



**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.



SILLING

ASSOCIATES • ARCHITECTS

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Charleston, WV 25301-1727
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February 23 2010

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

Re: Expression of Interest. RFQ#DEFK10011

Dear Selection Committee Members,

Silling Associates, Inc. is pleased to submit an Expression of Interest to provide complete architectural/engineering design and construction administration services for the West Virginia Army National Guard facility in Buckhannon West Virginia. We offer highly professional and experienced designers whose diverse past portfolio represents projects that rank among the highest quality in the state of West Virginia.

Since 1902 our firm has designed a number of noteworthy buildings for the state of West Virginia and we have always prided ourselves on being a servant of state government. Our current work includes ongoing design services for the West Virginia Lottery, the West Virginia Supreme Court, and many projects for the West Virginia Division of Corrections. Each of these agencies presented critical facility needs unique to their own operations, which required a design team that could listen, design, and deliver. Our ability to effectively and creatively integrate those needs into the architectural design process has been proven time and time again, resulting in first-class facilities and unparalleled service to the State of West Virginia.

Though our firm and past generations of ownership has successfully worked with the WV National Guard over the years, we felt a greater need to present our diversity of design experiences from more recent years. This body of work, in our opinion, reaffirms our firm's reputation as "problem solvers" and creative designers with the ability to meet the needs of any project. What you will also find is that many, if not all, of the building space components that may be required in your project can be found in a number of the projects that we present in this proposal, including:

- Administrative offices
- High-technology conference rooms
- Educational and training classrooms
- Auditoriums & assembly halls
- Multi-purpose, athletic & fitness centers
- Industrial and vehicular maintenance facilities
- Institutional kitchens and dining halls
- Weapons storage

Specifically, this experience includes award-winning designs for Chesapeake Energy's Eastern Regional Headquarters and West Virginia State University's Student Union, as well as an exciting new worship and educational campus for Bible Center Church, the new Tri-State Casino Resort

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Hotel & Convention Center and the soon-to-be completed Haddad Riverfront Park Amphitheatre. Furthermore, we have distinguished ourselves as being a leader in site and building security design, having worked on over 1 million square feet of state correctional institutions and county judicial centers throughout the state of West Virginia.

In summary, we welcome the opportunity to be a part of this exciting project bringing a fresh and creative approach to meeting the facility needs of the WV Army National Guard and exceeding your expectations.

As lifelong West Virginians, we deeply appreciate the WV Army National Guard and the devoted individuals that serve our state and country. We would be honored to work for you and all of the people that have constituted the backbone of our safety, security, and disaster relief.

We look forward to an interview and opportunity to discuss in further detail our experience and specific approach to this very exciting project.

Sincerely,

SILLING ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Thomas M. Potts", written over a horizontal line.

Thomas M. Potts, AIA
President

**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 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)