



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
GSD096452

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RFQ COPY
 TYPE NAME/ADDRESS HERE

**GLEM COMPANY
 P.O. BOX 2109
 CHARLESTON, WV 25328**

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BUILDING 11 CHILLER PLANT
 218 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/25/2009				

BID OPENING DATE: **08/04/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		968-42	169,782.93	169,782.93
<p>SECONDARY POWER FEED PROJECT, BLDG#11</p> <p>REQUEST FOR QUOTATION (RFQ)</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH ALL LABOR AND MATERIALS FOR ELECTRICAL HARDWARE REPLACEMENT AND UPGRADE FOR BUILDING # 11 (CHILLER PLANT) LOCATED ON THE WEST VIRGINIA STATE CAPITOL COMPLEX IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED DRAWINGS AND SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID MEETING WILL BE HELD ON THURSDAY, JULY 9, 2009 AT 1:00 PM IN THE SECOND FLOOR CONFERENCE ROOM IN BUILDING #11 LOCATED AT THE CORNER OF CALIFORNIA AVENUE AND PIEDMONT DRIVE IN CHARLESTON, WEST VIRGINIA. ALL PRIME/GENERAL CONTRACTORS WISHING BID ON THIS PROJECT MUST ATTEND THIS MEETING. SUBCONTRACTORS AND MATERIAL SUPPLIERS ARE WELCOME TO ATTEND; HOWEVER, ATTENDANCE IS NOT MANDATORY. ANY PRIME/GENERAL CONTRACTOR FAILING TO ATTEND THIS MEETING WILL BE DISQUALIFIED FROM BIDDING ON THIS PROJECT. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE</p>						

RECEIVED
 2009 AUG 11 PM 12:46
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ron K. Hoffman</i>	TELEPHONE 304-342-2721	DATE 08/11/2009
TITLE CORPORATE SECRETARY	FEIN 55-0179050	ADDRESS CHANGES TO BE NOTED ABOVE

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

**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, the State may deem this contract null and void, and terminate such contract 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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<p>SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS THURSDAY JULY 16, 2009 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS, RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE HAS LAPSED.</p> <p>QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED DRUG-FREE WORKPLACE AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED DRUG-FREE WORKPLACE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 120 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAG RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</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, FOR THE LIFE OF THE CONTRACT.</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 \$1,000,000.00.</p> <p>() BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</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</p>						

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<p>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 THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPCTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>() MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BON COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINU GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p>						

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<p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS</p>						

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<p>AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</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 NOS. :</p> <p>NO. 1 ✓</p>						

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NO. 2			✓			
NO. 3						
NO. 4						
NO. 5						

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.

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.

..... *Ken K. Hoffman* SIGNATURE
 *GLEM COMPANY* COMPANY
 *August 11, 2009* DATE

REV. 11/96

CONTRACTORS LICENSE

WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR

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<p>CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: <i>GLEM COMPANY</i></p> <p>CONTRACTORS LICENSE NO.: <i>WV001795</i></p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p>APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</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>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REV. 5/2009						
<p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST 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: KRISTA FERRELL-FILE 21</p> <p>REQ. NO.: GSD096452</p> <p>BID OPENING DATE: 08/04/2009</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p style="text-align: center;">304-344-0833</p> <p>PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:</p> <p style="text-align: center;">Ron K. Hoffmann</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ron K. Hoffmann</i>	TELEPHONE 304-342-2721	DATE 08/11/2009
TITLE Corp. Sec.	FAX 55-0179050	ADDRESS CHANGES TO BE NOTED ABOVE

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

**REQUEST FOR QUOTATIONS #GSD096452
FOR SUPPLING HARDWARE AND INSTALLATION OF BOTH PRIMARY
AND SECONDARY 12.47KV POWER FEEDS AND OTHER ASSOCIATED
ELECTRICAL EQUIPMENT
FOR BUILDING # 11 OF THE STATE CAPITOL COMPLEX
218 California Ave.
Building 11,
Charleston, West Virginia 25305**

Location: West Virginia State Capitol Complex
218 California Ave.
Building # 11 Central Chiller Plant
Charleston, West Virginia 25305

For: State of West Virginia
General Services Division
1900 Kanawha Boulevard, East
Building One, Room MB60
Charleston, West Virginia 25305

All inquiries for specification clarification shall be addressed to:

Krista Ferrell, Senior Buyer
Purchasing Division
P.O. Box 50130
Charleston, West Virginia 25305-0130
Phone: (304) 558-2596
Fax: (304) 558-4115
krista.s.ferrell@wv.gov

The Acquisition and Contract Administration Section of the Purchasing Division "State" for the West Virginia General Services Division is soliciting quotations for performing a electrical hardware replacement and upgrade for Building #11 of the State Capitol Complex.

This project is to supply and install all hardware necessary for a primary and secondary 12.46 KV feed supplied from AEP and all other related hardware as deemed necessary to meet National Electrical Code.

Pre-Bid Meeting

A mandatory pre-bid meeting for this project is scheduled for Thursday, July 9, 2009 at 1:00 p.m., meeting conference room on the 2nd Floor of the Central Chiller Plant. A walking tour of the project areas will follow the meeting.

I SCOPE

This project consists of supplying all hardware and Installation for an automatic power transfer switch and all other related hardware as deemed necessary.

This Request for Quotations also incorporates the attached project specific documents:

1. GSD096452 BID Form.
2. GSD096452 Specifications Sheet
3. GSD096452 Concrete Pad and Rebar Drawing
4. GSD096452 Fencing and Bumper Post Notes

II. DEFINITIONS

- A. The Department of Administration, General Services Division, Room MB-60, State Capitol, Charleston, WV 25305, will hereinafter be called the "Owner".
- B. The successful bidder on the project will hereinafter be called the "Contractor".
- C. "The Contract", as herein stated, will mean the purchase order executed between the Owner and the Contractor to provide the services herein specified.
- D. "Owner's Representative or Designee", as herein stated, shall be defined as that person so designated by the Director of the General Services Division.
- E. "Architect/Engineer", if stated in the Contract shall refer to the General Services Division.

III. GENERAL CONDITIONS

- A. The qualified Contractor will perform work to disassemble, remove and otherwise make the work area as good as or better than before the placement of the mechanical and electrical equipment. Authorization to perform the work described herein must be approved in writing and signed by the Owners Representative or Designee.
- B. The successful bidder will perform the work described herein and be responsible for all necessary permits, fees and related items to fulfill the contract.
- C. Two copies (one original and one copy) of invoices will be submitted for payment (in arrears) and must include the following information:

1. Invoice must include FEIN number, complete address of vendor, and purchase order number of the contract.
2. Invoices will be mailed to the following address:

General Services Division
Attn: Business Manager
1900 Kanawha Blvd. E.
Building 1, Room MB-68
Charleston, WV 25305

D. The relationship of the Contractor to the Owner shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Contract. The Contractor as an independent contractor is solely liable for the acts and omissions of its employees and agents. The Contractor will be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this contract. Neither the Contractor nor any employees or sub-contractors of the Contractor will be deemed to be employees for the State for any purposes whatsoever. The wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred obligations, and licensing fees, etc., and the filing of all necessary documents, forms and returns pertinent to all of the foregoing are the Contractor's responsibility. The Contractor will hold harmless the State, and must provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns. The Contractor will not assign, convey, transfer, sub-contract, or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

E. Indemnification: The Contractor agrees to indemnify, defend, and hold harmless the State and the Owner, their officers, and employees from and against (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Contractor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; (3) Any failure of the Contractor, its officers, employees or sub-contractors to observe State and Federal laws, including but not limited to labor and wage laws.

- F. This contract will be governed by the laws of the State of West Virginia. The Contractor further agrees to comply with the Civil Rights Act of 1964 and all other applicable Federal, State, and local Government regulations.
- G. The Contractor will procure all necessary permits and licenses to comply with all applicable laws, Federal, State, or municipal, along with all regulations, and ordinances of any regulating body.
- H. The Contractor will pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this Contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the Contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this Contract.
- I. Contractor will be responsible for parts and materials as follows:
1. The Contractor will supply all tools, tool accessories, personal safety equipment, and supplies necessary to execute the responsibilities of this Contract. Contractor will be responsible for the removal of all waste and debris as a result of performing this contract.
 - a. **Contractor will be responsible for all mileage and travel costs, including travel time, associated with the performance of this contract.**
 - b. Contractor will furnish warranty of a minimum of 12 months / 1 year for labor, and 12 months on materials.
 - c. Contractor will have 120 days from the Owner's issuance of Notice to Proceed to complete the work described in this contract.
- J. Any and all work to be performed to successfully execute the terms of this Contract by a third party or sub-contractor must be pre-approved by the Owner or their Representative or Designee. All such work, after Owners approval, will remain the sole responsibility of the successful bidder/Contractor with regard to all labor, materials, fees associated with the sub-contracting and any/all associated responsibilities. Under no circumstances will the Contractor transfer responsibility for any work as described herein by a third party or sub-contractor.
- K. All bidders are required to provide, three references for projects they have successfully completed similar in size and scope to the specifications herein. The attached Bid Form includes a form to list said references.

RFQ#GSD096452

GENERAL SERVICES DIVISION

Chiller Plant Secondary Power Feed Project

BID FORM

Bidder's Company Name: GLEM COMPANYBidder's Address: P.O. BOX 2109CHARLESTON, WV 25328Remittance Address: _____
(if different)Phone Number: 304-342-2721Fax Number: 304-344-0833Email Address: ronhoffman@wvDSL.NETWV Contractor's License Number: WV001795

We, the undersigned, having examined the site and being familiar with the local conditions affecting the cost of the work and also being familiar with the general conditions to bidders, drawings, and specifications, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

TOTAL CONTRACT BID

One Hundred Sixty Nine Thousand Seven Hundred Eighty Two and
93/100 Dollars
 (\$ 169,782.93)

(Total to be written in words and numbers.)

The Bidder understands that to the extent allowed by the West Virginia Code, the OWNER reserves the right to waive any informality or irregularity in any Bid, or Bids, and to reject any or all Bids in whole or in part; to reject a bid not accompanied by the required bid security or by other data required by the Bidding Documents; to reject any conditions of the bid by the Bidder that is in any way inconsistent with the requirements, terms, and conditions of the Bidding Documents; or to reject a bid that is in any way incomplete or irregular.

The Bidder, if successful and awarded the contract, agrees that all work is to be complete within one hundred twenty (120) consecutive calendar days following issuance of the OWNER'S written notice to proceed. For each calendar day of delay in achieving completion, the Contractor shall be liable for, and shall pay the OWNER liquidated damages in the amount of \$250 00 per day.

Any work performed or any materials contracted for prior to the receipt of the OWNER'S written notice to proceed shall be at the Bidder's risk.

Progress payments during the life of the contract will be permissible, with monthly invoices submitted in arrears for work performed from the first to the final day of the preceding month, with a 5% retainage being deducted. When the WORK under contract has been complete and its acceptance is recommended by the OWNER, the retainage shall be released and paid to the CONTRACTOR.

ADDENDUM ACKNOWLEDGEMENT

References:

Reference Name: DANHILL CONSTRUCTION COMPANY
 Position: ROBERT D. HILL, GENERAL CONTRACTOR
 Address: P.O. BOX 685, GAULEY BRIDGE, WV 25085
 Telephone Number: 304-632-1600 VOICE, 304-632-1501 FAX
 Project Name: PRUNTYTOWN CORRECTIONAL CENTER, GRAFTON, WV
 Project Description: NEW STANDBY GENERATOR

Reference Name: ROBERTA WAGNER, ST OF WV, DEPT OF ADMIN
 Position: SENIOR BUYER, PURCHASING DIVISION
 Address: P.O. BOX 50130, CHAS., WV 25305-0130
 Telephone Number: 304-558-0067
 Project Name: MILDRED MITCHELL-BATEMAN HOSPITAL MMB90008
 Project Description: TRANSFORMER REPLACEMENT

Reference Name: DANNY L. DONLIN, JR.
 Position: CONSTRUCTION ENGINEER
 Address: WVDOT-DOH, DIST FOUR Hqtrs, P.O. BOX 4220, CLARKSBURG, WV 26302
 Telephone Number: 304-842-1500
 Project Name: WV 20 AT I-79 SOUTHBOUND RAMPS TRAFFIC SIGNAL
 Project Description: TRAFFIC SIGNAL UPGRADE - STONEWOOD
STPG-0020(251)D (5317-20)-8.73 SEC 00)

GSD096452

Specifications Sheet

(ATS) **Automatic Transfer Switch** 15kV, 600Amp, 40kA fault close and momentary, 25kA 2 sec short time, 95kV BIL metal-enclosed switchgear lineup, outdoor (NEMA3R) construction consisting of the following:

Two- incoming mains (non-fused), each consisting of the following:

- 600Amp switch
- Operating handle
- Viewing window
- Mechanical interlock
- Set of distribution class arrestors
- Motor operator
- Set of VT's
- Operation counter
- Bus transition section
- Auxiliary cubicle for automatic transfer controls
- Out going cable Section
- Thermostatically controlled heater circuit

Fencing:

- 2 ½" Galvanized heavyweight Post
- 72" #9 gage commercial galvanized chain-link Fabric
- 36" Lockable heavyweight Commercial Chain-link gate
 - Both top and bottom rails
- 3 strands of heavyweight galvanized barbwire 6" apart at the top.

Concrete Pad:

- The concrete pad is to be 14'x 11'x 6" with a 24" x 16" footer. (see drawing)
- 0.5" rebar is to be installed every 12" (see drawing)
- All corners are to chamfered both horizontally and vertically (see drawing)
- There is to be three 4" conduits installed. (See drawing)

Bollards:

- All bollards are to be constructed of 6" galvanized pipe installed 36" below grade and 48" above grade.
- All bollards are to be concrete filled.
- All bollards are to be painted safety yellow.
- All bollards are to be installed 18" from the fence
- All bollards are to be installed to drawing specifications

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____
of _____, _____, as Principal, and _____
of _____, _____, a corporation organized and existing under the laws of the State of _____
with its principal office in the City of _____, as Surety, are held and firmly bound unto the State
of West Virginia, as Oblige, in the penal sum of _____ (\$ _____) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Oblige may accept such bid, and said Surety does hereby
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this
_____ day of _____, 20_____.

Principal Corporate Seal

(Name of Principal)

By _____

(Must be President or
Vice President)

(Title)

Surety Corporate Seal

(Name of Surety)

Attorney-in-Fact

**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.**

AGENCY (A) _____
RFQ/RFP# (B) _____

Bid Bond

- (A) WV State Agency
(Stated on Page 1 "Spending Unit")
Request for Quotation Number (upper
right corner of page #1)
- (C) Your Company Name
- (D) City, Location of your Company
- (E) State, Location of your Company
- (F) Surety Corporate Name
- (G) City, Location of Surety
- (H) State, Location of Surety
- (I) State of Surety Incorporation
- (J) City of Surety Incorporation
- (K) Minimum amount of acceptable bid
bond is 5% of total bid. You may state
"5% of bid" or a specific amount on
this line in words.
- (L) Amount of bond in figures
- (M) Brief Description of scope of work
- (N) Day of the month
- (O) Month
- (P) Year
- (Q) Name of Corporation
- (R) Raised Corporate Seal of Principal
- (S) Signature of President or Vice
President
- (T) Title of person signing
- (U) Raised Corporate Seal of Surety
- (V) Corporate Name of Surety
- (W) Signature of Attorney in Fact of the
Surety

NOTE: Dated, Power of Attorney with Raised
Surety Seal must accompany this bid
bond.

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,
 _____ (C) _____ of _____ (D) _____, _____ (E) _____
 as Principal, and _____ (F) _____ of _____ (G) _____,
 _____ (H) _____, a corporation organized and existing under the laws
 of the State of _____ (I) _____ with its principal office in the City of
 _____ (J) _____, as Surety, are held and firmly bound unto The State
 of West Virginia, as Obligee, in the penal sum of _____ (K) _____
 (\$ _____ (L) _____) for the payment of which, well and truly to be made,
 we jointly and severally bind ourselves, our heirs, administrators, executors,
 successors and assigns

The Condition of the above obligation is such that whereas the Principal
 has submitted to the Purchasing Section of the Department of Administration
 a certain bid or proposal, attached hereto and made a part hereof to enter into a
 contract in writing for _____ (M) _____

NOW THEREFORE

(a) If said bid shall be rejected, or
 (b) If said bid shall be accepted and the Principal shall enter into a
 contract in accordance with the bid or proposal attached hereto and shall furnish
 any other bonds and insurance required by the bid or proposal, and shall in all
 other respects perform the agreement created by the acceptance of said bid then
 this obligation shall be null and void, otherwise this obligation shall remain in full
 force and effect. It is expressly understood and agreed that the liability of the
 Surety for any and all claims hereunder shall, in no event, exceed the penal
 amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the
 obligations of said Surety and its bond shall be in no way impaired or affected by
 any extension of time within which the Obligee may accept such bid: and said
 Surety does hereby waive notice of any such extension

IN WITNESS WHEREOF, Principal and Surety have hereunto set their
 hands and seals, and such of them as are corporations have caused their corporate
 seals to be affixed hereto and these presents to be signed by their proper officers,
 this _____ (N) _____ day of _____ (O) _____, 20 _____ (P) _____.

Principal Corporate Seal

(R)

(U)
Surety Corporate Seal

 (Name of Principal)
 By _____
 (Must be President or
 Vice President)

 Title

 (Name of Surety)

 Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to
transact surety insurance. Raised Corporate Seals must be affixed and a Power of
Attorney must be attached.



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, Ron K. Hoffman, after being first duly sworn, depose and state as follows:

- 1. I am an employee of GLEM COMPANY; and,
(Company Name)
- 2. I do hereby attest that GLEM COMPANY
(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.

GLEM COMPANY
(Company Name)


By: Ron K. Hoffman

Title: Corporate Secretary

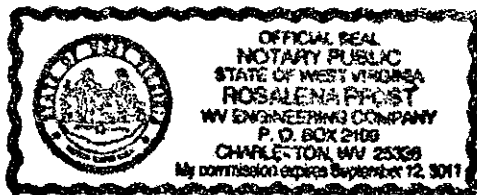
Date: August 11, 2009

Taken, subscribed and sworn to before me this 11 day of August, 2009

By Commission expires September 12, 2011

(Seal)  Rosalena (Notary Public)

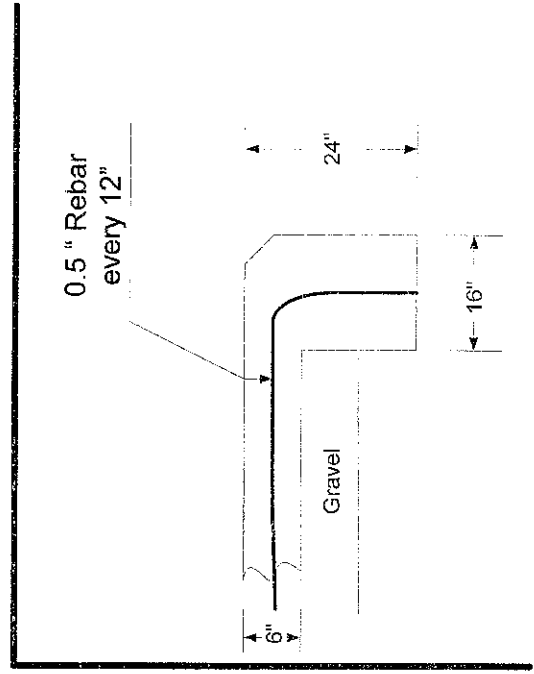
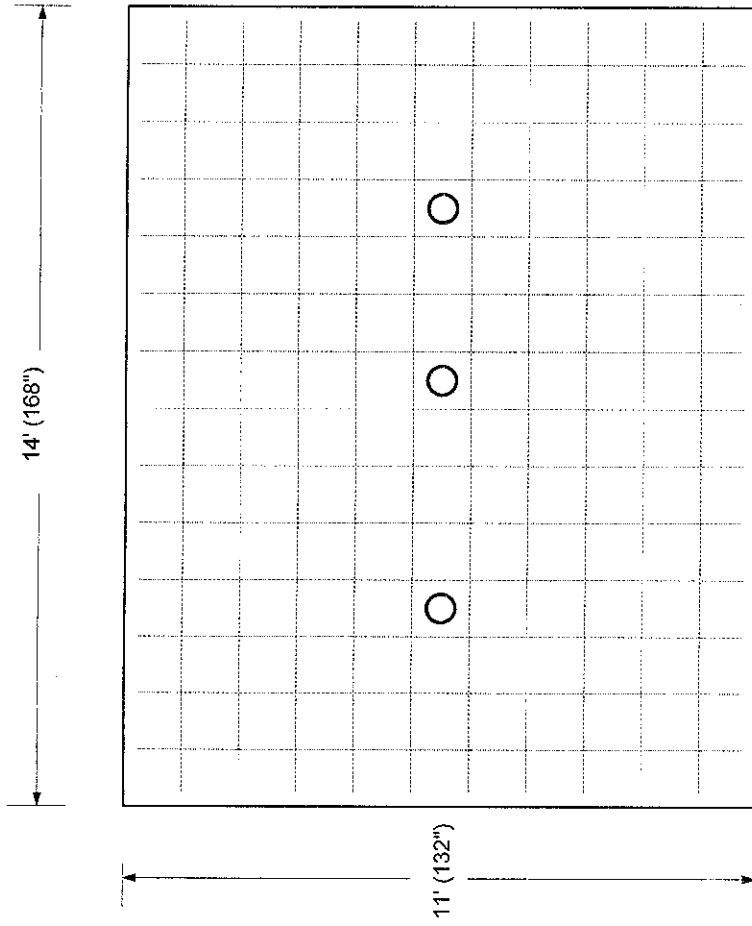
THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.



Secondary Power Feed for Building # 11

CONCRETE
PAD
LAYOUT

○ 4" Electrical Conduit



NOTE : This drawing is not to Scale
All Measurements are to be field verified by Vendor.

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: GLEEM COMPANY
Authorized Signature: Ron K. Hoffmann, C.S. Date: August 11, 2009



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
 GSD096452

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

GLEM COMPANY
 P.O. BOX 2109
 CHARLESTON, WV 25328

SHIP TO

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BUILDING 11 CHILLER PLANT
 218 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
07/14/2009				

BID OPENING DATE: 08/04/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 THIS ADDENDUM IS ISSUED TO: 1.) PROVIDE A GENERAL INFORMATION SHEET AND 2.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST BID OPENING DATE REMAINS: 08/04/2009 BID OPENING TIME REMAINS: 1:30 PM ***** END ADDENDUM NO. 1 *****						
0001	1	LS	968-42	SECONDARY POWER FEED PROJECT, BLDG#11	169,782.93	169,782.93

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE Ben K. Hoffman, C.S. TELEPHONE 304-342-2721 DATE 08/11/2009
 TITLE Corp. Sec. FEIN 55-0179050 ADDRESS CHANGES TO BE NOTED ABOVE

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

**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

**General Information Sheet for RFQ#GSD096452
Chiller Plant Secondary Power Feed**

To arrange site visits, prior to the bid opening date, please contact:

Phil Kingrey, Building Maintenance Supervisor Cell: (304)982-0533

NOTE: Agency personnel may not answer technical questions during site visits. Any questions resulting from site visits must be submitted in accordance with the provisions of the Request for Quotation. No verbal representations are binding until such time as they are issued by addendum.

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: GSD096452 Date: 07/09/2009 @ 1:00 pm

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	<u>WV State Purchasing Division</u>	Firm Name:	<u>GSD / ENGINEERING</u>
Firm Address:	<u>2019 Washington St., East Charleston, WV 25305</u>	Firm Address:	
Representative Attending:	<u>Krista Farrell</u>	Representative Attending:	<u>SCOTT MARRON</u>
Phone Number:	<u>304-558-2596</u>	Phone Number:	
Fax Number:	<u>304-558-4115</u>	Fax Number:	
Email Address:	<u>Krista.S.Farrell@wv.gov</u>	Email Address:	

Firm Name:	<u>Dan Hill Constr Co.</u>	Firm Name:	<u>GSD / Maintenance</u>
Firm Address:	<u>P.O. Box 685, Bantley Bridge WV 25085</u>	Firm Address:	
Representative Attending:	<u>Dan Hill</u>	Representative Attending:	<u>Phillip Kingrey</u>
Phone Number:	<u>304-632-1600</u>	Phone Number:	<u>558 2133</u>
Fax Number:	<u>304-632-1501</u>	Fax Number:	
Email Address:	<u>Dan.hill@hotmail.com</u>	Email Address:	

Firm Name:	<u>Glen Company</u>	Firm Name:	<u>GSD / ENGINEERING</u>
Firm Address:	<u>P.O. Box 2159 Charleston, WV 25320</u>	Firm Address:	
Representative Attending:	<u>Robert A. Novak</u>	Representative Attending:	<u>Robert A. Novak</u>
Phone Number:	<u>1-304-342-2721</u>	Phone Number:	<u>304-957-8139</u>
Fax Number:	<u>1-304-344-0833</u>	Fax Number:	
Email Address:	<u>RCB@glencolwv.com</u>	Email Address:	<u>Robert.A.Novak@wv.gov</u>

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: **GSD096452** Date: **07/09/2009 @ 1:00 pm**

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	<u>Summit Elect</u>
Firm Address:	<u>P.O. Box 254</u> <u>HARRISBURG WV 25526</u>
Representative Attending:	<u>Richard Gandy</u>
Phone Number:	<u>304 562 7091</u>
Fax Number:	<u>304 562 7137</u>
Email Address:	

Firm Name:	<u>Brown Electric</u>
Firm Address:	<u>1100 Charles Ave</u> <u>Dumfries, VA 22564</u>
Representative Attending:	<u>Bernard Mitchell</u>
Phone Number:	<u>704-768-0407</u>
Fax Number:	<u>304-768-0426</u>
Email Address:	<u>bmitchell@brownelct.com</u>

Firm Name:	<u>Master Service Mid Atlantic</u>
Firm Address:	<u>1403 Livingston Ave.</u> <u>Elkins WV, 26241</u>
Representative Attending:	<u>Pat Smith</u>
Phone Number:	<u>(304) 636-8170</u>
Fax Number:	<u>(304) 636-8206</u>
Email Address:	<u>pat.smith.msma@verizon.net</u>

Firm Name:	<u>GEXPRO</u>
Firm Address:	<u>#1 CRADDOCK WAY</u> <u>Poca, WV 25157</u>
Representative Attending:	<u>PAUL CANTRELL</u>
Phone Number:	<u>304 755 6860</u>
Fax Number:	<u>304 755 6871</u>
Email Address:	<u>PAUL_CANTRELL@GEXPRO.COM</u>

Firm Name:	<u>CITY ELECTRIC CO.</u>
Firm Address:	<u>P.O. Box 6550</u> <u>Cheekston, WV 25362</u>
Representative Attending:	<u>Chris Myers</u>
Phone Number:	<u>304 345-6150</u>
Fax Number:	<u>304 345-6151</u>
Email Address:	<u>cmyers5@cityelectricwv.com</u>

Firm Name:	<u>PROGRESSIVE ELECTRIC INS.</u>
Firm Address:	<u>1019 Young St.</u> <u>CHARLESTON, WV 25301</u>
Representative Attending:	<u>BRIAN A. STONAS</u>
Phone Number:	<u>304-345-1253</u>
Fax Number:	<u>304-345-1254</u>
Email Address:	<u>bstonas@progressive.com</u>

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: GSD096452 Date: 07/09/2009 @ 1:00 pm

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>ONAL Construction Mgmt, LLC</u>
Firm Address:	<u>P.O. Box 401 Charleston, WV 25322</u>
Representative Attending:	<u>Rick Bernard</u>
Phone Number:	<u>304 347-8820</u>
Fax Number:	<u>304 347 8821</u>
Email Address:	<u>bernard@onalconstruction.com</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>Merlin Associates</u>
Firm Address:	<u>PO Box 771 9357 Seneca Ave Wilkes-Barre, PA 18706</u>
Representative Attending:	<u>Dan Sorenson</u>
Phone Number:	<u>740-574-1335</u>
Fax Number:	<u>740-574-9808</u>
Email Address:	<u>dsorenson@merlinassoc.com</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	



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
 GSD096452

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 KRISTA FERRELL
 304-558-2596

VENDOR

*926135203 304-342-2721
 GLEM COMPANY
 PO BOX 2109
 CHARLESTON WV 25328

SHIP TO

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BUILDING 11 CHILLER PLANT
 218 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/03/2009				

BID OPENING DATE: 08/11/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO:						
1.) ADD ADDENDUM #2 ADDITIONAL WORK						
2.) ADD AEP WORK DESCRIPTION						
3.) ADD AEP CONTACT INFORMATION						
4.) EXTEND THE BID OPENING DATE						
BID OPENING DATE IS EXTENDED TO: 08/11/2009						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
0001	1	LS	968-42	SECONDARY POWER FEED PROJECT, BLDG#11	169,782.93	169,782.93
***** THIS IS THE END OF RFQ GSD096452 *****						TOTAL: 169,782.93

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ron K. Hoffman, C.S.</i>	TELEPHONE 304-342-2721	DATE 08/11/2009
TITLE CORP. SEC.	FEIN 55-0179050	ADDRESS CHANGES TO BE NOTED ABOVE

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

GSD096452

Addendum #2

ADDITIONAL WORK

At the time of the original issuance of Request for Quotations #GSD096452, the Agency had intended to contract with AEP separately to accomplish their part of the project to provide the Secondary Power Feed to the Central Chiller Plant. However, in an effort to streamline the coordination of the scheduling and work, the General Services Division now wishes for the bidding contractors on this project to coordinate with AEP and to prepare their bids to include payment (by the Contractor) to AEP for their part of the project.

Provided as part of this addendum are the following documents:

GSD096452 AEP Work Description
GSD096452 AEP Contact Information

To allow adequate time to make these arrangements, the bid opening date for this Request for Quotations is postponed from 8/4/2009 to 8/11/2009.

Work Description

1. Include \$4,000 loaded cost in this estimate for scheduled switching to facilitate the following work. State will be required to reimburse APCo for the total cost of project.
2. Remove unnecessary secondary and racks from pole 190-B-554 to provide pole space.
3. Install 1-200 amp three phase 15 kv w/g cable riser with 3-140T riser pole cutouts on the north side of pole 190-B-554 (12 kv Capitol Hill – Piedmont Road Circuit to be Standby Circuit for Chiller).
4. Install 1-5" concrete encased conduit from pole 190-B-554 to new State owned ATO switch.
5. Install ~ 30 feet of 3 # 1/0 AL 15 kv jacketed concentric neutral cable from pole 190-B-554 to the new State ATO switch.
6. Install a new pole approximately 30 feet north of pole 190-B-554 with two 200 amp three phase 15 kv w/g cable risers. Fuse the load side run using 3-140 T links.
7. Install approximately 60 feet of one 5" concrete encased conduit from the new pole to the new State ATO switch.
8. Install approximately 60 feet of 3 # 1/0 AL 15 kv jacketed concentric neutral cable from new pole to the preferred source side of the new State ATO switch and terminate (12 kv Greenbrier – Capitol Circuit).
9. Break in to the spare 5" concrete encased conduit that goes to the source side of the primary meter cabinet 190-B-1358 about 10 feet south of this cabinet and extend this concrete encased 5" conduit south to the new State ATO switch.
10. Install approximately 30 feet of 3 # 1/0 AL 15 kv jacketed concentric neutral cable from primary meter cabinet 190-B-1358 to the load side of the new State ATO switch, phase, and terminate.
11. Transfer the Chiller load to 12 kv Capitol Hill – Piedmont Road Circuit via new State ATO switch.
12. Remove approximately 275 feet of 3 # 1/0 AL 15 kv jacketed concentric neutral cable from Manhole 190-B-1151 to the primary meter cabinet 190-B-1358 (12 kv Greenbrier – Capitol Circuit).
13. Break in to the now empty 5" concrete encased conduit going to the source side of the primary meter cabinet 190-B-1358 about 10 feet south of this cabinet and extend this 5" concrete encased conduit about 45 feet to the new pole.
14. Install approximately 325 feet of 3 # 1/0 AL 15 kv jacketed concentric neutral cable from Manhole 190-B-1151 to new pole and splice, phase, and terminate (12 kv Greenbrier – Capitol Circuit, Preferred Circuit).
15. Configure the new State ATO switch so that the preferred circuit is the 12 kv Greenbrier – Capitol Circuit and the standby circuit is the 12 kv Capitol Hill Circuit. Feeders must be in phase so they can tie.



**APPALACHIAN
POWER**

A unit of American Electric Power

Appalachian Power
P. O. Box 1986
Charleston WV 25327
AEP.com

John F. Boggess
Customer Services Engineer

348-4169

~~304-746-2754~~
audinet 313-2754
fax 304-746-2757
fax audinet 313-2757
cell 304-206-6017
toll free 888-237-9337
jfboggess@aep.com



Keep this receipt as a record of your purchase.

FOR YOUR PROTECTION SAVE THIS COPY
CASHIER'S CHECK

Customer Copy

9136101775

08/10/2009

West Virginia

Remitter GLEM COMPANY

\$ *****8,489.15 ***

Pay To The
Order Of

STATE OF WV DEPT OF ADMIN PUR DIVISION
REQ# GSD096452, BLDG 11, CHILLER PLANT

Drawer: JPMORGAN CHASE BANK, N.A.

NON NEGOTIABLE

TERMS

KEEP THIS COPY FOR YOUR RECORD OF THE TRANSACTION.
PLEASE CONTACT CHASE TO REPORT A LOSS OR FOR ANY OTHER INFORMATION ABOUT THIS ITEM.

282111107 NEW 01/08 8810004306

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK

CASHIER'S CHECK

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK



9136101775 ²⁵⁻³/₄₄₀

Date 08/10/2009

Remitter GLEM COMPANY

Pay: EIGHT THOUSAND FOUR HUNDRED EIGHTY NINE DOLLARS AND 15 CENTS

\$ *****8,489.15 ***

Pay To The
Order Of

STATE OF WV DEPT OF ADMIN PUR DIVISION
REQ# GSD096452, BLDG 11, CHILLER PLANT

Drawer: JPMORGAN CHASE BANK, N.A.

Michael Andrews

Senior Vice President
JPMorgan Chase Bank N.A.
Columbus, OH

