

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

Request for

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RFQ NUMBER DJS010282

ADDRESS CORRESPONDENCE TO ATTENTION OF:

JOHN ABBOTT 304-558-2544

***709001715** 304-757-0395 CARRIER BUILDING SYSTEMS & SER VENDOR PO BOX 427 2 MISSION WAY SCOTT DEPOT WV 25560

DIVISION OF JUVENILE SERVICES WV INDUSTRIAL HOME FOR YOUTH

7 INDUSTRIAL BOULEVARD INDUSTRIAL, 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. 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.
- 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 entitles.
- 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 1 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 FOB 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)



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DIVISION OF JUVENILE SERVICES WV INDUSTRIAL HOME FOR YOUTH

7 INDUSTRIAL BOULEVARD INDUSTRIAL, WV 26375

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Department of Administration
Purchasing Division
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7 INDUSTRIAL BOULEVARD INDUSTRIAL, WV 26375

304-558-6029

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS NeT 30 02/02/2010 N 14 N/ABID OPENING DATE: 03/02/2010 BID OPENING TIME 01:30PM CAT. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT 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. WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR APPLICABLE COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT) 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. WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL. ALL OF THE INTERS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT: (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. CONTRACTORS LICENSE WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE 20-1253 Z-23-16 ADDRESS CHANGES TO BE NOTED ABOVE 06-0991716 MANAGER



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*709001715

PO BOX 427

2 MISSION WAY SCOTT DEPOT WV

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CARRIER BUILDING SYSTEMS & SER

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304-757-0395

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26375 304~558-6029

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 02/02/2010 NOT30 BID OPENING DATE: 03/02/2010 BID OPENING TIME 01:30PM CAT. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: TIM HANKINS THIS IS THE END OF RFQ DJS010282 ***** TOTAL: SEE REVERSE SIDE FOR TERMS AND CONDITIONS 2-220-1253 ADDRESS CHANGES TO BE NOTED ABOVE 06-0991716

	DJS010282 - WV IHY HVAC MA	HY HVAC MAINTENANCE CONTRACT BID FORM	NTRACT BID F	ORM
Item #	Description	Estimated Annual Usage	* Unit Price	Extended Price
1	ANNUAL MAINTENANCE CONTRACT	12 Months		\$
2	REGULAR WORK HOURS	80 Hrs.	\$ 137 cm/4R	\$ 11.126.
ဗ	NON REGULAR WORK HOURS	40 Hrs.	\$ 186.04 HR	\$ 7,446,
4	EST. ANNL. PARTS USAGE x % MARK-UP	\$5,000.00	% M/U: /ブ	\$ 5750.
	Failure to use this form may result in disqualification	ication	Total	\$24310
	Bidder / Vendor Information:	~		
在 100 年 年 1	Name: CARRIER	CORD		Water James Company
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	BRIDGENILLE	11e Pa 15017	17	*
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	* Item 3 NON REGULAR HOURS include emergency evening, night, weekend and Hollday Service Calls * Item 4= \$5,000 X % Mark-up over cost + \$5,000 = Extended Total	rgency evening, night,	weekend and Hollda	y service calls

STATE 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

"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 exceed 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: ____ Authorized Signature: ___ Taken, subscribed, and sworn to before me this 23day of FEB My Commission expires NOTARY PUBLIC auch - Kruck AFFIX SEAL HERE COMMONWEALTH OF PENNSYLVANIA NOTARIAL SEAL Carol A. Pruchnitzky, Notary Public

Bridgeville Borough, Allegheny County My commission expires January 10, 2013



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

STATE OF PENNSYLVANIA
COUNTY OF Allecheny, TO-WIT:
I, JAMES W. GAllachen, after being first duly sworn, depose and state as follows:
1 I am an employee of <u>ARRIER</u> COMPANY Name); and,
2. I do hereby attest that <u>ARRIER CORP.</u> (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
By: SR. Account EXECUTIVE Date: Z-23-10
Taken, subscribed and sworn to before me this 23d day of Helorone
By Commission expires $1/10/2013$
(Seal) COMMONWEALTH OF PENNSYLVANIA NOTARIAL SEAL Carol A. Pruchnitzky, Notary Public Bridgeville Borough, Allegheny County My commission expires January 10, 2013 THIS AFETDAVIT MIST RE SHRMITTED MITH THE RID IN OPDER TO

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 Requirements

A) Similar Maintenance Contracts:

Contracts held and maintained within past three years

WV Industrial Home for Youth

Contract includes:

- > Trane Tracer System service
- ➤ Various controls service
- Preventative Maintenance HVAC and Controls
- Repair Service
- Emergency Service

Contact: Joe Merendino 304-782-2371

PNC Banks (Approximately 200 Locations)

Contract includes:

- HVAC, various Automation Systems system service
- Preventative Maintenance
- Testing and Reporting Service
- Emergency Service

Contact: John Baker 412-443-5443

Potomac State College

Contract includes:

- Various Control Systems service for multiple facilities, including Trane
- Pneumatic controls service
- Full coverage HVAC service
- Preventative Maintenance
- Emergency Service

Contact: Lori Harrison 304-788-6888



RFQ Requirements (cont.)

Marion County Schools

Contract includes:

- > Various Direct Digital Control System service, including Trane
- > Full coverage HVAC service
- Preventative Maintence HVAC and Controls
- Emergency Service

Contact: Brad Straight 304-367-2160

Fairmont General Hospital

Contract includes:

- ➤ Various Direct Digital Control System service, including Trane
- > Full coverage HVAC service
- Preventative Maintence HVAC and Controls
- > Emergency Service

Contact: Tom Crites 304-367-7540