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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

RFQ NUMBER RJCMNT008

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A	ADDRESS CORRESPONDENCE	O ATTENTION OF:
JOHN	ABBOTT	
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ELCO MECHANICAL CONTRACTORS

P.O. Box 349 CHARLESTON, WEST VIRGINIA 25322 REG'L JAIL & CORR'L AUTH'Y CENTRAL REGIONAL JAIL

300 DAYS DRIVE SUTTON, WV 26601

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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
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Post Office Box 50130
Charleston WV 25207 0132

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2019 Washington Street East
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Charleston, WV 25305-0130

Request for Quotation

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NOTICE TO BIDDERS

Sealed bids for HVAC Replacement For Central Regional Jail, will be received by the State of West Virginia Regional Jail And Correctional Facility Authority, in accordance with the Request for Quotations issued by the State Of West Virginia Purchasing Division, at the time and date listed in the State's Request for Quotations. Bids will opened and publicly read aloud at that time.

The bidding documents consist of the Request for Quotations, plans, and specifications. Plans and specifications may be obtained by contacting: ZMM Architects & Engineers, 222 Lee Street West, Charleston, West Virginia 25302; 304-342-0159 (phone); 304-345-8144 (fax).

Up to 2 sets of bidding documents for this project may be obtained by qualified prime contractors from the office of ZMM, Inc., Architects and Engineers, 222 Lee Street West, Charleston, West Virginia 25302. A deposit of \$75.00, payable to ZMM, Inc., will be required for each set of documents. Deposits will be refunded if bidding documents are returned to the Architect in good condition within 20 days of bid date. Bidders will be responsible for cost of shipping and handling.

Request for Quotations may be obtained by contacting:

State Of West Virginia Department Of Finance and Administration Purchasing Division 2019 Washington Street, East Charleston, West Virginia 25305 Phone: 304-558-2063

Bidding documents may be examined at Architect's office or at one of the following locations during regular business hours:

Kan, Valley Builder's Assoc. 1627 Bigley Avenue Charleston, WV 25302

437 19th Street Dunbar, WV 25064

McGraw-Hill/F. W. Dodge

Contractors Association of WV 2114 Kanawha Boulevard East-Charleston, WV 25311

304-342-7141

304-766-6880/ FAX 304-766-6882

304-342-1166

1813 N. Franklin Street Pittsburgh, PA 15233 412-922-4200

Pittsburgh Builders Exchange Construction Employers Assoc. of North Central WV, 2794 White Hall Blvd. White Hall, WV 26554 304-367-1290

Reed Construction Data 30 Technology Parkway South Suite 100 Norcross, GA 30092 770-417-4000/ FAX 770-849-6475

Procedures, policies and relevant sections of law, as well as the terms and conditions, of the State of West Virginia and/or the Purchasing Division apply to this project. The order of precedence over conflicting sections, shall be first, documents issued by the Purchasing Division, second, the specifications for the project as defined by the Architects, and third, any attachments or supplemental information included with the specifications.

Any notice for a pre-bid conference will be issued in the State's Request For Quotations.

Agency Purchasing	Division
REQ.P.O# RJCMNTO	

BID BOND

					Elco Mechanical Contractors, Inc.
	of 1510 Co	oonskin Drive	Charleston, WV	25302	as Principal, and <u>Fidelity and Deposit Company</u> anized and existing under the laws of the State of
f Mary	/landfP 0 Box	1884 , Pitt	tsburgh , PA 15230 _, a	corporation org	ganized and existing under the laws of the State of
Mary1a	and with	its principal office	in the City of Baltimore		, as Surety, are held and firmly bound unto the State
of Wes	st Virginia, as Ol	bligee, in the penal	sum of (5%) Five perc	ent of amoun	t(\$\frac{1}{2} i d) for the payment of which,
well ar	nd truly to be ma	ide, we jointly and s	severally bind ourselves,	our heirs, admi	nistrators, executors, successors and assigns.
	The Condition	n of the above oblig	ation is such that wherea	as the Principal	has submitted to the Purchasing Section of the
Depart				ereto and made	e a part hereof, to enter into a contract in writing for
	HVAC Replacer	ment for Central	Regional Jail		
	Sutton, WV				
	NOW THEE	EODE			
	NOW THERE		.		
	(a) if said bi	d shall be rejected, d shall be accepted	or and the Principal shall e	nter into a cont	ract in accordance with the bid or proposal attached
hereto	and shall furnis	h any other bonds a	and insurance required b	y the bid or pro	posal, and shall in all other respects perform the
agreer	nent created by	the acceptance of	said bid, then this obligat	ion shall be nul	I and void, otherwise this obligation shall remain in full
		expressly understoc unt of this obligation		bility of the Sur	ety for any and all claims hereunder shall, in no event,
0,1000	a tilo portar arrio	and or this cangular			
	The Surety, for	or the value receive	d, hereby stipulates and	agrees that the	obligations of said Surety and its bond shall be in no
	paired or affect notice of any su		n of the time within which	the Obligee m	ay accept such bid, and said Surety does hereby
waive	nouce of any su	CH extension.			
	IN WITNESS	WHEREOF, Princi	pal and Surety have here	eunto set their h	nands and seals, and such of them as are corporations
have c	aused their corp	oorate seals to be a	ffixed hereunto and these	e presents to be	e signed by their proper officers, this
19th	day of	May	, 2009		
Princip	al Corporate Se	eal			Elco Mechanical Contractors, Inc.
					(Name of Principal)
					By Rounded & F
					(Must be/President or Vice President)
					Vice President)
					VICE PRESIDENT
					(Title) (
Surety	Corporate Seal				Fidelity and Deposit Company of Maryland
					(Name of Surety)
					DAIV/
					Douglas P. Taylor Attorney-in-Fact
					Douglas P. Taylor Agent

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.

Power of Attorney FIDELITY AND DEPOSIT COMPANY OF MARYLAND

KNOW ALL MEN BY THESE PRESENTS: That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by FRANK E. MARTIN JR., Vice President, and GREGORY E. MURRAY, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof does hereby nominate, constitute and appoint Andrew K. TEETER, Janis K. PEACOCK, Kimberty C. MILES, Douglas P. TAYLOR, Donna J. PRICE and Pamela V. LANHAM, all of Charleston, West Vinginia, EACH its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its booking in pursuance of these presents, shall be as binding upon said undertakings, and the execution of such bonds of undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes; as it they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons. This power of attorney revokes that issued on behalf of Andrew K. TEETER, Janis K. PEACOCK, Kimberly L. MILES, Douglas P. TAYLOR, Donna J. PRICE, dated July 12, 2004.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2, of the By-Laws of said Company, and is now in force.

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 11th day of November, A.D. 2004.

ATTEST:

FIDELITY AND DEPOSIT COMPANY OF MARYLAND



Gregory E. Murray Assistant Secretary

GARE. MM

Frank E. Martin Jr.

Junk & Martin

Vice President

State of Maryland City of Baltimore ss:

On this 11th day of November, A.D. 2004, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, came FRANK E. MARTIN JR., Vice President, and GREGORY E. MURRAY, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself deposeth and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Maria D. Adamski

Notary Public

My Commission Expires: July 8, 2007

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EXTRACT FROM BY-LAWS OF FIDELITY AND DEPOSIT COMPANY OF MARYLAND

"Article VI, Section 2. The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents, Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertaking, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages,...and to affix the seal of the Company thereto."

CERTIFICATE

I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2, of the By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed."

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said Company,

2009

this_	19th	day of	riay ,	2009		
					Berell 7	Haley

May

19th

Assistant Secretary

Rev March 2009



State of West Virginia DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT West Virginia Code §21-1D-5

STATE OF WEST VIRGINIA
COUNTY OF KANAWHA TO-WIT:
I, Ronney L King, after being first duly sworn, depose and state as follows:
1. I am an employee of ELCO MECHANICAL CONTRACTORS; and, (Company Name)
2. I do hereby attest that ELCO MECHANICAL CONTRACTORS (Company Name)
maintains a valid written drug free workplace policy and that such policy is in compliance with West Virginia Code §21-1D-5.
The above statements are sworn to under the penalty of perjury.
ELCO MECHANICAL CONTRACTORS (Company Name)
By: Konney & Printer Title: VICE PRIESIDENT
Date:
Taken, subscribed and sworn to before me this 19th day of May 2001.
By Commission expires 7-31-2015 OFFICIAL SEAL NOTARY PURILIC
(Seal) STATE OF WEST VIRGINIA H. ELLIS H. C. BOX 346 W. Commission signes July 35, 2015
THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF

THE BID.

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:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor **must** make said affirmation with its bid submission. Further, 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. 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/noticeConfidentiality.pdf.

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

Vendor's Name:	ELCO M	RCHANICAL	CONTRACTORS		
Authorized Signature:	More	ld Y V	Date:	5/19/2009	
Purchasing Affidavit (Revise		1///			