

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

N F MANSUETTO & SONS INC

SECOND & WOOD STREETS

MARTINS FERRY OH

740-633-7320

43935

# Request for Quotation

DNR209064

RFQ NUMBER

ADDRESS CORRESPONDENCE TO ATTENTION OF

FRANK WHITTAKER

3<del>04-558-2316</del>

DIVISION OF NATURAL RESOURCES BLACKWATER FALLS STATE PARK ATTN: PARK SUPERINTENDENT

DRAWER 490 DAVIS, WV

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## 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 fee.
- 5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and terminated without further order.
- 14. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 15. WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT: If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

## **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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston WW 25205 2422 Charleston, WV 25305-0130

N F MANSUETTO & SONS INC

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ADDRESS CORRESPONDENCE TO ATTENTION OF: FRANK WHITTAKER 804-558-2316

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DIVISION OF NATURAL RESOURCES BLACKWATER FALLS STATE PARK ATTN: PARK SUPERINTENDENT

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FRANK WHITTAKER 304-558-2316

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State of West Virginia Request 101
Department of Administration Quotation Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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written amount, total Item 2

## **BID SCHEDULE**

PROJECT: BLACKWATER FALLS STATE PARK LODGE ROOF REPLACEMENT TUCKER COUNTY, WEST VIRGINIA

	Name and Address of Bidder:	N.F. Mansuet	to & Sons	, Inc.	
		116 Wood Str	eet		
		Martins Ferr	у, ОН. 4	3935	
	We, the undersigned having exam cost of work and also being famili hereby propose to furnish all mate Bidding Documents in a workman	ar with the genera erials, equipment,	l condition	ıs to bidders, draw	ings and specifications,
<u>ITEM</u>	DESCRIPTION	QUANTITY	<u>UNITS</u>	UNIT PRICE	TOTAL
1	Furnish all labor, materials, equipment other necessary services for the remova replacement of approximately 30,000 s asphalt shingles, including 100% ice sh proofing, scraping & painting all facia (provide paint), step flashing, drip edge, chimney flashing, 6" aluminum gutter, down spouts and flashing all penetratio building at Blackwater Falls State Park	al and square feet square feet sield water (park will squalley metal, 4" corrugated ons on the lodge			
	Two hundred and thirty f	ive thousand one	hundred	and twenty five	dollars
	written amount, per lump sum	1	L.S.		<u>\$ 235,125.00</u>
2	Removal and replacement of deteriorate roof sheathing material, per square foot				
	Seven Dollars written amount, per square foot	40	s.f.	\$ 7.00	<u>\$ 280.00</u>
	Two hundred and eighty do	llars			

Ten Dollars	70	l.f.	s 10.00	s 700.00
written amount, per square foot				
Seven Hundred Dollars				
written amount, total Item 3	•			
Removal and replacement of deteriorated facia material, per linear foot, 2 x 10 cedar				
Fifteen Dollars	20	l.f.	s 15.00	s 300.00
written amount, per linear foot				
Three Hundred Dollars				
written amount, total Item 4				

Two hundred and thirty six thousand four hundred and five dollars

written amount, total base bid

Any item not included as a separate bid item shall be included in the lump sum or unit bid price for each individual item. In the event of a difference in written amount and the number amount, the written amount shall prevail.

## **BID BOND**

	KNOW ALL	MEN BY THESE F	PRESENTS,	, That we, the und	lersigned, _	N.F. Mansuetto & Sons, Inc.
	of <u>Mart</u>	ins Ferry				, as Principal, and Ohio Farmers Insurance
ompany	of Westfi	eld Center ,	Ohio	a co	rporation on	ganized and existing under the laws of the State of
Ohio	with	n its principal offic	e in the City	ofWestfield	Center	_, as Surety, are held and firmly bound unto the State
of West	Virginia, as O	bligee, in the pens	al sum of <u>f</u>	ive Percent	of the	(\$ 5% ) for the payment of which,
						inistrators, executors, successors and assigns.
	The Condition	n of the above ob	ligation is su	uch that whereas	the Principal	il has submitted to the Purchasing Section of the
Departir	ent of Admini	stration a certain l	bid or propo	sal, attached here	eto and mad	le a part hereof, to enter into a contract in writing for
Re	place Roo	f at the Bla	ckwater	<u>Falls State</u>	Park Lo	dge - Tucker County, WV
		.,,.,,.,				
	NOWTHERE	EFORE,				
	(a) If said bi	d shall be rejected	d, or ad and the S	Princinal chall ant	er Into a con	stract in accordance with the bid or proposal attached
hereto a	nd shall fumis	h any other bond	s and insura	ance required by t	he bid or pro	oposal, and shall in all other respects perform the
agreeme	ent created by	the acceptance of	of said bid, th	hen this obligation	shall be nu	all and void, otherwise this obligation shall remain in full arety for any and all claims hereunder shall, in no event,
exceed	the penal amo	ount of this obligat	ion as herei	n stated.	idy of the or	nery in any and on dains nelection stail, in no event,
,						
	aired or affect	for the value recell and by any extension. Ich extension.	ved, hereby ion of the tin	stipulates and ag ne within which th	rees that the Obligee n	e obligations of said Surety and its bond shall be in no nay accept such bid, and said Surety does hereby
	IN WITNESS	WHEREOF, Prin	icipal and Si	urety have hereup	nto set their	hands and seals, and such of them as are corporations
have car		•	•	•		be signed by their proper officers, this
		December				
·	<b>-</b>					
Principa	I Corporate Se	eai				N.F. Mansuetto & Sons, Inc.
						(Name of Principal)
						By Methor & Manust
						/(Must be President or Vice President)
						·
						President (Title)
						Ohio Farmers Insurance Company
Surety 0	Corporate Sea	1				(Name of Surety)
						,
						7/1000
						" full pa
						Attornéy in-Fact Nicholas A. Sparachane

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

General Power of Attorney

**CERTIFIED COPY** 

# Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co.

Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center Medina County, Ohio do by these presents make, constitute and appoint

NICHOLAS A SPARACHANE ANNETTE L LAWRENCE C RICHARD STUMP, JOINTLY OR SEVERALLY

of **WHEELING** and State of **WV** its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their **Senior Executive** and their corporate seals to be hereto affixed this **22nd** day of **JUNE** A D., **2007** 

Corporate Seals Affixed State of Ohio

State of Ohio County of Medina

SEAL

S CHARTERED S

WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

Richard L. Kinnaird, Jr., Senior Executive

On this 22nd day of JUNE A D, 2007, before me personally came Richard L. Kinnaird, Jr. to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, Ohio; that he is Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order

By:

Notarial Seal Affixed

State of Ohio County of Medina

SS :



William J. Kahelin, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147 03 Ohio Revised Code)

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 18thday of December: A.D., 2008







Frank A. Carrino, Secretary Secretary

RFQ No DNR209064	RFO	Nο	DNR209064
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## STATE OF WEST VIRGINIA Purchasing Division

## PURCHASING AFFIDAVIT

## **VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: 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 owed is an amount greater than one thousand dollars in the aggregate

## PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun

## **ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

## 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 www.state.wv.us/admin/purchase/privacy 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 is in compliance with the requirements as stated.

Vendor's Name:	N.F. Mansu	etto & Sons, Inc.		
Authorized Signatur	e: Mutt	A May V	Date:	/16/2008
Purchasing Affidavit (Rev		Marthew Mansuetto		