendor shall ensure that all HVAC Maintenance performed under this Contract is performed by appropriately licensed individuals. Required licenses may include, but are not limited to, the following:

- 5.4.1** Electricians-WV Electricians License.
- 5.4.2** Plumbers- WV Plumbers License
- 5.4.3** HVAC- EPA 608 Certification and Apprentice Certification or Completion of HVAC Vocational Program.
- 5.4.4** WV Contractor's License.

5.5 Building Codes: At a minimum, the HVAC Maintenance shall comply with the current editions of the following standards and codes in effect at the time of performance:

- 5.5.1** National Electric Code (NEC)
- 5.5.2** International Building Code (IBC)
- 5.5.3** International Mechanical Code (IMC)
- 5.5.4** Underwriters Laboratories: Products shall be UL-916-PAZX listed.
- 5.5.5** ANSI/ASHRAE Standard 135-2004 (BACnet)
- 5.5.6** ANSI/EIA/CEA-709.1 (LonTalk)
- 5.5.7** NFPA (National Fire Protections Association)

6. REPORTS: Vendor shall provide all of the reports outlines below:

6.1 Preventative Maintenance Log: Vendor shall provide and update a Preventative Maintenance log in the form of a chart posted in the vicinity of HVAC equipment. The Preventative Maintenance log must include a listing of all Preventative Maintenance performed, the name of the individual performing the Preventative Maintenance, the date it was performed, and the time spent performing the Preventative Maintenance. Vendor shall also maintain a duplicate maintenance log that Vendor must submit to the Agency monthly.

6.2 Wiring Diagram: The Vendor shall maintain updated wiring diagrams for the HVAC equipment. The Vendor must permanently mount wiring diagrams on full-size display panels near the equipment controllers. These wiring diagrams are to remain the property of the Agency and will be surrendered upon termination of this contract.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

- 6.3 Corrective Maintenance Log:** Vendor shall maintain a log of all Corrective Maintenance performed under this Contract. The log must include the name of the individual performing the Corrective Maintenance, a description of the work performed, a list of any parts that were repaired or replaced, the total time spend performing the Corrective Maintenance, and the date and time Corrective Maintenance was performed. Vendor shall submit a copy of this to the Agency upon the Agency's request.
- 6.4 Quarterly and Annual Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency, and to the Purchasing Division when requested, with a detailed listing of HVAC Maintenance performed under this Contract during that period of time. The quarterly and annual reports must include a listing of the hours worked per project, the cost of hours worked per project, the total of all hours worked and corresponding cost, a listing of parts utilized per project, the cost of parts utilized per project, the total parts used for the period, the cost of the parts for the period, a grand total of all costs for the period, and any other information that the Agency or Purchasing Division may request.
- 7. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Such costs will not be paid by the Agency.
- 8. CONTRACT AWARD:** This Contract will be awarded to the Vendor meeting the required specifications that provides the lowest Total Cost on the Pricing Pages.

8.1 Pricing Pages: Vendor should complete the Pricing Pages by inserting the requested information in the appropriate location and performing the calculations necessary to arrive at total cost. The requested information includes: A monthly cost, an hourly labor rate, a parts multiplier, a total yearly cost, the total labor cost, the total parts cost, and the total cost. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in the Vendor's bid being disqualified.

The Pricing Pages contain an estimated number of labor hours and an estimated cost for parts. The estimates for labor and parts represent an amount that will be utilized for evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. Notwithstanding the foregoing, the Purchasing Division may correct errors at its discretion.

An example of a properly completed Pricing Page is shown below for reference purposes only:

Monthly Charge	x	12 Months	=	Total Yearly Cost
<u>\$200</u>	x	<u>12</u>	=	<u>\$2,400</u>
Hourly Labor Rate	x	Estimated Hours	=	Total Labor Cost
<u>\$50</u>	x	<u>200</u>	=	<u>\$10,000</u>
Estimated Parts Cost	x	Multiplier	=	Total Parts Cost
<u>\$10,000.00</u>	x	<u>1.20</u>	=	<u>\$ 12,000</u>
Total Cost				<u>\$ 24,400</u>

9. ORDERING:

9.1 Preventative Maintenance Ordering: After award of this Contract, Agency and Vendor shall agree upon a Preventative Maintenance schedule. The Agency shall then issue a release order against this Contract covering the agreed upon Preventative Maintenance to be performed.

9.2 Corrective Maintenance Ordering: The Agency shall define the scope of each Corrective Maintenance project to be performed under this Contract and submit it to the Vendor for a cost quote prior to Vendor's commencement of any work. The cost quote must detail the intended scope of work required to complete the project and contain an itemized listing of time and parts that will be required. If the Vendor's quote is satisfactory to the Agency, then the Agency will issue a release order allowing Vendor to commence work. This release order shall have a unique number, reference the master contract number, and detail the scope of work for the project in question. Issuance of the release order to the Contractor shall be considered authorization to begin work. If the Agency determines that the cost quote is not satisfactory, then Agency and Vendor shall work to obtain a satisfactory cost quote by modifying the project, requesting different parts, performing labor with state employees, or other methods that Agency and Vendor deem appropriate.

9.3 Vendor is not permitted to perform any work other than that specified on the release order issued under section 9.1 or 9.2 of this Contract.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

10. CONTRACT VALUE LIMIT

10.1 In accordance with W. Va Code § 5-22-1(a)(5), total payments under this Contract will not exceed \$5000,000.

10.2 Change orders (including renewals) and delivery orders that cause this contract to exceed \$500,0000 will not be permitted.

11. BILLING/PAYMENT:

11.1 Preventative Maintenance: All labor and parts associated with the Preventative maintenance activities must be included in the monthly charge. Vendor may submit monthly I invoices to obtain payment for Preventative Maintenance.

11.2 Corrective Maintenance:

11.2.1 Labor: Labor for Corrective Maintenance will be billed on a per hour basis using the number of hours actually worked and the single hourly rate bid by Vendor. Vendor may include Corrective Maintenance on its monthly invoices or submit requests for payment of Corrective Maintenance on a separate invoice provided the work has been completed.

11.2.2 Parts: Parts for Corrective Maintenance will be billed on a cost-plus basis with the multiplier designated by Vendor on the Pricing Page to serve as the markup. (Examples of how the multiplier should be used are shown below) For purposes of this Contract, Vendor's cost is the amount paid by Vendor to the manufacturer or supplier and does not include Vendor's overhead, stocking fees, delivery charges, or other fees that are not direct payment parts. All charges not associated with direct payments to the manufacturer or supplier must be accounted for in the markup represented by the multiplier.

<u>Multiplier Example</u>	<u>Meaning</u>
0.5	Vendor sells parts to Agency at one-half of Vendor's cost
1.0	Vendor sells parts to Agency at Vendor's cost
1.25	Vendor sells parts to Agency at Vendor's cost plus a 25% Markup.
1.5	Vendor sells parts to Agency at Vendor's cost plus 50% Markup.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

Notwithstanding the foregoing, Vendor may invoice Agency for expedited or emergency delivery of parts provided that the expedited or emergency delivery was requested by the Agency in advance, the delivery charge is specifically listed on the billing invoice to the Agency, the Agency pays no more than the actual delivery charge, and the actual delivery charge documentation is included with the invoice.

12. DEFAULT:

12.1 The following shall be considered a default under this Contract.

12.1.1 Failure to perform HVAC Maintenance in accordance with the requirements contained herein.

12.1.2 Failure to comply with other specifications and requirements contained herein.

12.1.3 Failure to comply with any applicable law, rule, ordinance, or building code applicable to this Contract or HVAC Maintenance generally.

12.1.4 Failure to remedy deficient performance upon request.

12.2 The following remedies shall be available upon default.

12.2.1 Cancellation of Contract

12.2.2 Cancellation of one or more release orders issued under this Contract.

12.2.3 Any other remedies available in law or equity.

12.3 Agency reserves the right to inspect the HVAC Maintenance to ensure that Vendor's performance is in compliance with this Contract. If Agency determines that Vendor has failed to perform in accordance with this Contract, Agency may demand that the Vendor immediately remedy the failure or consider the failure to be a default. Vendor's failure to remedy the deficient performance, if given the opportunity to do so, shall be considered a default.

13. MISCELLANEOUS:

13.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain Contract Manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract Manager must be available during normal business hours to

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

address customer service or other issues related to this Contract. Vendor should its Contract Manager and his or her contact information below.

Contract Manager: Tim Sneeringer

Telephone Number: 304-346-0549

Fax Number: 304-346-8920

Email Address: tsneeringer@castotech.com

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

EXHIBIT A- PREVENTATIVE MAINTENANCE

Preventative Maintenance Activities Include, But Are Not Limited To:

- 1. Cleaning-** Coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and ignitor; cooling tower baffles, basin, sump and float; chiller condenser, humidifiers, boilers, boiler tubes, etc.
- 2. Replacement-** Filters
- 3. Aligning-** Belt drives; drive couplings; air fins, etc.
- 4. Calibrating-** Safety controls; temperature and pressure controls, etc.
- 5. Tightening-** Electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.
- 6. Adjusting-** Belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinders unloaders; damper close-off; sump floats, etc.
- 7. Lubricating-** Motor; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.
- 8. Painting-** For corrosion control, as directed by scheduling system and on an as needed basis.
- 9. Operational Inspections-** Condenser fan circuits, electrical, condenser coils, evaporator flow switch, compressor starters, compressor and oil separator, heaters, evaporator flow switches, compressor, log unit with electronic device, supply fan belts, condensate, condensate drip pan treatment, air handler filters. Pressure checks, pump couplings and packaging seals, etc.
- 10. Software:** Package updates, control loop tuning, system analysis and review, sequence of operation verification, database backup, version upgrades, inspection with point verification on each unitary Programmable Control Module for each air handler.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

EXHIBIT B- AGENCY FACILITIES AND UNITS

- 1. Facility Location: Outside- Northwest behind 190 Dry Branch Drive, Charleston, WV 25306**
 - **1 ea. Trane RTAA Chiller**
4 Operational Inspections Per Calendar Year

- 2. Facility Location: Inside Mechanical Room #1**
 - **3 ea. Trane Air Handler Units**
4 Operational Inspections Per Calendar Year

- 3. Facility Location: Inside Mechanical Room #1**
 - **1 ea. Trane Package Heat Pump**
4 Operational Inspections Per Calendar Year

- 4. Facility Location: Inside Mechanical Room #1**
 - **1 ea. VFD Yaskawa Electric Trane TR1 2800 VFD**
4 Operational Inspections Per Calendar Year

- 5. Facility Location: Inside Mechanical Room #1**
 - **2 ea. Baldor Pumps**
4 Operational Inspections Per Calendar Year

- 6. Facility Location: Inside Mechanical Room #1**
 - **1 ea. Camus Hydronics Boiler**
2 Operational Inspections Per Calendar Year

- 7. Facility Location: Inside Two Testing Labs-1. Special Testing Lab, Rm. 88
2. Concrete Lab, Rm. 81**
 - **2 ea. Carnes Humidifiers**
4 Operational Inspections Per Calendar Year

- 8. Facility Location: Inside Mechanical Room #1**
 - **1 ea. Trane Tracer Summit Building Automation System**
4 Operational Inspections Per Calendar Year (Refer to Exhibit A, item 10)

- 9. Facility Location: Various Locations**
 - 1. Reception Area**
 - 2. Room 91**
 - 3. Room 64**
 - 4. Room 88**
 - 5. Room 89**
 - **5 ea. VAV boxes in ceiling**

REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025

EXHIBIT C- PRICING PAGE

Preventative Maintenance

Monthly Charge	x	12 Months	= Total Yearly Cost
\$ _____	x	12	= _____
Hourly Labor Rate	x	Estimated Hours	=Total Labor Cost
\$ _____	x	_____	=\$ _____
Estimated Parts Cost	x	Multiplier	=Total Parts Cost
\$ _____	x	_____	=\$ _____
		Total PM Cost	\$ _____

Corrective Maintenance

Hourly Labor Rate	x	Estimated Hours	=Total Labor Cost
\$ _____	x	_____	=\$ _____
Estimated Parts Cost	x	Multiplier	=Total Parts Cost
\$ _____	x	_____	=\$ _____
		Total CM Cost	\$ _____
		Total Bid Amount	*\$ _____

*Total Cost is calculated by adding the Total Yearly Cost, Total Labor Cost, and the Total Parts Cost.



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Miscellaneous

Proc Folder: 1072995

Doc Description: ADDENDUM NO_1 Contract for HVAC Preventive/Corrective Maint

Reason for Modification:

ADDENDUM NO_1

Attach Pre-Bid Sign-In Sheets

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2022-07-29	2022-08-11 13:30	CRFQ 0803 DOT2300000011	2

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor
Signature X

FEIN#

DATE

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

ADDITIONAL INFORMATION**ADDENDUM NO_1**

Addendum No_1 issued to publish and distribute the attached information to the Vendor Community.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways, Materials Control, Soil and Testing to establish an open-end contract for HVAC maintenance. In accordance with W.Va. Code 5-22-1(a)(5), total payments under this contract will not exceed \$500,000. This includes all payments under the initial contract term, any renewal terms, all delivery orders, and any change orders. These the services will take place at 190 Dry Branch Drive, Charleston, WV 25306. This location consists of a main building structure and two garage structures.

INVOICE TO

DIVISION OF HIGHWAYS
MATERIALS, CONTROL,
SOILS, & TESTING
190 DRY BRANCH DR
CHARLESTON WV
US

SHIP TO

DIVISION OF HIGHWAYS
MATERIALS, CONTROL,
SOILS, & TESTING
190 DRY BRANCH DR
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Heating and ventilation and air circulation				

Comm Code	Manufacturer	Specification	Model #
40100000			

Extended Description:

Heating and ventilation and air circulation

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Pre-Bid Meeting @11:00am WVDOT 190 Dry Branch Drive	2022-07-28
2	Tech Questions due by 10:00am	2022-08-05

SOLICITATION NUMBER: CRFQ DOT2300000011

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2300000011 "Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☒ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Additional Documentation:

Pre-Bid Sign-in Sheets

Bid Opening remains 08/11/2022 at 1:30pm

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, 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.

Pre-Bid Sign-In Sheet

Solicitation Number: CRFQ DOT23*11

Date of Pre-Bid Meeting: 07/28/2022

Location of Prebid Meeting: MCS&T

Please Note:

Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting.
Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid.
For further verification, please also provide a business card if possible.

<u>Firm Represented:*</u>	<u>Rep Name (Printed):</u>	<u>Firm Address:</u>	<u>Telephone #:</u>	<u>Fax #:</u>	<u>Email:</u>
WUDOT	Dusty Smith	Bldg 5	304 414 6859		dusty.j.smith@wu.gov
WRDOT	Austin Wood	190 Dry Branch	309- 807- 2230		

***One Vendor Per Representative** - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

Pre-Bid Sign-In Sheet

Solicitation Number: CRFQ DOT23*11

Date of Pre-Bid Meeting: 07/28/2022

Location of Prebid Meeting: MCS&T

Please Note:

Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting.
Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid.
For further verification, please also provide a business card if possible.

<u>Firm Represented:*</u>	<u>Rep Name (Printed):</u>	<u>Firm Address:</u>	<u>Telephone #:</u>	<u>Fax #:</u>	<u>Email:</u>
Alpha Mechanical H.E. Neumann Co.	John Jennings	401 27th Street Dunbar WV 25064	(304) 550-5289	(502) 400-4958	john.jennings@ aamervice.com
	Tim Simmons	1410 G th Avenue Charleston WV 25387	304 807-5144	304 345-5543	tsimmons@ he-neumann.com
Powell INC.	JOHN STONE	170 Stringtown Rd Belington WV 26256	304- 621-7494	304 733-3928	Powellinc@vtrho .com
Nitro Construction Services	Randy Barrett	4300 First Ave Nitro WV 25143	304 204 1525	304-204 1350	Rbarrett@ nitrocs.com
CASTO	BEA LANCASTER	340 Leon Sullivan Way Charleston 25301	304 807 0327		Blancaster@ Castotech.com
WVDOH	Ryan Vanater	MCS+T Dry Branch	304-9414-6623		

***One Vendor Per Representative** - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

H.E. NEUMANN CO.

MECHANICAL SERVICE CONTRACTORS

Wheeling, WV • Charleston, WV • Morgantown, WV • Pittsburgh, PA

TIM SIMMONS

General Manager

1410 6th Avenue
Charleston, WV 25387

e: tsimmons@heneumann.com

p: (304) 345-5580

f: (304) 345-5543

c: (304) 650-6968

www.HENeumann.com



NITRO CONSTRUCTION SERV

304.204.1500 | NITROCS.CO

(R) (S) (U) ASME | NBIC Certified | esa-c.com EEOC

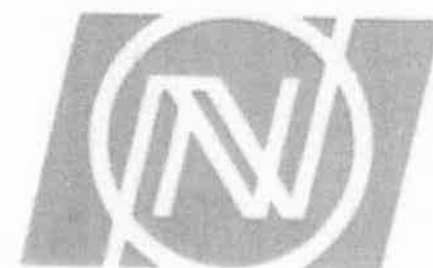
DESIGN • BUILD • MAINTAIN • CONSERVE

- HVACR Service / Plumbing
- Chillers, Boilers, Refrigeration, etc.
- Construction Service
- Design / Build Services
- Controls / Building Automation
- Energy Conservation Programs
- Auto Cad Design
- Industrial Piping

Locally Owned and Operated Since 1924

1-800-627-5312

Randy Barnett
HVAC Division Manager
rbarnett@nitrocs.com



Cell | 304.989.2322
Office | 304.204.1555
Direct | 304.204.1525
Fax | 304.204.1350

4300 First Avenue, 2nd Floor | P.O. Box 879
Nitro, West Virginia 25143-1001



alpha

Energy Solutions

First In Quality • First In Service • First For You

John Jennings

Regional Account Executive

Toll-Free: (888) 212-6324

Office: (304) 766-1006

Direct Fax: (502) 400-4958

Cell: (304) 550-5289

john.jennings@aamservice.com

www.alphamechanicalservice.com

West Virginia

Your Energy Solutions Provider

**Alabama • Arkansas • Georgia • Illinois • Indiana • Kentucky
Michigan • Mississippi • Missouri • North Carolina • Ohio
South Carolina • Tennessee • Virginia • West Virginia**

- Boilers
- Building Automation
- Chillers
- Electrical
- Energy Solutions
- Equipment Rental
- Fire Alarm
- Food Equipment
- Hot Jetter Service
- HVAC
- Insulation
- Integration
- Mass Notification
- Parts
- Pipe Design-Faro
- Piping
- Plumbing
- Refrigeration
- Security Solutions
- Sheet Metal
- Sprinkler
- Vibration Analysis
- Video Surveillance

24 Hour Emergency Service

www.alphamechanicalservice.com



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Miscellaneous

Proc Folder: 1072995

Doc Description: ADDENDUM NO_2 Contract for HVAC Preventive/Corrective Maint

Reason for Modification:

ADDENDUM NO_2
Modify Specifications

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2022-08-02	2022-08-11 13:30	CRFQ 0803 DOT2300000011	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor
Signature X

FEIN#

DATE

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

ADDITIONAL INFORMATION**ADDENDUM NO_2**

Addendum No_2 issued to publish and distribute the attached information to the Vendor Community.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways, Materials Control, Soil and Testing to establish an open-end contract for HVAC maintenance. In accordance with W.Va. Code 5-22-1(a)(5), total payments under this contract will not exceed \$500,000. This includes all payments under the initial contract term, any renewal terms, all delivery orders, and any change orders. These the services will take place at 190 Dry Branch Drive, Charleston, WV 25306. This location consists of a main building structure and two garage structures.

INVOICE TO**SHIP TO**

DIVISION OF HIGHWAYS
MATERIALS, CONTROL,
SOILS, & TESTING
190 DRY BRANCH DR
CHARLESTON WV
US

DIVISION OF HIGHWAYS
MATERIALS, CONTROL,
SOILS, & TESTING
190 DRY BRANCH DR
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Heating and ventilation and air circulation				

Comm Code**Manufacturer****Specification****Model #**

40100000

Extended Description:

Heating and ventilation and air circulation

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid Meeting @11:00am WVDOT 190 Dry Branch Drive	2022-07-28
2	Tech Questions due by 10:00am	2022-08-05

SOLICITATION NUMBER: CRFQ DOT2300000011

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2300000011 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☒ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Additional Documentation:

Modify Specifications

Bid Opening remains 08/11/2022 at 1:30pm

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, 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.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Highways, Materials Control, Soil and Testing to establish an open-end contract for HVAC maintenance. In accordance with W.Va. Code § 5-22-1(a)(5), total payments under this contract will not exceed \$500,000. This includes all payments under the initial contract term, any renewal terms, all delivery orders, and any change orders. These services will take place at 190 Dry Branch Drive, Charleston, WV 25306. This location consists of a main building structure and two garage structures.
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 **"HVAC Maintenance"** means Preventative Maintenance and Corrective Maintenance services provided Vendor under this contract and shall not include any addition of new HVAC equipment to increase the size or coverage area of the existing HVAC system.
 - 2.2 **"Preventative Maintenance"** means activities that have been specifically identified on Exhibit A. Preventative maintenance is intended to include regularly scheduled activities that are known and anticipated in advance rather than one-time repairs.
 - 2.3 **"Corrective Maintenance"** includes all work not identified as Preventative Maintenance on Exhibit A. Corrective Maintenance is intended to cover work performed on an as-needed basis to identify and correct a malfunction or failure in an HVAC system and testing to ensure that equipment is in proper working order after repair.
 - 2.4 **"Pricing Page"** means the schedule of prices, estimated quantity, and totals attached hereto as Exhibit C.
 - 2.5 **"RFQ"** means the official RFQ published by the Purchasing Division and identified as 7722025.
3. **PERFORMANCE REQUIREMENTS:** Vendor shall provide Agency with HVAC maintenance on an open-end and continuing basis as outlined in this Contract.
 - 3.1 **HVAC Maintenance (Preventative and Corrective)**
 - 3.1.1 Vendor shall provide HVAC Maintenance in accordance with manufacturer's recommendations and specifications, as well as industry best

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

practices, at all facilities listed on Exhibit B attached hereto and incorporated herein by reference.

- 3.1.2** Vendor shall furnish and install parts as necessary to keep the HVAC systems at each facility listed on Exhibit B in proper working order.
- 3.1.3** Vendor shall furnish all equipment, tools, and parts necessary for the performance of the HVAC Maintenance. Equipment and tools will be provided at no cost to the agency.
- 3.1.4** Vendor shall provide expendable materials used in the scope of performing under this Contract at no cost to the Agency. Such items may include, but are not limited to, grease, cleaning supplies, rags, etc.
- 3.1.5** Vendor shall be responsible for placement of ceiling tiles should they become soiled or damaged by Vendor at no cost to the Agency. Agency will make final determination whether to clean or replace tiles on a case-by-case basis.
- 3.1.6** Vendor may only remove equipment from service for a period of 24 hours or more with written permission from the agency. Any request to removed equipment for 24 hours or more must include a description of the work required and an estimate of the time the equipment will be out of service.
- 3.1.7** Vendor shall maintain a continuous 24-hour emergency telephone service where they can be reached every day of the week, including Sundays and holidays.
- 3.1.8** Vendor shall not perform any HVAC Maintenance under this contract without prior approval from Agency.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

3.1.9 Vendor shall furnish a warranty of 12 months for all labor performed under this contract.

3.2 Preventative Maintenance:

3.2.1 Vendor shall perform Preventative Maintenance monthly in accordance with a schedule mutually agreed upon by the Vendor and Agency.

3.2.2 Vendor will be compensated for Preventative Maintenance activities through a monthly fee. Vendor must provide parts necessary to perform Preventative Maintenance at no additional cost to Agency. Any cost for such parts must be included in the monthly Preventative Maintenance fee.

3.2.3 Vendor shall submit a proposed schedule of all Preventative Maintenance within 5 days of Vendor being awarded this contract for approval by Agency, at Agency's discretion.

3.3 Corrective Maintenance:

3.3.1 Vendor
shall perform Corrective Maintenance as needed to

Restore the HVAC Systems to working order. Vendor shall bill for Corrective Maintenance on an hourly basis. Parts for Corrective Maintenance may be billed using the multiplier bid as described below.

3.3.2 Vendor shall respond to Corrective Maintenance calls from Agency by phone or in person within two hours and must arrive on site to begin performance as soon as possible, but no later than two hours after Vendor is notified of the request. Vendor may only deviate from the required two-hour response time with written permission from the agency.

REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025

3.3.3 Corrective Maintenance must be performed between the hours of 7:30 A.M. and 4:00 P.M., Monday through Friday, excluding Holidays, unless the Agency approves work at another time.

3.3.3.1 Agency may request Corrective Maintenance on an emergency basis by notifying the Vendor of the emergency. Vendor must respond to all emergency requesting within 30 minutes of being notified of the emergency request and arrive on site to begin performance no later than two hours after being notified of the emergency. Emergency requests can be authorized by any member of the MCS&T staff.

3.3.4 Parts:

3.3.4.1 Vendor is responsible for procuring all necessary parts needed to perform HVAC Maintenance under this Contract within the required time frames established herein. Vendor must, however, obtain advanced approval from Agency prior to purchasing any part in excess of \$25,000.00 limit. Freight charges for parts are not permitted. See section 10.2.2 for more detail on freight charges.

3.3.4.2 Vendor shall maintain a supply of inventory of routinely used replacement parts for the HVAC equipment utilized by the original manufacturer's parts. All parts used for replacement for normal wear or failed parts shall be new and obtained from authorized

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

parts suppliers of the appropriate equipment manufacturer.

3.3.4.3 Parts Warranty: The Contractor shall provide a copy of the manufacturer's warranty on parts with the invoice.

- 4. FACILITIES ACCESS:** The facilities identified in this Contract may require access cards and/or keys to gain entrance.
- 4.1** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 4.2** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the card or keys, become lost or stolen.
 - 4.3** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 4.4** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 4.5** Vendor shall inform all staff of Agency's security protocol and procedures.

5. QUALIFICATIONS:

5.1 Experience: Vendor, or Vendor's employees that will be performing under this Contract, must have successfully maintained HVAC equipment of the type, character and magnitude currently being utilized by the Agency and included on the list of HVAC, attached hereto as Exhibit, on two or more occasions in the last five years. Vendor should provide information confirming experience prior to contract award.

5.2 Training: Vendor, or Vendor's employees that will be performing under this Contract, shall be trained and/or certified to provide HVAC Maintenance on the equipment located at the Agency's facilities shown on Exhibit B. Vendor must

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

provide Agency with documentation satisfactory to verify training and certification upon request.

5.3 Factory Authorization: Vendor must be authorized by the applicable manufacturer to perform repair and warranty work on the equipment listed on Exhibit B.

5.4 Certifications: Vendor shall ensure that all HVAC Maintenance performed under this Contract is performed by appropriately licensed individuals. Required licenses may include, but are not limited to, the following:

5.4.1 Electricians-WV Electricians License.

5.4.2 Plumbers- WV Plumbers License

5.4.3 HVAC- EPA 608 Certification and Apprentice Certification or Completion of HVAC Vocational Program.

5.4.4 WV Contractor's License.

5.5 Building Codes: At a minimum, the HVAC Maintenance shall comply with the current editions of the following standards and codes in effect at the time of performance:

5.5.1 National Electric Code (NEC)

5.5.2 International Building Code (IBC)

5.5.3 International Mechanical Code (IMC)

5.5.4 Underwriters Laboratories: Products shall be UL-916-PAZX listed.

5.5.5 ANSI/ASHRAE Standard 135-2004 (BACnet)

5.5.6 ANSI/EIA/CEA-709.1 (LonTalk)

5.5.7 NFPA (National Fire Protections Association)

6. REPORTS: Vendor shall provide all of the reports outlines below:

6.1 Preventative Maintenance Log: Vendor shall provide and update a Preventative Maintenance log in the form of a chart posted in the vicinity of HVAC equipment. The Preventative Maintenance log must include a listing of all Preventative Maintenance performed, the name of the individual performing the Preventative Maintenance, the date it was performed, and the time spent performing the Preventative Maintenance. Vendor shall also maintain a duplicate maintenance log that Vendor must submit to the Agency monthly.

6.2 Wiring Diagram: The Vendor shall maintain updated wiring diagrams for the HVAC equipment. The Vendor must permanently mount wiring diagrams on full-size display panels near the equipment controllers. These wiring diagrams are to

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

remain the property of the Agency and will be surrendered upon termination of this contract.

- 6.3 Corrective Maintenance Log:** Vendor shall maintain a log of all Corrective Maintenance performed under this Contract. The log must include the name of the individual performing the Corrective Maintenance, a description of the work performed, a list of any parts that were repaired or replaced, the total time spend performing the Corrective Maintenance, and the date and time Corrective Maintenance was performed. Vendor shall submit a copy of this to the Agency upon the Agency's request.
- 6.4 Quarterly and Annual Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency, and to the Purchasing Division when requested, with a detailed listing of HVAC Maintenance performed under this Contract during that period of time. The quarterly and annual reports must include a listing of the hours worked per project, the cost of hours worked per project, the total of all hours worked and corresponding cost, a listing of parts utilized per project, the cost of parts utilized per project, the total parts used for the period, the cost of the parts for the period, a grand total of all costs for the period, and any other information that the Agency or Purchasing Division may request.
- 7. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Such costs will not be paid by the Agency.
- 8. CONTRACT AWARD:** This Contract will be awarded to the Vendor meeting the required specifications that provides the lowest Total Cost on the Pricing Pages.

8.1 Pricing Pages: Vendor should complete the Pricing Pages by inserting the requested information in the appropriate location and performing the calculations necessary to arrive at total cost. The requested information includes: A monthly cost, an hourly labor rate, a parts multiplier, a total yearly cost, the total labor cost, the total parts cost, and the total cost. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in the Vendor's bid being disqualified.

The Pricing Pages contain an estimated number of labor hours and an estimated cost for parts. The estimates for labor and parts represent an amount that will be utilized

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

for evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. Notwithstanding the foregoing, the Purchasing Division may correct errors at its discretion.

An example of a properly completed Pricing Page is shown below for reference purposes only:

Monthly Charge	x	12 Months	=	Total Yearly Cost
<u>\$200</u>	x	<u>12</u>	=	<u>\$2,400</u>
Hourly Labor Rate	x	Estimated Hours	=	Total Labor Cost
<u>\$50</u>	x	<u>200</u>	=	<u>\$10,000</u>
Estimated Parts Cost	x	Multiplier	=	Total Parts Cost
<u>\$10,000.00</u>	x	<u>1.20</u>	=	<u>\$ 12,000</u>
Total Cost				<u>\$ 24,400</u>

9. ORDERING:

9.1 Preventative Maintenance Ordering: After award of this Contract, Agency and Vendor shall agree upon a Preventative Maintenance schedule. The Agency shall then issue a release order against this Contract covering the agreed upon Preventative Maintenance to be performed.

9.2 Corrective Maintenance Ordering: The Agency shall define the scope of each Corrective Maintenance project to be performed under this Contract and submit it to the Vendor for a cost quote prior to Vendor's commencement of any work. The cost quote must detail the intended scope of work required to complete the project and contain an itemized listing of time and parts that will be required. If the Vendor's quote is satisfactory to the Agency, then the Agency will issue a release order allowing Vendor to commence work. This release order shall have a unique number, reference the master contract number, and detail the scope of work for the project in question. Issuance of the release order to the Contractor shall be considered authorization to begin work. If the Agency determines that the cost quote is not satisfactory, then Agency and Vendor shall work to obtain a satisfactory cost quote by modifying the project, requesting different parts, performing labor with state employees, or other methods that Agency and Vendor deem appropriate.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

9.3 Vendor is not permitted to perform any work other than that specified on the release order issued under section 9.1 or 9.2 of this Contract.

10. CONTRACT VALUE LIMIT

10.1 In accordance with W. Va Code § 5-22-1(a)(5), total payments under this Contract will not exceed \$5000,000.

10.2 Change orders (including renewals) and delivery orders that cause this contract to exceed \$500,0000 will not be permitted.

11. BILLING/PAYMENT:

11.1 Preventative Maintenance: All labor and parts associated with the Preventative maintenance activities must be included in the monthly charge. Vendor may submit monthly I invoices to obtain payment for Preventative Maintenance.

11.2 Corrective Maintenance:

11.2.1 Labor: Labor for Corrective Maintenance will be billed on a per hour basis using the number of hours actually worked and the single hourly rate bid by Vendor. Vendor may include Corrective Maintenance on its monthly invoices or submit requests for payment of Corrective Maintenance on a separate invoice provided the work has been completed.

11.2.2 Parts: Parts for Corrective Maintenance will be billed on a cost-plus basis with the multiplier designated by Vendor on the Pricing Page to serve as the markup. (Examples of how the multiplier should be used are shown below) For purposes of this Contract, Vendor's cost is the amount paid by Vendor to the manufacturer or supplier and does not include Vendor's overhead, stocking fees, delivery charges, or other fees that are not direct payment parts. All charges not associated with direct payments to the manufacturer or supplier must be accounted for in the markup represented by the multiplier.

<u>Multiplier Example</u>	<u>Meaning</u>
0.5	Vendor sells parts to Agency at one-half of Vendor's cost
1.0	Vendor sells parts to Agency at Vendor's cost
1.25	Vendor sells parts to Agency at Vendor's cost plus a 25%

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

Markup.

1.5

Vendor sells parts to Agency at Vendor's cost plus 50% Markup.

Notwithstanding the foregoing, Vendor may invoice Agency for expedited or emergency delivery of parts provided that the expedited or emergency delivery was requested by the Agency in advance, the delivery charge is specifically listed on the billing invoice to the Agency, the Agency pays no more than the actual delivery charge, and the actual delivery charge documentation is included with the invoice.

12. DEFAULT:

12.1 The following shall be considered a default under this Contract.

12.1.1 Failure to perform HVAC Maintenance in accordance with the requirements contained herein.

12.1.2 Failure to comply with other specifications and requirements contained herein.

12.1.3 Failure to comply with any applicable law, rule, ordinance, or building code applicable to this Contract or HVAC Maintenance generally.

12.1.4 Failure to remedy deficient performance upon request.

12.2 The following remedies shall be available upon default.

12.2.1 Cancellation of Contract

12.2.2 Cancellation of one or more release orders issued under this Contract.

12.2.3 Any other remedies available in law or equity.

12.3 Agency reserves the right to inspect the HVAC Maintenance to ensure that Vendor's performance is in compliance with this Contract. If Agency determines that Vendor has failed to perform in accordance with this Contract, Agency may demand that the Vendor immediately remedy the failure or consider the failure to be a default. Vendor's failure to remedy the deficient performance, if given the opportunity to do so, shall be considered a default.

13. MISCELLANEOUS:

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

13.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain Contract Manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract Manager must be available during normal business hours to address customer service or other issues related to this Contract. Vendor should its Contract Manager and his or her contact information below.

Contract Manager: Tim Sneeringer

Telephone Number: 304-346-0549

Fax Number: 304-346-8920

Email Address: tsneeringer@castotech.com

EXHIBIT A- PREVENTATIVE MAINTENANCE

Preventative Maintenance Activities Include, But Are Not Limited To:

- 1. Cleaning-** Coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and ignitor; cooling tower baffles, basin, sump and float; chiller condenser, humidifiers, boilers, boiler tubes, etc.
- 2. Replacement-** Filters
- 3. Aligning-** Belt drives; drive couplings; air fins, etc.

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

- 4. Calibrating-Safety controls; temperature and pressure controls, etc.**
- 5. Tightening- Electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.**
- 6. Adjusting- Belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinders unloaders; damper close-off; sump floats, etc.**
- 7. Lubricating- Motor; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.**
- 8. Painting- For corrosion control, as directed by scheduling system and on an as needed basis.**
- 9. Operational Inspections-Condenser fan circuits, electrical, condenser coils, evaporator flow switch, compressor starters, compressor and oil separator, heaters, evaporator flow switches, compressor, log unit with electronic device, supply fan belts, condensate, condensate drip pan treatment, air handler filters. Pressure checks, pump couplings and packaging seals, etc.**
- 10. Software: Package updates, control loop tuning, system analysis and review, sequence of operation verification, database backup, version upgrades, inspection with point verification on each unitary Programmable Control Module for each air handler.**

EXHIBIT B- AGENCY FACILITIES AND UNITS

- 1. Facility Location: Outside- Northwest behind 190 Dry Branch Drive, Charleston, WV 25306**
 - 1 ea. Trane RTAA Chiller**
 - 4 Operational Inspections Per Calendar Year**
 - S/N#V19B72952**
 - Model-CGAM 130F 2R02 AXDZB1HX**
- 2. Facility Location: Inside Mechanical Room #1**
 - 3 ea. Trane Air Handler Units**
 - 4 Operational Inspections Per Calendar Year**

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

- 3. Facility Location: Outside Mechanics Garage**
 - **1 ea. Trane Package Heat Pump**
4 Operational Inspections Per Calendar Year
 - **VFDTR1 Model#TR16011G4CN1STR1DLF00A0000**
 - **Serial#-157125H528**

- 4. Facility Location: Inside Mechanical Room #2**
 - **1 ea. VFD Yaskawa Electric Trane TR1 2800 VFD**
4 Operational Inspections Per Calendar Year
Serial#4W1153787150001
Model#E7LVB052CGY

- 5. Facility Location: Inside Mechanical Room #1**
4 Operational Inspections Per Calendar Year
 - **1 ea. Baldor Pumps No Model# or Serial#**
 - **1 ea Armstrong Pump Model#4030-3X2X10-4P-5HP**
 - **Serial#1022115052**

- 6. Facility Location: Inside Mechanical Room #1**
 - **1 ea. Lochinvar Boiler**
2 Operational Inspections Per Calendar Year
Model#CBN2067
Serial#1848112660486

- 7. Facility Location: Inside Two Testing Labs-1. Special Testing Lab, Rm. 88**
Model#HSGJCU050 Serial#00616791001000R1LR
 - 2. Concrete Lab, Rm. 81 Model HSGJCU050 S/N#00599791001000212FT**
 - **2 ea. Carnes Humidifiers**
4 Operational Inspections Per Calendar Year

- 8. Facility Location: Inside Mechanical Room #1**
 - **1 ea. Trane Tracer Summit Building Automation System**
 - **Model#BMTW000AA0A02400A78000**
 - **Serial#E01C06431**
4 Operational Inspections Per Calendar Year (Refer to Exhibit A, item 10)

- 9. Facility Location: Various Locations**
 - 1. Outside Room 102 SN# ROOM08816B**
 - 2. Room 91 SN# RO1A14328B**
 - 3. Room 64 SN# ROOM08820B**
 - 4. Room 88 SN#ROOM088178**
 - **5 ea. VAV boxes in ceiling**

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

EXHIBIT C- PRICING PAGE

Preventative Maintenance

Monthly Charge	x	12 Months	= Total Yearly Cost
\$ _____	x	12	= _____
Hourly Labor Rate	x	Estimated Hours	=Total Labor Cost
\$ _____	x	_____	=\$ _____

**REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025**

Estimated Parts Cost	x	Multiplier	=Total Parts Cost
\$ _____	x	_____	=\$ _____
		Total PM Cost	\$ _____

Corrective Maintenance

Hourly Labor Rate	x	Estimated Hours	=Total Labor Cost
\$ _____	x	_____	=\$ _____
Estimated Parts Cost	x	Multiplier	=Total Parts Cost
\$ _____	x	_____	=\$ _____
		Total CM Cost	\$ _____
		Total Bid Amount	*\$ _____

*Total Cost is calculated by adding the Total Yearly Cost, Total Labor Cost, and the Total Parts Cost.



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Miscellaneous

Proc Folder: 1072995

Doc Description: ADDENDUM NO_3 Contract for HVAC Preventive/Corrective Maint

Reason for Modification:

ADDENDUM NO_3
Update Pricing Page
Move Bid Opening to 08/16/22

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2022-08-11	2022-08-16 13:30	CRFQ 0803 DOT2300000011	4

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor
Signature X

FEIN#

DATE

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

ADDITIONAL INFORMATION**ADDENDUM NO_3**

Addendum No_3 issued to publish and distribute the attached information to the Vendor Community.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways, Materials Control, Soil and Testing to establish an open-end contract for HVAC maintenance. In accordance with W.Va. Code 5-22-1(a)(5), total payments under this contract will not exceed \$500,000. This includes all payments under the initial contract term, any renewal terms, all delivery orders, and any change orders. These the services will take place at 190 Dry Branch Drive, Charleston, WV 25306. This location consists of a main building structure and two garage structures.

INVOICE TO

DIVISION OF HIGHWAYS
MATERIALS, CONTROL,
SOILS, & TESTING
190 DRY BRANCH DR
CHARLESTON WV
US

SHIP TO

DIVISION OF HIGHWAYS
MATERIALS, CONTROL,
SOILS, & TESTING
190 DRY BRANCH DR
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Heating and ventilation and air circulation				

Comm Code	Manufacturer	Specification	Model #
40100000			

Extended Description:

Heating and ventilation and air circulation

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid Meeting @11:00am WVDOT 190 Dry Branch Drive	2022-07-28
2	Tech Questions due by 10:00am	2022-08-05

SOLICITATION NUMBER: CRFQ DOT2300000011

Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2300000011 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ [X] Modify bid opening date and time
- ☐ [] Modify specifications of product or service being sought
- ☐ [] Attachment of vendor questions and responses
- ☐ [] Attachment of pre-bid sign-in sheet
- ☒ [X] Correction of error
- ☐ [] Other

Additional Documentation:

Update Pricing Page

Bid Opening moves to 08/16/2022 at 1:30pm

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, 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.

REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025

EXHIBIT C- PRICING PAGE

Preventative Maintenance

Monthly Charge	x	12 Months	= Total Yearly Cost
\$ _____	x	12	= _____
Hourly Labor Rate	x	Estimated Hours	=Total Labor Cost
\$ _____	x	50 _____	=\$ _____
Estimated Parts Cost	x	Multiplier	=Total Parts Cost
\$20,000.00 _____	x	_____	=\$ _____
		Total PM Cost	\$ _____

Corrective Maintenance

Hourly Labor Rate	x	Estimated Hours	=Total Labor Cost
\$ _____	x	150 _____	=\$ _____
Estimated Parts Cost	x	Multiplier	=Total Parts Cost
\$20,000.00 _____	x	_____	=\$ _____
		Total CM Cost	\$ _____
		Total Bid Amount	*\$ _____

*Total Cost is calculated by adding the Total Yearly Cost, Total Labor Cost, and the Total Parts Cost.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT2300000011

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 checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" 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 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.

Casto Technical Services, Inc.

Company

April Dunlap

Authorized Signature

8/11/2022

Date

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

REQUEST FOR QUOTATION
HVAC Maintenance Contract-7722025

EXHIBIT C- PRICING PAGE

Preventative Maintenance

Monthly Charge	x	_____	= Total Yearly Cost
\$ 661	x	_____	_____
Hourly Labor Rate	x	_____ s	=Total Labor Cost
\$ 89.75	x	_____	_____
Estimated Parts Cost	x	Multiplier	=Total Parts Cost
_____	x	1.3	_____
		Total PM Cost	\$ _____

Corrective Maintenance

Hourly Labor Rate	x	Estimated Hours	=Total Labor Cost
\$ 89.75	x	_____	_____
Estimated Parts Cost	x	Multiplier	=Total Parts Cost
_____	x	1.3	_____
		Total CM Cost	_____
		Total Bid Amount	_____

*Total Cost is calculated by adding the Total Yearly Cost, Total Labor Cost, and the Total Parts Cost.