



**State of West Virginia  
Department of Administration  
Purchasing Division**

**NOTICE**

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

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International Code Council  
500 New Jersey Avenue, NW  
Sixth Floor  
Washington, DC 20001  
tel: 888.icc.safe (422.7233)  
tel: 202.370.1800  
fax: 202.783.2348  
www.iccsafe.org

January 9, 2009

Ron Price  
Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

Subject: Request For Quotation# DEV9054

Dear Mr. Price,

The International Code Council (ICC) is pleased to provide this proposal and implementation plan to the State of West Virginia, Department of Administration (Department) to present workshops on energy efficient construction and retrofit practices with an emphasis on the 2006 International Energy Conservation Code.

ICC has a long history of providing professional development services and is recognized as a world leader in code training. We are a not-for-profit, membership-focused organization which represents and serves governmental officials and the construction trades from throughout the world. Our mission is to provide the highest quality of services for the safety and performance of the built environment.

The Training and Education Division of ICC maintains a group of curriculum developers who create technical and non-technical curriculum that is singularly focused on the code enforcement industry. ICC utilizes only technical advisors and instructors who are extensively experienced in code enforcement and trained in the intricacies of adult learning methods and principles. Our training benefits public safety by ensuring the code is understood and interpreted in the manner it was intended.

For the purpose of this proposal, Lorri Rosenfeldt will be the principal contact. Her information is provided below.

Lorri Rosenfeldt, Vice President  
Training and Education  
4051 West Flossmoor Road  
Country Club Hills, IL 60474  
Toll-free telephone: 888-422-7233 ext. 4355  
Fax: 708-799-2651  
Email: [lorosenfeldt@iccsafe.org](mailto:lorosenfeldt@iccsafe.org)



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500 New Jersey Avenue, NW  
Sixth Floor  
Washington, DC 20001  
tel: 888.icc.safe (422.7233)  
tel: 202.370.1800  
fax: 202.783.2348  
[www.iccsafe.org](http://www.iccsafe.org)

Thank you for your time and consideration of ICC's proposal. We look forward to the opportunity of working together with the Department on providing this critical service for the protection of the health, safety, and welfare of the citizens of West Virginia.

Sincerely,

A handwritten signature in cursive script that reads "Michael Armstrong".

Michael J. Armstrong  
Senior Vice President, Member Services



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

# Request for Quotation

RFQ NUMBER  
 DEV9054

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 RON PRICE  
 304-558-0492

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 International Code Council  
 Jim Bar, Vice President  
 6705 Old Station Road  
 West Chester, OH 45069

SHIPP TO  
 WV DEVELOPMENT OFFICE  
 ADMINISTRATION  
 BUILDING 6, ROOM 645  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0311 304-558-0350

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/23/2008				

BID OPENING DATE: 01/10/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
01	1	LS		952-90		
WORKSHOPS  THE WEST VIRGINIA DEVELOPMENT OFFICE IS CONTRACTING FOR A QUALIFIED VENDOR TO PRESENT WORKSHOPS ON ENERGY EFFICIENT CONSTRUCTION AND RETROFIT PRACTICES WITH AN EMPHASIS ON THE 2006 INTERNATIONAL ENERGY CONSERVATION CODE.  PLEASE QUOTE LUMP SUM TO PROVIDE THE FOLLOWING WORKSHOPS:  BECKLEY \$3,895.00 LEWISBURG \$3,895.00 CLARKSBURG \$3,895.00 MARTINSBURG \$3,895.00 WELCH \$3,895.00  GRAND TOTAL \$19,475*  *See Section 5 of the proposal for details  NOTICE  A SIGNED BID MUST BE SUBMITTED TO:  DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

NATURE *Jim Bar* TELEPHONE 868-422-7233X7713 DATE 1/8/09

LE Vice President FEIN 36-3999004 ADDRESS CHANGES TO BE NOTED ABOVE

Program Development,  
 Member Services

## 5. Seminar Fees

### 5.1 Individual Fees

Below is an outline of fees for each deliverable that ICC will provide for the Department.

#### Deliverable One:

Curriculum Development Fee				
Number of Courses	Curriculum Development (\$100 Hr)	Technical Expert (\$100 Hr)	Desktop Publisher (\$40 Hr)	Estimated Fee
1	10 Hrs = \$1,000	6 Hrs = \$600	10 Hrs = \$400	<b>\$2,000</b>

Curriculum Delivery Fee		
Number of Seminars	One-day Training Fee	Estimated Fee (Based on 5 consecutive Training Days)
5	\$2,250	<b>\$11,250</b>

#### Deliverable Two:

Participant Material			
Number of Seminars	Number of Participants	Workbook Fee	Estimated Fee
5	100	\$15	<b>\$7,500</b>

**Deliverable Three:**

<b>Meeting Venues</b>		
<b>Description</b>	<b>One-day Meeting Room Rental</b>	<b>Estimated Fee</b>
Provide meeting rooms for 5 days of training	\$350	\$1,750
A/V Equipment	\$75	\$375
Lunch Dining Room	\$175	\$875
	<b>TOTAL</b>	<b>\$3,000</b>

**Deliverable Four:**

<b>Lunch and Breaks</b>		
<b>Description</b>	<b>Based on 100 Participants</b>	<b>Estimated Fee For 5 Seminars</b>
Food and Beverage	\$22 X 100 = \$2,200	\$11,000

**Deliverable Five:**

<b>Registration</b>		
<b>Description</b>	<b>Per Online registration</b>	<b>Estimated Fee (max of 500 participants)</b>
Process an average of 100 online registrations per seminar for 5 seminars not to exceed 500 attendees for the seminars scheduled in five locations throughout West Virginia	\$6.00	\$3,000

**Deliverable Six:**

<b>Brochures and Co-Sponsorship</b>	
<b>Description</b>	<b>Estimated Fee</b>
Development and Distribution of 700 large postcards additional postcards printed and	\$1225

mailed available for \$1.25 each	
Link for training will be available directly on ICC Training Page	<b>No Charge</b>
Contacting up to fifty (50) co-sponsors	\$40 per contact X 50 contacts = <b>\$2000</b>

**Deliverable Seven:**

<b>Continuing Educational Credit</b>	
<b>Description</b>	<b>Estimated Fee</b>
Providing Continuing Educational Credit	No Charge

**Deliverable Eight:**

<b>Certificate of Completion / Evaluations</b>	
<b>Description</b>	<b>Estimated Fee</b>
Providing Student Evaluations	No Charge

## 5.2 Total Fees

	Description of Work	Anticipated Costs
<b>Deliverable One</b>	<b>Curriculum:</b> Fee includes curriculum development, technical expert and desktop publisher.	<b>\$2,000</b>
	<b>Instructors:</b> Fee includes all expenses incurred by instructor including travel, lodging, meals, etc.	<b>\$11,250</b>
<b>Deliverable Two</b>	<b>Participant Materials:</b> Fee includes development and shipment of customized instructional materials.	<b>\$7,500*</b>
<b>Deliverable Three</b>	<b>Meeting Venues:</b> Fee includes suitable training rooms that will accommodate 100 participants and audio visual equipment for each session.	<b>\$3,000</b>
<b>Deliverable Four</b>	<b>Lunch and Breaks:</b> Includes coffee and water during both breaks and a lunch. Gratuity and sales tax included in fee.	<b>\$11,000*</b>
<b>Deliverable Five</b>	<b>Registration:</b> Fee includes processing registration forms for 5 consecutive training days with 100 participants per training day	<b>\$3,000*</b>
<b>Deliverable Six</b>	<b>Brochures:</b> Fee includes the development and PDF version of a large postcard. Also included is the printing and mailing of up to 700 brochures and advertisement on ICC website.	<b>\$1,225</b>
	<b>Co-Sponsorship:</b> Contact up to 50 co-sponsors by e-mail and follow-up calls.	<b>\$2,000</b>
<b>Deliverable Seven</b>	<b>Continuing Educational Credit:</b> IACET and AIA continuing education units provided.	<b>No Charge</b>
<b>Deliverable Eight</b>	<b>Certificate of Completion / Evaluations:</b> A certificate of completion is provided to each participant at the conclusion of each seminar along with a seminar evaluation form.	<b>No Charge</b>
<b>Total</b>		<b>\$40,975</b>

\*Fees may be charged to participant at time of registration



### 5.3 Fee per Location

<b>Fee Per Location</b>		
<b>Location</b>	<b>Fee per location if participants cover variable costs listed above</b>	<b>Fee per location if State covers all fees</b>
Beckley	<b>\$3895*</b>	<b>\$8195</b>
Lewisburg	<b>\$3895*</b>	<b>\$8195</b>
Clarksburg	<b>\$3895*</b>	<b>\$8195</b>
Martinsburg	<b>\$3895*</b>	<b>\$8195</b>
Welch	<b>\$3895*</b>	<b>\$8195</b>

\*Students will be charged \$43.00 at time of registration

### 5.4 Payment Terms

Payment of seminar fees due in full 30 days after delivery of seminar.