



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
04100485

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
MICHAEL AUSTIN 304-558-2402

\*104153508 304-863-3553  
GROGGS HEATING & AIR CONDITION  
588 HARRIS HWY

PARKERSBURG WV 26101

DIVISION OF HIGHWAYS  
DISTRICT FOUR

P.O. BOX 4220  
CLARKSBURG, WV  
26302-2570 304-557-1550

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/11/2010				

BID OPENING DATE: 04/07/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOF	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		031-06		\$29,235.00
<p>HEATING AND AIR CONDITIONING UNIT</p> <p>TO PROVIDE ALL LABOR, MATERIALS, AND EQUIPMENT FOR THE REMOVAL AND INSTALLATION OF TWO NEW HIGH EFFICENCY GAS FORCED AIR FURNACES AND TWO NEW A/C CONDENSERS FOR THE DISTRICT FOUR HEADQUARTERS SHOP IN CLARKSBURG WV. PER THE ATTACHED SPECIFICATIONS.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 03/24/2010 AT 10 AM DISRTICT FOUR HEADQUARTERS SHOP IN CLARKSBURG, WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT I DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATOR PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p>						

RECEIVED  
2010 APR -7 PM 1:09  
WV PURCHASING  
DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>[Signature]</i>	304-326-0553	4/7/10	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
CONSULTANT	20-1307231		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>QUESTIONS: WRITTEN QUESTIONS WILL BE RECEIVED THROUGH CLOSE OF BUSINESS (5:00 PM, EST) ON MONDAY, 03/22/2010</p> <p>SEND YOUR QUESTIONS TO: PURCHASING DIVISION ATTENTION MICHAEL AUSTIN 2019 WASHINGTON ST. EAST CHARLESTON, WV 25305</p> <p>QUESTIONS MAY BE SENT VIA FAX, E-MAIL OR REGULAR MAIL. E-MAIL: MICHAEL.D.AUSTIN@WV.GOV FAX: 304-558-4115</p> <p>IT IS THE VENDORS RESPONSIBILITY TO VERIFY THAT THEIR QUESTIONS HAVE BEEN RECEIVED BY CALLING 304-558-2402</p> <p>EXHIBIT 5</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 30 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE			TELEPHONE 304-326-0553		DATE 4/7/10	
TITLE CONSULTANT		FERN 20-1307231		ADDRESS CHANGES TO BE NOTED ABOVE		

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<p>WITH THE SPECIFICATIONS OF THE THE BID AND CONTRACT HEREIN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR BARBOUR COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET,SEQ.</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN TH</p>						
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<p>STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A PERFORMANCE AND LABOR &amp; MATERIAL BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR/MATERIAL BOND.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>REV. 05/2009</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: .....</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 <i>[Signature]</i></p> <p>NO. 2 <i>[Signature]</i></p> <p>NO. 3 <i>[Signature]</i></p> <p>NO. 4 .....</p> <p>NO. 5 .....</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>[Signature]</i>			TELEPHONE 304-326-0553		DATE 4/7/10	
TITLE CONSULTANT		FEIN 20-1307231		ADDRESS CHANGES TO BE NOTED ABOVE		

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<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND 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.</p> <p>..... SIGNATURE GROGGS HEATING &amp; AIR CONDITIONING COMPANY ..... DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST</p>						
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TITLE		FIRM		ADDRESS CHANGES TO BE NOTED ABOVE		

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03/11/2010						
BID OPENING DATE: 04/07/2010		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 33</p> <p>RFQ. NO.: 04100485</p> <p>BID OPENING DATE: -----</p> <p>BID OPENING TIME: -----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>304-326-0554</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>TROY D. HOUSEHOLDER</p> <p>***** THIS IS THE END OF RFQ 04100485 ***** TOTAL: 29,235.00</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
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TITLE		FAX		ADDRESS CHANGES TO BE NOTED ABOVE		

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Item No.	Quantity	Description	Unit Price	Amount
1	1.00	80,000 BTU, 90% Efficiency or better Gas Furnace	3400.00	3400.00
2	1.00	100,000 BTU, 90% Efficiency or better Gas Furnace	3400.00	3400.00
3	2.00	R 410 A, 5 TON 13 SEER CONDENSERS	5,000.00	10,000.00
4	2.00	50' OF LINE SETS	300.00	600.00
5	2.00	DIGITAL PROGRAMMABLE THERMOSTATS	175.00	350.00
6	2.00	THERMOSTAT LOCK BOX	50.00	100.00
WINNING BIDDER MUST PROVIDE ALL MATERIAL, EQUIPMENT, AND LABOR. THIS BID IS FOR REMOVAL OF EXISTING BOILER, ACCESIBLE PIPING, AND INSTALLATION OF TWO NEW HIGH EFFICIENCY GAS FORCED AIR FURNACES, AND 2 NEW A/C CONDENSERS. PROVIDE AND INSTALL NEW GALVANIZED SHEET METAL SUPPLY AND RETURN TRUNK LINES, INSULATED IN AREAS WITHOUT EXPOSED CEILINGS. BRANCH LINES SHALL BE INSULATE FLEXIBLE ROUND PIPE ABOVE FINISHED CEILINGS AND GALVANIZED SHEETMETAL PIPE EXPOSED CEILING AREA'S. SUPPLY DIFFUSERS SHALL BE 2X2 LAY IN AREAS OF FINISHED CEILING AND BOOT MOUNTED REGISTERS IN EXPOSED CEILING AREAS SYSTEMS A/C UNIT MUST BE DRAINED OF FREON AND WILL REMAIN PROPERTY OF WVDOH. WVDOH WILL REMOVE PTAC UNITS AND REPAIR WALLS WHERE THE UNITS ARE INSTALLED. WVDOH WILL BE RESPONSIBLE FOR THE PIPING HIDDEN BEHIND THE WALLS. REMOVAL AND INSTALLATION WILL BE DONE AFTER 4:00 P.M. TO 6:00 A.M. AND/OR WEEKENDS.			<b>TOTAL</b>	\$17,850.00 EQUIP. ONLY

	<p>BOILER, PIPING, AND OTHER MATERIAL REMOVED MUST BE DISPOSED OF PROPERLY BY THE CONTRACTOR.</p>		
--	---	--	--

WINNING CONTRACTOR WILL HAVE 30 DAYS TO  
COMPLETE BID FROM THE DAY OF THE AWARD.

THERE WILL BE A MANDATORY PRE BID MEETING AT  
THE DISTRICT FOUR HEADQUARTERS, SHOP BUILDING.



ADDENDUM NO. 2

INCREASE 30 DAY COMPLETION TIME TO 60 DAYS

SPECIFIED THERMOSTAT TO A 5-2 DAY PROGRAMMABLE  
THERMOSTAT WITH REMOTE SENSORS

SPECIFIED LENTIL TO EXTEND 16 NOMINAL INCHES FROM OPENING  
MADE THROUGH LOAD BEARING WALLS

SPECIFIED RETURNS IN ALL ROOMS EXCEPT BATHROOMS

CHANGED UNIT FROM AN 80,000 BTU UNIT TO A 100,000 BTU UNIT

SPECIFIED UNITS TO BE MINIMUM 90% EFFICIENCY AND 100,000  
BTU INPUT

LAYOUT DRAWING INCLUDED AS REQUESTED



State of West Virginia  
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WV PURCHASING ACA SECT Fax 304-558-4115

Mar 31 2010 03:39pm P001/004

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MICHAEL AUSTIN  
304-558-2402

RFQ COPY

TYPE NAME/ADDRESS HERE

DIVISION OF HIGHWAYS  
DISTRICT FOUR  
I-79 EXIT 121  
MEADOWBROOK ROAD  
BRIDGEPORT, WV  
26330 304-842-1500

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS		
03/31/2010						
BID OPENING DATE: 04/07/2010		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
CHANGES TO THE SPECIFICATIONS ATTACHED.						
BID OPENING DATE AND TIME REMAINS 04/07/10 @1:30 P.M.						
NO OTHER CHANGES.						
0001	1	LS	031-06			INCLUDED IN BASE BID
HEATING AND AIR CONDITIONING UNIT						INCLUDED IN BASE BID
***** THIS IS THE END OF RFQ 04100485 ***** TOTAL:						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE				TELEPHONE 304-326-0563		DATE 4/7/10
TITLE CONSULTANT		FBN 20-1307231		ADDRESS CHANGES TO BE NOTED ABOVE		

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04/07/2010 08:02 FAX 3048633553

001/001



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SHIP TO  
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DISTRICT FOUR  
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MEADOWBROOK ROAD  
BRIDGEPORT, WV  
26330 304-842-1500

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
04/05/2010						
BID OPENING DATE: 04/07/2010 BID OPENING TIME: 01:30PM						
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3						
WAGE RATES READS: BARBOUR COUNTY						
CHANGE WAGE RATES TO READ: HARRISON COUNTY						
BID OPENING DATE AND TIME REMAINS 04/07/10 @1:30 P.M.						
NO OTHER CHANGES.						
0001	1	LS	031-06	HEATING AND AIR CONDITIONING UNIT		INCLUDED IN BASE BID
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State of West Virginia  
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT  
West Virginia Code §21-1D-5

STATE OF WEST VIRGINIA  
COUNTY OF HARRISON, TO-WIT:

I, RICHARD GUINN, after being first duly sworn, depose and state as follows:

1. I am an employee of GROGGS HEATING & AIR CONDITIONING, INC., and,  
(Company Name)
2. I do hereby attest that GROGGS HEATING & AIR CONDITIONING, INC.  
(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.

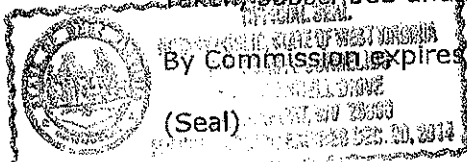
GROGGS HEATING & AIR CONDITIONING, INC.  
(Company Name)

By: R. Guinn

Title: OPS MGR

Date: 4-7-2010

Taken, subscribed and sworn to before me this 7th day of April, 2010.



12-20-2014

D. Connelley  
(Notary Public)

**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.**

RFQ No. 04100485 10STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT**

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 owed 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 exceeds 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.

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.

**WITNESS THE FOLLOWING SIGNATURE**Vendor's Name: GROGGS HEATING & AIR CONDITIONING, INC.Authorized Signature: [Signature] Date: 4-7-2010State of West VirginiaCounty of Harrison, to-wit:Taken, subscribed, and sworn to before me this 7th day of April, 2010My Commission expires 12-20-2014, 20  

AFFIX SEAL HERE

NOTARY PUBLIC

