

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

### Request for Quotation

GSD126420

PAGE

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL

\*709060507 304-204-1512 NITRO ELECTRIC COMPANY INC 4300 #2 FIRST AVENUE

NITRO WV 25143

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

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TITLE HVAC MANAGER FEIN 208844160								ES TO BE NOTED ABOVE

### **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.
- 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.html 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 verify that the vendor is licensed and in good standing with the above entities. the director or spending
- 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, bld, 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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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

NITRO ELECTRIC COMPANY INC

4300 #2 FIRST AVENUE

NITRO WV 25143

304-204-1512

# Request for Quotation

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KRISTA FERRELL 304-558-2596

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**ANDOR** 

\*709060507

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DEPARTMENT OF ADMINISTRATION

GENERAL SERVICES DIVISION

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304-558-2317

SHIP VIA F.O.B. FREIGHT TERMS DATE PRINTED TERMS OF SALE 11/16/2011 BID OPENING DATE: 12/13/2011 BID OPENING TIME 01:30PM CAT. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE **AMOUNT** NO. ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAWN 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 ITEMS 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 \$1,000,000.00. ) BUILDERS RISK INSURANCE: SUCCESSIFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT. FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF (XX) BONDS: THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/ MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE A LETTER OF CREDIT SUBMITTED STATE OF WEST VIRGINIA. IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS PERSONAL OR BUSINESS CHECKS ARE NOT UNDER \$100,000. ACCECPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND. SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE SIGNATURE 304-204-1500 12/13/2011 HVAC MANAGER FEIN 208844160 ADDRESS CHANGES TO BE NOTED ABOVE



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

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304-204-1512 \*709060507 NITRO ELECTRIC COMPANY INC 4300 #2 FIRST AVENUE

NITRO WV 25143

To

DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BUILDING 11 CHILLER PLANT 218 CALIFORNIA AVENUE CHARLESTON, WV

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HVAC MANAGER

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

# Request for

TO

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NITRO WV 25143 DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BUILDING 11 CHILLER PLANT 218 CALIFORNIA AVENUE CHARLESTON, WV 25305 304-558-2317

ADDRESS CHANGES TO BE NOTED ABOVE

FREIGHT TERMS F.O.B. DATE PRINTED TERMS OF SALE SHIP VIA 11/16/2011 BID OPENING TIME 01:30PM BID OPENING DATE. 12/13/2011 CAT. ITEM NUMBER UNIT PRICE AMOUNT LINE QUANTITY UOP PRICE THAN THE FOREIGN MADE PRODUCTS. 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 DID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL. REV. 3/88 EXHIBIT 9 NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES: THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS THE ADDENDUM AND SPECIFICATIONS FOR THE PROJECT. AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE THE ARCHITECT/ENGINEER SHALL ALSO PURCHASING DIVISION. SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED. THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID ANY ADDENDUM SHOULD BE RECEIVED BY THE OPENING DATE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID SEE REVERSE SIDE FOR TERMS AND CONDITIONS DATE TELEPHONE SIGNATURE 304-204-1500 12/13/2011 FEIN 208844160



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ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL SUBMITTED TO THE BIDDERS AND RULES AND REGULATIONS DIVISION. THE SAME APPLY TO THE ORIGINAL BIDDING DOCUMENT THAT TO AN ADDENDUM DOCUMENT. SHALL ALSO APPLY THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE. REV. 11/96 EXHIBIT 10 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO PLANS AND/OR SPECIFICATION, ETC. MY PROPOSAL, ADDENDUM NOS .: J.r. 12/06/2011 NO. NO. 2 NO. 3 NO. NO. THAT FAILURE TO CONFIRM THE RECEIPT OF THE UNDERSTAND MAY BE CAUSE FOR REJECTION OF THE BIDS. ADDENDUM(S) SEE REVERSE SIDE FOR TERMS AND CONDITIONS DATE SIGNATURE TELEPHONE

TITLE HVAC MANAGER FEIN 208844160 ADDRESS CHAN

ADDRESS CHANGES TO BE NOTED ABOVE



State of West Virginia
Department of Administration

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TITLE HVAC MA	NAGER		<sup>FEIN</sup> 2088	44160				S TO BE NOTED ABOVE



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# Request for Quotation

RFO NUMBER GSD126420 PAGE 10

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL 304-558-2596

**\*709060507** 304-204-1512 NITRO ELECTRIC COMPANY INC 4300 #2 FIRST AVENUE

NITRO WV 25143 DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BUILDING 11 CHILLER PLANT 218 CALIFORNIA AVENUE CHARLESTON, WV

DATE PR	NTED	: TEF	MS OF SAI	.E :	SHIP VIA	F.O.B.	FREIGHT TERMS
11/16	/2011						
DID OPENING DAT		12/13/	2011		BID	OPENING TIME	01:30PM
LINE		VTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
					TREET, EAST 5305-0130		
					THIS INFORMATION MAY NOT BE COM		OF
	SEALED	BID				_	
	BUYER:				KRISTA FERRELL-	FILE 21	
	REQ. N				GSD126420		
	BID OP	ENING	DATE:		12/13/2011		
	BID OP				1:30 PM		, F
					UMBER IN CASE IN NG YOUR BID: 304-204-1350	IS NECESSARY	
	PIFASE				AME OF PERSON TO	) CONTACT	
	****	THIS	IS T	HE EN	D OF RFQ GSD126	6420 ***** TO	**************************************
TOWATURE AN				SEE RE	VERSE SIDE FOR TERMS AND CO		DATE 12/13/2011
BIGNATURE					TELEPHONE 30	04-204-1500	DATE 12/13/2011
HWAC MAN	IAGER	FE	UN 20	8844160			ANGES TO BE NOTED ABOVE

State of West Virginia Department of Administration General Services Division GSD126420 Bldg 11 HVAC Corrective Maintenance

### GSD126420 Attachment B: Bid Form

Bidder's Company	Name: NITRO ELECTRIC COMPANY INC						
Bidder's Address:	4300 1ST AVENUE 2ND FLOOR						
	NITRO, WV 25143						
Remittance Addres (if different)	s:SAME						
Phone Number:	304-204-1500						
Fax Number:	304-204-1350						
Email Address:	jpriddy@nitro-electric.com						
WV Contractor's Lie	cense Number: WV042601						
conditions affecting t conditions to bidders materials, equipment	We, the undersigned, having examined the site and being familiar with the loca 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 (Total to be written in words and numbers)						
Four Thousand Eig	ght Hundred Seventy Five and no/cents						
(\$_4,875.00	)						

State of West Virginia Department of Administration General Services Division GSD126420 Bldg 11 HVAC Corrective Maintenance

### References

Reference Name:	Bill Potter
Position:	Maintenance Coordinator
Address:	PO Box 1005 Institute, WV 25112
Telephone Number:	304-747-1649
Project Name:	Dow Maintenance
Project Description:	Chiller Controls
Reference Name:	Gib Swisher
Position:	Gate Keeper
Address:	PO Box 1005 Institute, WV 25112
Telephone Number:	304-741-7544
Project Name:	Bayer CropScience
Project Description:	Chiller, Controls
Deference Name	Randy Adams
Reference Name:	Facility Team Leader
Position:	1 Sugar Maple Lane, Buffalo, WV 25033
Address:	304-957-7000
Telephone Number:	
Project Name:	Toyota
Project Description:	Chiller, Controls



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

STA	TE OF _	WEST VIRGINIA			
cou	INTY OF	PUTNAM	, то	-WIT:	
I, state	CINDI LEST e as follow	3-77	_, after b	peing first duly sworn, depo	se and
1.	I am ai	n employee of	NITRO EL	ECTRIC COMPANY INC. (Company Name)	; and,
2.	I do he	reby attest that	NITRO	Company Name)	92
				ee workplace policy and tha St Virginia Code §21-1D-5	
The	above sta	atements are swo	orn to un	der the penalty of perjury.	
			NITR	O ELECTRIC COMPANY INC	
			X <del></del>	(Company Name)	
			By: Title:	Cindi Lest CORPORATE SAFETY DIRECT	es Or
			Date:	12/13/2011	
Take	en, subscr	ibed and sworn t	o before	me this $\underline{}^{13\text{TH}}$ day of $\underline{}^{\text{DE}}$	ECEMBER
By C (Sea	ommissio S AFFIDA	OFFICIAL SEAL Fatina Withro Notary Public State of West Virg My Commission Ex August 05, 2011 401 Teresa Street Scott Depart. WY 25	inia pires B et	S, 2018  Stud With (Notary Public)  FED WITH THE BID IN O	RDER TO
COM	IPLY WIT	<u>rh wv code pr</u> with the RtD (		<u>ONS. FAILURE TO INCLU</u> RESULT IN DISQUALIFICA	
THE	BID.	MYIU IUE DID :	JIIALL N	TEGOLI III DIGGORLIFICA	Pey March 2009

RFQ No.	GSD126420
REGINO.	

### 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.

#### **DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or 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: NITRO ELECTRIC COMPANY INC.		
Authorized Signature:	Date: _	12/13/2011
State of WEST VIRGINIA		
County of PUTNAM , to-wit:		
Taken, subscribed, and sworn to before me this 13TH day ofDECEMBER		, 20_11.
My Commission expires <u>Rugust 5</u> , 20/8.	1	
AFFIX SEAL HERE NOTARY PUBLIC	Val	tua William



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

## Quotation

Request for MANUAL REPONUMBER - MANUAL REPORT GSD126420

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KRISTA FERRELL 304-558-2596

\*709060507 304-204-1512 NITRO ELECTRIC COMPANY INC 4300 #2 FIRST AVENUE

NITRO WV 25143

DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BUILDING 11 CHILLER PLANT 218 CALIFORNIA AVENUE

COMMON ADDRESS CORRESPONDENCE TO A HEATING NO. 11. 11. 12.

CHARLESTON, WV

DATE PAINTED	EAMS OF SALE	SHIP VIA	P.O.B.	FREIGHT TERMS
12/06/2011				
BID OPENING DATE: 12/13		BTD C		430PM
LINE QUANTITY	TION CAT	ITEM NUMBER	UNIT PRICE	AMOUNT
	ADD	ENDUM NO. 1		
THIS ADDENDE	nd is issued	TO:		
1.) PROVIDI	A COPY OF	THE MANDATORY PR	E-BID ATTENDEE	
ACCORDANCE V		AL QUESTIONS REC VISIONS OF THE C 0).		
EID OPENING	DATE REMAIN	S: 12/13/2011 S: 1:30 PM		
* * * * * * * * * * * * *	***** END	ADDENDUM NO. 1 *	*******	
O001 CHILLERS, AI	R	31-13 — Erse side for Terms and co	VDITIONS)	
SIGNATURE		TELEPHONE 304	1-204-1500 DATE	12/13/2011
"HVAC MANAGER	Z0884416			S TO BE NOTED ABOVE

### GSD126420 Technical Questions and Answers

Q1a. We performed a walk through and went to item no. 2 under scope of work on page 11. This indicated that pump no. 9 has bad bearings and has automatically shutdown. Our observations were that the pump was operating and when we asked which bearings (pump, motor or both) were bad, we did not get a clear answer. There was no answer for why the pump was running with no problems indicated. This could dramatically affect pricing. How should this be priced when the scope is clearly undefined?

Q1b. The scope of work mentions bad bearings in Pump #9, but when we inspected the pump it was operating. Which bearing is bad in the pump or is the motor bearing bad?

A1. We do not know which bearing is bad and have no diagnostic report to tell us.

Q2a. Item no. 1 under the scope of work on page 11 indicates chiller no. 1 fault indicator states it has a problem with the controls. When the question was asked if it had been diagnosed and, if so, what was needed to repair it (micro boards, etc.) no clear answer was given. It was only stated that it will not start. Are diagnostics part of this RFQ? If so, how can parts be priced prior to knowing which has failed? This can dramatically affect pricing.

Q2b. How do we know what to quote for Chiller #1? There is no way to tell exactly what is wrong without considerable diagnostic time. If another vendor was paid to diagnose the problem, this puts them at a significant advantage for quoting the repairs.

A2. There have been no diagnostics run for this problem therefore, diagnostics would be required. The Agency cannot say how a contractor should price their bid.

Q3a. The contract period of 5 days for completion from notice to proceed could possibly not be met due to vendor supplied parts. Once notice to proceed is Issued, it may be necessary to perform diagnostics as stated in question no. 2 above, then materials ordered, received and work completed. Are vendor delays an exception to the 5 days and the liquidated damages of \$250 per day as stated in the RFQ on page 12?

Q3b. Why does the work need to be completed within 5 days of notice to proceed. If parts are required, it will probably take longer than 5 days to get the parts.

A3. The State reserves the right to impose liquidated damages in accordance with the West Virginia State Code 5A-3-4(8). Demonstrated intent, steady progress to resolve the problem and supplier delays may be considered exceptions by the State.

Q4a. This job could be priced as little as \$500.00 up to an unknown amount. Is the bid bond required for jobs less than \$2,500.00?

Q4b. Do we need to provide a 5% bid bond if the bid is less than \$25K?

A4. A bid bond is required according to the terms and conditions of the RFQ.

# PRE-BID CONFERENCE SIGN IN SHEET

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Please Frint Legibly May Result in Delay:	please print legibly. This information is essential to contact the atitend may result in delays in your company getting important bid information.	NCT THE ATTENDEES IN A PROCESSION A	The attendees in a timely manner. Fariere to do so formation.
Firm Name: Firm Address:	PC BOD 349 OrableSton wo 2502	Firm Name: Firm Address:	GSD
Represenative Attending: Phone Number: Fex Number: Email Address:	JOY 346 OSYC 304 346 OSYC 304 346 OSYC \$100 @ SUDENLINK MAIL, CON	Representive Attending: Phone Number: Fax Number: Emei Address:	Arthony Tractory Sist Copelic
Firm Address:	NiPha Mechanical Selvice 401 27th Street Dunbur INV 35064	Firm Name: Firm Address:	
Reprocessive Attending: Phone Number: Fax Number: Email Address:	Handy Sainetti 201 982 0341 502 400 4941 Kondy Barnett O) 101 MEUNE COM	Representative Attending: Phone Number: Fax Number: Email Address:	
Firm Marne: Firm Address:	Bod Districtor DR.	Firth Memo: Firm Address:	
Representitive Attending: Phone Number: Fex Number: Email Address:	502-400-4557 502-400-4957 900, Keer ( 800 m 500 m 5 con	Representative Attending: Phone Number: Fax Number: Email Address:	
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Request for Quotation Number: 650 (26 420)	please print legisly. This information is essential to contact the attendary result in delays in your company getting siportant bid information.	Firm Address: 540 Lean Sullivar	Representative Attending: 10c. Linuille Phone Number: 30y 34, 0549 Fax Number: Chenis lieuxe (2) Codekell, Con	Firm Name: Clarco Truc, Firm Address: PO Box 480 Course of the Course of	Representative Attenting: 62-Aut Select. Phone Number: 304 - 562-1705 Fox Number: 304 - 562-0320 Email Address: 9ASpencer@ Climically.Com	Firm Name: See 17, 140 Mec Musico / 1730 Firm Address: 4730 Fiest Microso And Slood Fig. 180x 5->5 Misson No. 180x 5->5 Nisao	Representative Attenting: Sour-Bour Sund Fax Number: 204-304-1350 Email Address: 504-304-1350	

### TOYOTA

August 30, 2011

Toyota Motor Manufacturing, West Virginia, Inc. 1 Sugar Maple Ln Buffalo, WV 25033 304-937-7000

Nitro Electric Company, Inc. Nitro Mechanical Services PO Box 879 4300 1<sup>st</sup> Ave Nitro, WW 25143

Attention: Lane Ferguson

Re: Contractor Work for TMMWV

To Whom It May Concern:

I'm pleased to recommend Nitro Electric / Nitro Mechanical to other companies for their electrical, mechanical and HVAC needs. Over the past several years, I have worked with the electrical and mechanical divisions on numerous projects at Toyota Motor Manufacturing of West Virginia. Nitro HVAC division has taken care of our 1600 ton Carrier units, 1800 ton York chillers, and 2000 ton York unit along with DDC control system. We have been very pleased with the work they have done for us.

Through the years, Nitro Electric has been on time and on budget with their projects for our company. I recommend them without hesitation, and we continue to use their services daily within our facilities.

Sincerely,

Randy Adams Pandell L. Ciolanns

Facility Team Leader

Toyota Manufacturing of West Virginia



Union Carbide Corporation
A Subsidiary of The Dow Chemical Company
PO BOX 1005
Institute, WV 25112
U.S.A

Nitro has been the primary contractor that has provided HVAC services to Acetone, Glue, Catalyst, Glycol, and the tone Polyols production units. Nitro has provided not only HVAC service and DDC Controls to these production units, but also has been the main caretaker of 2 refrigeration chiller machines, which provide process cooling to two separate process units. Nitro has always, without delay, been more than able to supply services when asked for these production units during business hours, and has always been able to provide excellent response to the needs of the production unit in the off-hours.

Nitro has assumed responsibility for a 200-ton refrigeration chiller machine after another contractor was given the contract to bring the system on-line after it was relocated from another production unit. After several months and a huge overrun of the budget to bring this machine on-line, Nitro was asked to see if they could make necessary adjustments to get the machine on-line. Nitro came thru, and the machine was started and is now in service. Nitro was also given a contract to do the repairs and upkeep on this machine, as well as the a maintenance contract to keep the maintenance up on another 20 refrigeration machines. At this time, the machine has been kept in good service and good operating condition.

Without any hesitation, I give Jerry Priddy and the Nitro guys that provide HVAC and Process cooling support a great job. If any questions, feel free to contact me.

Thanks.

Bill Potter

Maintenance Coordinator

## Bayer CropScience



Letter of Recommendation (Nitro)

To Whom it May Concern:

I am the Gatekeeper (Maintenance/Scheduler/Budget Controller) at the Larvin Unit at Bayer CropScience. We have an 1800-ton refrigeration unit for our -10 Glycol System, a 200-ton +5 chilled water system, three 20-ton York refrigeration machines at our Carbofuran Unit, a 300-ton FES chiller at the Rhodimet Unit, as well as numerous HVAC units with DDC control systems for our office buildings. All of these systems are maintained and serviced by Jerry Priddy and his staff at Nitro.

It is mandatory for our equipment to run 24/7 with minimal outages. When we have issues, we know that Nitro will respond very quickly, and can depend on a quick resolution to any problem. We've made calls at all times, day and night, and have never been dissatisfied with their service. I personally would recommend their services to anyone who had to have their equipment maintained and/or serviced by technicians that know their craft and care about the needs of the customer.

Dillred Sunda

Regards,

Gilbert Swisher
Gatekeeper/WCC
Bayer CropScience
Phone 304-741-7544

Agency	
REQ.P.O#	GSD126420

### **BID BOND**

	KNOW ALL MEN BY THESE	E PRESENTS, That we,	the undersigned, Nitro Electric Company, Inc.
of	Nitro	WV	, as Principal, and Liberty Mutual Insurance Company
of	Boston	MA	_, a corporation organized and existing under the laws of the State of
	MA with its principal of	fice in the City of	Boston, as Surety, are held and firmly bound unto the State
of Wes	l Virginia, as Obligee, in the pe	enal sum of Five Perce	nt of Amount Bid (\$ 5% ) for the payment of which,
well an	d truly to be made, we jointly a	and severally bind oursel	ves, our heirs, administrators, executors, successors and assigns.
	And the state of t		
			nereas the Principal has submitted to the Purchasing Section of the
			ed hereto and made a part hereof, to enter into a contract in writing for
KFQ :	# GSD126420 HVAC Repa	airs for Building 11 - A	According to Plans and Specifications
	NOW THEREFORE,		
	(a) If said bid shall be rejec	ted, or	
horoto :	(b) If said bid shall be accepted about the said bid shall furnish any other ber	oted and the Principal sh	all enter into a contract in accordance with the bid or proposal attached
			ed by the bid or proposal, and shall in all other respects perform the ligation shall be null and void, otherwise this obligation shall remain in full
force ar	nd effect. It is expressly under	stood and agreed that th	ne liability of the Surety for any and all claims hereunder shall, in no event,
exceea	the penal amount of this oblig	ation as nerein stated.	
	The Surety, for the value rec	eived, hereby stipulates	and agrees that the obligations of said Surety and its bond shall be in no
	paired or affected by any exter otice of any such extension.	nsion of the time within w	hich the Obligee may accept such bid, and said Surety does hereby
waive w	olice of any such exension.		
	IN WITNESS WHEREOF, PA	rincipal and Surety have	hereunto set their hands and seals, and such of them as are corporations
	22	be affixed hereunto and	these presents to be signed by their proper officers, this
13th	day of December		
			Nitro Electric Coronany Inc
Principa	al Corporate Seal		Nitro Electric Company, Inc. (Name of Principal)
			11/1/
			Must be President or
			Vice President)
			thesident 1PEO
			(Title)
Surety (	Corporate Seal		
ou.or,			Liberty Mutual Insurance Company
			(Name of Surety)
			Bu Kinda A CILI I a I
			Kimberly J. Wilkinson WV Resident Agent Attorney in Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Corporate seals must be affixed, and a power of attorney must be attached.

1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

g

Attorney

validity of this Power of

To confirm the

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

#### LIBERTY MUTUAL INSURANCE COMPANY **BOSTON, MASSACHUSETTS POWER OF ATTORNEY**

KNOW ALL PERSONS BY THESE PRESENTS: That Liberty Mutual Insurance Company (the "Company"), a Massachusetts stock insurance company, pursuant to and by authority of the By-law and Authorization hereinafter set forth, does hereby name, constitute and appoint

GREGORY T. GORDON, LARRY D. KERR, PATRICIA A. MOYE, KIMBERLY WILKINSON, ALLAN L. MCVEY, ALL OF THE CITY OF CHARLESTON, STATE OF WEST VIRGINIA.....

..... each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its execution of such undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company in their own proper persons,

That this power is made and executed pursuant to and by authority of the following By-law and Authorization:

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

By the following instrument the chairman or the president has authorized the officer or other official named therein to appoint attorneys-in-fact:

Pursuant to Article XIII, Section 5 of the By-Laws, Garnet W. Elliott, Assistant Secretary of Liberty Mutual Insurance Company, is hereby authorized to appoint such attorneys-in-fact as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

That the By-law and the Authorization set forth above are true copies thereof and are now in full force and effect.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of Liberty Mutual Insurance Company has been affixed thereto in Plymouth Meeting, Pennsylvania this 2nd day of December

LIBERTY MUTUAL INSURANCE COMPANY

Garnet W. Elliott, Assistant Secretary

COMMONWEALTH OF PENNSYLVANIA COUNTY OF MONTGOMERY

On this 2nd day of December \_ , <u>2010</u> , before me, a Notary Public, personally came <u>Garnet W. Elliott,</u> to me known, and acknowledged that he is an Assistant Secretary of Liberty Mutual Insurance Company; that he knows the seal of said corporation; and that he executed the above Power of Attorney and affixed the corporate seal of Liberty Mutual Insurance Company thereto with the authority and at the direction of said corporation.

IN TESTIMONY WHEREOF, I have he reunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written. COMMONWE

Notarial Seal

Teresa Pastella, Notary Public Plymouth Twp , Montgomery County My Commission Expires March 28, 2013 Member, Pennsylvania Association of Notaries OTARY PUB CERTIFICATE

I, the undersigned, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy, is in full force and effect on the date of this certificate; and I do further certify that the officer or official who executed the said power of attorney is an Assistant Secretary specially authorized by the chairman or the president to appoint attorneys-in-fact as provided in Article XIII, Section 5 of the By-laws of Liberty Mutual Insurance Company.

This certificate and the above power of attorney may be signed by facsimile or mechanically reproduced signatures under and by authority of the following vote of the board of directors of Liberty Mutual Insurance Company at a meeting duly called and held on the 12th day of March, 1980.

VOTED that the facsimile or mechanically reproduced signature of any assistant secretary of the company, wherever appearing upon a certified copy of any power of attorney issued by the company in connection with surety bonds, shall be valid and binding upon the company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said company, this December, 7011.



David M. Carey, Assistant Secretary