



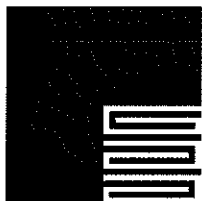
**State of West Virginia  
Department of Administration  
Purchasing Division**

**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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GERARD  
ASSOCIATES ARCHITECTS

JAMES E. GERARD, AIA  
DAWN M. DANYO, AIA

February 19, 2010

Mr. John Abbott  
Purchasing Division  
P O. Box 50130  
Charleston, WV 25305-0130

RE: Solicitation No. DEFK10011  
Architect-Engineer Services for  
West Virginia Army National Guard, Buckhannon Area

Dear Mr. Abbott:

In the preparation of this submittal, Gerard Associates Architects, L.L.C hereby requests consideration to furnish professional Architectural services to the State of West Virginia, Department of Administration, regarding the West Virginia Army National Guard, Buckhannon Area

Per your request, we have compiled our credentials, including a small sampling of our portfolio. Though this sampling is representative of the quality of our work, it is not representative of our greatest asset – *The ability to communicate with our Clients and foster long term client relationships.* It is this continued commitment to service that enables us to consistently address design issues with competence, to deliver solutions within time and monetary constraints, and to adapt to ever changing technologies, codes and market demands. We welcome you to contact the references we have included as a testimony of our proficiency in the production of design and construction documentation.

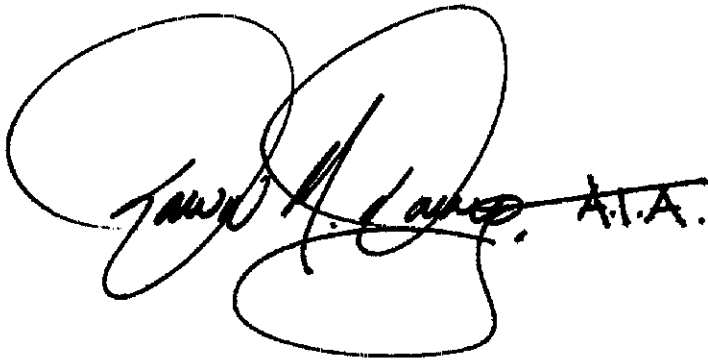
In addition, Gerard Associates Architects, L.L.C. is proud to have served as the Architect of Record for the newly occupied US 99th Reserve and Readiness Center in Fairview Township, Erie, Pennsylvania. We believe that our experience with this project, which bears a striking resemblance in programmatic and technical needs to the proposed, has uniquely qualified us for this position with the State of West Virginia. While leading the design team of architects, consulting engineers, interior designers, and planners, I was directly responsible for coordinating the requirements put forth by the U.S. Army Corps of Engineers from their many offices in Louisville, KY, Harrisburg, PA and Baltimore, MD. The project consisted of a three (3) building complex including a Training Center/Administrative Office building with Unit Storage; an Organizational Maintenance Shop (OMS); and a separate, Unheated Storage Facility. The design of the project included the development of the site and resulted in buildings of primarily masonry construction. Interface with Department of Defense standards was critical to all aspects of design as were details relating to achieving the buildings' Spirit (or LEED) rating. Ultimately, the structures were commissioned and achieved a Spirit Bronze standard.

Other government projects included for your review are the District Two Office of Mine Safety and Health Administration and the Office of Adjudication, Bureau of Workmen's Compensation of Brookville, Pennsylvania. We believe that our experience with all of these agencies - the implementation of their design and construction standards, the adherence to strict project budgets and schedules, and the overall management and level of quality control they demand - would serve as an asset in your efforts to complete design and construction of the new USPFO and Warehouse.

Gerard Associates Architects, L.L.C. is proud to be a Small Business Firm. We are currently pursuing certification as a Woman Owned Business. It has been the privilege of Gerard Associates Architects, L.L.C. to share the process of design with the many Clients the firm has encountered in its fifty year history. It is with great pleasure that we have prepared this proposal for you

Sincerely,

GERARD ASSOCIATES ARCHITECTS, L.L.C.

A handwritten signature in black ink, appearing to read "Dawn M. Danyo, A.I.A.", with a horizontal line drawn through the middle of the signature.

Dawn M. Danyo, A.I.A., LEED AP, Principal

**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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. 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
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and 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.
14. **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>
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W Va. C.S.R. §148-1-6.6)