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State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130 Request for Quotation

DRS070862

PAGE 1

ADDRESS CORRESPONDENCE TO ATTENTION OF KRISTA FERRELL
304-558-2596

\*709035846 304-343-5566
HARRIS BROTHERS ROOFING CO
1518 HANSFORD ST

CHARLESTON WV 25311

DIV OF REHABILITATION SERVICES WV REHABILITATION CENTER ATTENTION: RECEIVING

INSTITUTE, WV 25112

766-4621

DATE PRINTED: TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 03/01/2007 <del>'04/10/2007</del> BID OPENING TIME <del>0'1:30PM</del> BID OPENING DATE: CAT. QUANTITY LINE UOP ITEM NUMBER UNIT PRICE AMOUNT 135,67500 0001 LS 910-66 1 ROOFING MAINTENANCE, REPAIR, AND INSTALLATION REQUEST FOR QUOTATION THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF REHABILITATION SERVICES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH ALL LABOR AND MATERIALS TO REPLACE THE ROOF OF BUILDING M (TO INCLUDE ALL AREAS-EAST WING, NORTHWEST WING, AND EQUIPMENT ROOM PENTHOUSE) AT THE WEST VIRGINIA REHABILITATION CENTER LOCATED IN INSTITUTE, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS. A MANDATORY PRE-BID MEETING WILL BE HELD ON MARCH 20, 2007 AT 11:00 AM AT THE AGENCY'S LOCATION IN INSTITUTE, WEST VIRGINIA. THE MEETING WILL BE HELD IN BUILDING A, CONFERENCE ROOM B. ALL PRIME/ GENERAL CONTRACTORS INTERESTED IN BIDDING ON THIS PROJECT ARE REQUIRED TO ATTEND THIS MEETING. SUBCONTRACTORS AND MATERIAL SUPPLIERS ARE WELCOME TO ATTEND; HOWEVER, ATTENDANCE IS NOT MANDATORY. PRIME/GENERAL CONTRACTORS FAILING TO AFTEND THIS MEETING WILL BE DISQUALIFIED. NO ONE PERSON MAY REPRESENT MORE THAN ONE VENDOR. rechnical questions must be submitted in writing to KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115, VIA EMAIL AT kferrell@wvaldmin.gov, or via mail at the address listed IN THE BODY OF THIS REQ. TECHNICAL QUESTIONS MAY SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE SIGNATURE ADDRESS CHANGES TO BE NOTED ABOVE

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

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division.
- 4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
- 5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
- 6. Payment may only be made after the delivery and acceptance of goods or services.
- 7. Interest may be paid for late payment in accordance with the West Virginia Code.
- 8. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- 12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 13. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
- 14. HIPAA Business Associate Addendum The West Viginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

### **INSTRUCTIONS TO BIDDERS**

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

### SIGNED BID TO:

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



# Request for Quotation

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RFQ NUMBER DRS070862

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# AFFIDAVIT

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# West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

## **DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

### **EXCEPTION:**

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

### LICENSING:

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

## CONFIDENTIALITY:

The vendor agrees that he or she 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. Vendors should visit <a href="https://www.state.wv.us/admin/purchase/privacy">www.state.wv.us/admin/purchase/privacy</a> for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name:	Harris	'D(O)	JN 77 6011		
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Authorized Signature:	Ady	Jollons	Date:	7/1/0/	
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Agency
REQ.P.O# <u>DRS070862</u>

# **BID BOND**

	KNOW ALL MEI	N BY THESE I	PRESENTS, That we, t	he undersigned, <u>H</u>	arris Broth	ners Roofi	ng & Sheet Metal Company,
Inc.	of <u>Charleston</u>	n	, <u>WV</u>		_, as Princi	pal, and <sub>Tra</sub>	velers Casualty and Surety Company
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well and	truly to be made	, we jointly and	l severally bind ourselv	es, our heirs, admi	inistrators,	executors,	successors and assigns.
				•			Purchasing Section of the
			oid or proposal, attache oofing Maintenance				er into a contract in writing for
	ng to Plans and			, repair, and me			
	¥						
	NOW THEREFO	•					
hereto ar agreeme force and	nd shall furnish a nt created by the l effect. It is expr	nall be accepte ny other bonds acceptance o ressly understo	ed and the Principal sha s and insurance require f said bid, then this obli	d by the bid or prog gation shall be null	posal, and : l and void, d	shall in all o otherwise t	h the bid or proposal attached other respects perform the his obligation shall remain in full ms hereunder shall, in no event,
	•	, ,					
way impa	The Surety, for the lired or affected be tice of any such e	y any extension	red, hereby stipulates a on of the time within wh	nd agrees that the ich the Obligee ma	obligations ay accept s	of said Suuch bid, an	rety and its bond shall be in no d said Surety does hereby
1	IN WITNESS WH	IEREOF, Princ	cipal and Surety have h	ereunto set their h	ands and s	eals, and s	uch of them as are corporations
have cau	sed their corpora	te seals to be	affixed hereunto and th	ese presents to be	signed by	their prope	r officers, this
10th	day of	April	<u>, 2007</u> .				•
Principal ∈	Corporate Seal			į	Harris Broth		g & Sheet Metal Company, Inc.
		, '			Ву	Ay (Mus	t be President or
						/ Vice	e President)
				-		· · · · ·	(Title)
Surety Co	rporate Seal			<u>-</u>	Travelers C		d Surety Company of America ne of Surety)
				<u>B</u>	3 <u>v:</u>	1	orney-in-Fact
				I	Larry D.	Kerr,	WV Resident Agent

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Corporate seals must be affixed, and a power of attorney must be attached.



#### POWER OF ATTORNEY

**Farmington Casualty Company** Fidelity and Guaranty Insurance Company Fidelity and Guaranty Insurance Underwriters, Inc. Seaboard Surety Company St. Paul Fire and Marine Insurance Company

St. Paul Guardian Insurance Company St. Paul Mercury Insurance Company Travelers Casualty and Surety Company Travelers Casualty and Surety Company of America United States Fidelity and Guaranty Company

Attorney-In Fact No.

216894

Certificate No. 001259843

KNOW ALL MEN BY THESE PRESENTS: That Seaboard Surety Company is a corporation duly organized under the laws of the State of New York, that St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company and St. Paul Mercury Insurance Company are corporations duly organized under the laws of the State of Minnesota, that Farmington Casualty Company, Travelers Casualty and Surety Company, and Travelers Casualty and Surety Company of America are corporations duly organized under the laws of the State of Connecticut, that United States Fidelity and Guaranty Company is a corporation duly organized under the laws of the State of Maryland, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc. is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Gregory T. Gordon, Patricia A. Moye, Patricia A. Fincke, Larry D. Kerr, Allan L. McVey, and Tammy M. Lloyd

of the City of Charleston		State of	West Virgini	ia	thair tra	e and lawful Atto	ernov(s) in Fact
each in their separate capacity if other writings obligatory in the t contracts and executing or guarar	more than one is named above, nature thereof on behalf of the	to sign, execute, s Companies in the	eal and acknowled ir business of gua	dge any and all b tranteeing the fic	bonds, recognizandelity of persons,	ces, conditional w guaranteeing the	ndertakings and performance of
IN WITNESS WHEREOF, the August	Companies have caused this ins	strument to be sign	ned and their corp	forate seals to be	hereto affixed, th	is	<u> </u>
,	Farmington Casualty Comp Fidelity and Guaranty Insui Fidelity and Guaranty Insui Seaboard Surety Company St. Paul Fire and Marine In	rance Company rance Underwrit	ers, Inc.	St. Paul Me Travelers C Travelers C	nardian Insurance ercury Insurance Casualty and Sure Casualty and Sure tes Fidelity and G	Company ety Company ety Company of A	
1977	MICOMPORATED 1927	THE REPORT OF THE PARTY OF THE	SEALS	SEAL S	HARTFORD, YOUNGER	HASTION S	HECTORIES EN THE STATE OF THE S
State of Connecticut City of Hartford ss.			Ву: _	George	eW Thompsoin, Sen	nior Vice President	
On this the 31st himself to be the Senior Vice Pre Inc., Seaboard Surety Company, S Casualty and Surety Company, T authorized so to do, executed the f	St. Paul Fire and Marine Insuran ravelers Casualty and Surety C	nce Company, St. ompany of Amer	, before moy y and Guaranty In Paul Guardian Ins ica, and United S	nsurance Compa surance Compan tates Fidelity an	ny, St. Paul Mercun ad Guaranty Comp	duaranty Insurance ry Insurance Company, and that he,	e Underwriters, pany, Travelers as such, being
In Witness Whereof, I hereunto	set my hand and official seal.	C. TETRE	٠ .	Υ	Marie	c. Jetn	<i>eoult</i>

58440-8-06 Printed in U.S.A.

In Witness Whereof, I hereunto set my hand and official seal. My Commission expires the 30th day of June, 2011.

#### WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., Seaboard Surety Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, and the seal of the Company may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such power of attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kori M. Johanson, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., Seaboard Surety Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

\_ day of Apr

20 M

Kori M. Johanson Assistant Secretary





















To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.stpaultravelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.