



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

Solicitation


NUMBER
ABCA162

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 304-558-2157

RFQ COPY

TYPE NAME/ADDRESS HERE



CASTO TECHNICAL SERVICES
 540 Leon Sullivan Way, P.O. Box 627, Charleston, WV 25322

S H I P T O

ALCOHOL BEVERAGE CONTROL
 COMMISSION
 VARIOUS LOCALES AS INDICATED
 BY ORDER


DATE PRINTED
06/12/2013

BID OPENING DATE: 07/11/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE STATE OF WEST VIRGINIA AND ITS AGENCY THE WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION (ABCA) REQUEST A QUOTE TO PROVIDE LABOR, MATERIALS AND EQUIPMENT TO PROVIDE AND INSTALL A TWO-TON LIEBERT MINI-MATE2 PRECISION COOLING SYSTEM MODEL MMD24E7PHED0 (OR EQUAL) AND INCLUDE A THREE (3) YEAR MAINTENANCE AGREEMENT PER THE ATTACHED SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS.						
MANDATORY PRE-BID MEETING: JUNE 27 AT 1:30 PM (SEE INSTRUCTION TO BIDDERS)						
BID OPENING: JULY 11, 2013 AT 1:30 PM						
0001	1	JB	031-04	LABOR, MATERIALS & EQUIPMENT TO		\$57,600.00
PROVIDE AND INSTALL A TWO-TON LIEBERT MINI-MATE2 PRECISION COOLING SYSTEM MODEL MMD24E7PHED0 (OR EQUAL)						
0002	3	YR	031-04	3 YEAR MAINTENANCE WARRANTY		\$3400.00

07/11/13 01:23:20 PM
 West Virginia Purchasing Division

SIGNATURE 	TELEPHONE 304.346-0549	DATE 07-11-2013
TITLE PROJECT MANAGER	FEIN 55-0539186	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

Solicitation

NUMBER
ABCA162

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 304-558-2157

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALCOHOL BEVERAGE CONTROL
 COMMISSION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED
06/12/2013

BID OPENING DATE: 07/11/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TO COMMENCE WHEN UNIT IS STARTED, ACCEPTED AND OWNER TRAINING IS COMPLETE OF THE TWO-TON LIEBERT MINI-MATE2 PRECISION COOLING SYSTEM MODEL MMD24E7PHEDO (OR EQUAL)</p> <p>REFERENCE ATTACHED INSTRUCTIONS TO BIDDERS AND SPECIFICATIONS.</p>						
<p>***** THIS IS THE END OF RFQ ABCA162 ***** TOTAL:</p>						<p><u>\$ 61,000.⁰⁰</u></p>

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

--

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

<p>June 27, 2013 at 1:30 pm</p> <p>West Virginia Alcohol Beverage Control 900 Pennsylvania Ave., 4th Floor Charleston, WV 25302</p>

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: July 1, 2013

Submit Questions to:

Connie Oswald

2019 Washington Street, East

P.O. Box 50130

Charleston, WV 25305

Fax: 304-558-3970

Email: Connie.S.Oswald@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

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

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID

BUYER: _____
 SOLICITATION NO.: _____
 BID OPENING DATE: _____
 BID OPENING TIME: _____
 FAX NUMBER: _____

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: Technical
 Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

Bid Opening Date and Time:

July 11, 2013 at 1:30 pm

Bid Opening Location:

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

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **DEFINITIONS:** As used in this Solicitation / Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation / Contract.
 - 2.1 "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2 "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.
 - 2.3 "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.4 "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.
 - 2.5 "Purchase Order" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.
 - 2.6 "Solicitation" means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
 - 2.7 "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.8 "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on

and extends for a period of year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Reasonable Time Extension: At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within days.

One Time Purchase: The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall this Contract extend for more than one fiscal year.

Other: See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
- Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
- Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
- Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.
- BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of []. The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award:

Commercial General Liability Insurance:
\$1,000,000.00 minimum [] or more.

Builders Risk Insurance: builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

[] General Property Damage - \$1,000,000.00 minimum

[] []

[] []

[] []

[] []

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

- West Virginia Contractors License
- Attach a current copy of your Liebert Factory Trained & Certified Technician certificate.
-
-

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

10. ALTERNATES: Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount

	for	

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

- 13. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.
- 14. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.
- 15. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
- 16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 17. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."
- 18. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 19. DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
- 20. INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
- 21. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

- 22. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 23. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 24. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 25. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
- 26. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 27. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 28. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
- 29. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

30. **ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
31. **MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
32. **WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
33. **SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
34. **ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
35. **WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
36. **STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
37. **BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

- 38. HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at <http://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 Covered entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor. Additionally, the HIPAA Privacy, Security, Enforcement & Breach Notification Final Omnibus Rule was published on January 25, 2013. It may be viewed online at <http://www.gpo.gov/fdsys/pkg/FR-2013-01-25/pdf/2013-01073.pdf>. Any organization, that qualifies as the Agency's Business Associate, is expected to be in compliance with this Final Rule. For those Business Associates entering into contracts with a HIPAA Covered State Agency between January 25, 2013 and the release of the 2013 WV State Agency Business Associate Agreement, or September 23, 2013 (whichever is earlier), be advised that you will be required to comply with the 2013 WV State Agency Business Associate Agreement. For those Business Associates with contracts with a HIPAA Covered State Agency executed prior to January 25, 2013, be advised that upon renewal or modification, you will be required to comply with the 2013 WV State Agency Business Associate Agreement no later than September 22, 2014.
- 39. CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.
- 40. DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

- 41. LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor 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 agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.
- 42. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.
- 43. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

- 44. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

- 45. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting,

supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall 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.

- 46. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, 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 Vendor, 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; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 47. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 48. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

50. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.
- Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

51. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or

such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel 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, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

1. **CONTRACTOR'S LICENSE:** West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor.

West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. Failure to include a contractor's license number on the bid shall result in Vendor's bid being disqualified. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: CASIO TECHNICAL SERVICES
 Contractor's License No. WV001241

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a purchase order/contract.

2. **DRUG-FREE WORKPLACE:** W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit at the same time an affidavit that the Vendor has a written plan for a drug-free workplace policy. To comply with this law, Vendor must either complete the enclosed drug-free workplace affidavit and submit the same with its bid or complete a similar affidavit that fulfills all of the requirements of the applicable code. Failure to submit the signed and notarized drug-free workplace affidavit, or a similar affidavit that fully complies with the requirements of the applicable code, with the bid shall result in disqualification of Vendor's bid.
3. **AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the AIA A101-2007 and A201-2007 or the A107-2007 documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.
4. **SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, The apparent low bidder on a contract for the construction, alteration, decoration, painting or improvement of a new or existing building or structure valued at more than \$500,000.00 shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. This provision shall not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.

c. **Required Information.** The subcontractor list shall contain the following information:

- i. Bidder's name
- ii. Name of each subcontractor
- iii. License numbers as required by W. Va. Code § 21-11-1 et. seq.
- iv. Notation that no subcontractors will be used if the bidder will perform the work

d. **Submission.** The completed subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. Failure to submit the subcontractor list within one business day after the deadline for submitting bids shall result in disqualification of the bid.

e. **Substitution of Subcontractor.** Written approval must be obtained from the Purchasing Division before any subcontractor substitution is permitted. Substitutions are not permitted unless:

- i. The subcontractor listed in the original bid has filed for bankruptcy;
- ii. The subcontractor in the original bid has been debarred or suspended; or
- iii. The contractor certifies in writing that the subcontractor listed in the original bill fails, is unable, or refuses to perform his subcontract.

5. **GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007; *Provided*, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the ALCOHOL BEVERAGE CONTROL ADMINISTRATION (ABCA) to establish a contract for the one time purchase of MATERIALS, PARTS, AND LABOR TO INSTALL A TWO-TON LIEBERT MINI-MATE2 PRECISION COOLING SYSTEM MODEL MMD24E7PHED0 (OR EQUAL) TO INCLUDE A THREE YEAR MAINTENANCE AGREEMENT TO COMMENCE WHEN UNIT IS STARTED UP , ACCEPTED AND OWNER TRAINING IS COMPLETE. MAINTENANCE SHOULD ENTAIL THE FOLLOWING: (1) QUARTERLY FILTER CHANGES EVAPORATOR (MERV). (2) SEMIANNUAL FILTER CHANGES ON CONDENSER INTAKE (MERV 3). (3) ANNUAL HUMIDIFIER DRUM CHANGES. (4) ALL MOTOR DIRECT DRIVE NO BELT CHANGES. (5) QUARTERLY CHECK OUT OF SYSTEM OPERATION. The Liebert Mini-Mate2 must be a factory assembled unit, new and unused.
- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

 - 2.1 "Contract Item"** means MATERIALS AND LABOR TO INSTALL A 2-TON LIEBERT MINI-MATE2 PRECISION COOLING SYSTEM MODEL MMDE24E7PHED0 OR EQUAL.
 - 2.2 "Pricing Page"** means the pages upon which Vendor should list its proposed price for the Contract Items in the manner requested. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A.
 - 2.3 "RFQ"** means the official request for quotation published by the Purchasing Division and identified as ABCA137.
- 3. GENERAL REQUIREMENTS:**

 - 3.1 Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.

 - 3.1.1 Materials and Labor to install a 2-ton Liebert Mini-Mate2 precision cooling system model MMDE24E7PHED0 or equal.** Unit must be installed in accordance with manufacturer's installation instructions. Unit must be installed plumb and level, and firmly anchored and will maintain manufacturer's recommended clearances.

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

- 3.1.1.1 All materials must be new and unused.
- 3.1.1.2 Must be able to keep Room # 427 (8' wide x 10' long x 8' high) consistently at 70 degrees Fahrenheit, with all equipment on and running. Unit will control temperature and relative humidity conditions in the room. Unit shall be mounted in ceiling above Room # 426 and ducted into Room # 427.
- 3.1.1.3 The specified system shall be factory-tested before shipment. Testing shall include, but shall not be limited to: Quality Control Checks, "Hi-Pot" Test (two times rated voltage plus 1000 volts, per NRTL agency requirements), and Metering Calibration Tests. The system shall be designed and manufactured according to world-class quality standards. The manufacturer shall be ISO 9001 certified.
- 3.1.1.4 Must have adjustable temperature and humidity controls.
- 3.1.1.5 Condensate drain will be piped into existing drain of the Daikin system.
- 3.1.1.6 Refrigerant piping will run to existing chase to the third floor ceiling, then to the condensing unit mounted in the ceiling above hallway # 320. Discharge from the condensing unit will be ducted through the wall into the area above Room #319. Condensing unit will pull air from above the ceiling return plenum.
- 3.1.1.7 Must be installed by a Liebert factory trained and certified technician. A copy of the technicians most current certification must be attached.
- 3.1.1.8 Must include, but is not limited to all electrical wiring, appropriate drain(s), and piping. Installation and wiring must meet applicable local and national codes. The unit is to be supplied for operation on a 208/230 volt, single phase, 60 Hz power supply.

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

3.1.1.9 All circuits must run from the first floor and tied to the existing Lottery generator. All circuits must be in conduit.

3.1.1.10 It is the Vendor's responsibility to obtain all permits necessary to perform the installation of the cooling system described herein.

3.1.1.11 Startup air conditioning unit in accordance with manufacturer's startup instructions. Test controls and demonstrate compliance with requirements.

3.1.1.12 Evaporator Cabinet Construction: The cabinet and chassis shall be constructed of heavy gauge galvanized steel, and shall be serviceable from one side. Mounting brackets shall be factory-attached to the cabinet. Internal cabinet insulation shall meet ASHRAE 62.1 requirements for Mold Growth, Humidity & Erosion, tested per UL 181 and ASTM 1338 standards.

3.1.1.13 Air Distribution: The air distribution system shall be constructed with a quiet, direct-drive fan assembly equipped with double-inlet blower, self-aligning ball bearings and lifetime lubrication. Fan motor shall be permanent-split capacitor, high-efficiency type, equipped with two speeds for airflow modulation. Dehumidification shall utilize the lower fan speed.

3.1.1.14 **Monitoring:** The LCD shall provide On/Off indication, operating mode indication (cooling, heating, humidifying, dehumidifying), fan speed indication and current day, time, temperature and humidity (if applicable) indication. The monitoring system shall be capable of relaying unit operating parameters and alarms to the Liebert® SiteScan monitoring system.

3.1.1.15 Control Setpoint Parameters

- Temp. Setpoint 65-85°F (18-29°C)
- Temp. Sensitivity 1-9.9 °F (1-5°C)
- Humidity Setpoint 20-80% RH
- Humidity Sensitivity 1-30% RH

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

3.1.1.16 Unit Controls

3.1.1.16.1 Compressor Short-Cycle Control : The control system shall prevent compressor short-cycling by a 3-minute timer from compressor stop to the next start.

3.1.1.16.2 Common Alarm and Remote On/Off: A common alarm relay shall provide a contact closure to a remote alarm device. Two (2) terminals shall also be provided for remote On/Off control. Individual alarms shall be "enabled" or "disabled" from reporting to the common alarm.

3.1.1.16.3 Setback Control: The control shall be user-configurable to use a manual setpoint control or a programmable, time-based setback control. The setback control will be based on a 5 day/2 day programmed weekly schedule with capability of accepting 2 events per program day.

3.1.1.16.4 Temperature Calibration: The control shall include the capabilities to calibrate the temperature and humidity sensors and adjust the sensor response delay time from 0 to 90 seconds. The control shall be capable of displaying temperature values in °F or °C.

3.1.1.16.5 System Auto Restart: For startup after power failure, the system shall provide automatic restart with a programmable (up to 9.9 minutes in 6-second increments) time delay. Programming can be performed either at the wall-mounted controller or from the central, site-monitoring system.

3.1.1.17 Unit Alarm

The control system shall monitor unit operation and activate an audible and visual alarm in the event of the following factory preset alarm conditions:

- High Temperature
- Low Temperature
- High Humidity
- Low Humidity
- High Water Alarm - Lockout Unit Operation
- High Head Pressure
- Loss of Power

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

25

- Compressor Short Cycle

3.1.1.18 Custom Alarms (2x)

- Humidifier Problem
- Filter Clog
- Water Detected
- Smoke Detected
- Custom 1
- Custom 2

User-customized text can be entered for the two (2) custom alarms.

3.1.1.19 Alarm Controls: Each alarm (unit and custom) shall be separately enabled or disabled, selected to activate the common alarm (except for high head pressure).

3.1.1.20 Audible Alarm: The audible alarm shall annunciate any alarm that is enabled by the operator.

3.1.1.21 Common Alarm: A programmable common alarm shall be provided to interface user selected alarms with a remote alarm device. Alarms shall be enabled or disabled from reporting to the common alarm.

3.1.1.22 Direct Expansion Coil: The evaporator section shall include evaporator coil, thermostatic expansion valve and filter drier. The evaporator coil shall have 3.1 sq. ft. (0.29 sq.m) face area, 3 rows deep. It shall be constructed of copper tubes and aluminum fins and have a maximum face velocity of 277 fpm at 885 CFM. An externally equalized thermostatic expansion valve shall control refrigerant flow. The evaporator coil shall be factory-charged with R-407C refrigerant and sealed. The evaporator unit can be coupled directly with a ceiling mounted condensing unit or mounted remote to the condensing unit. The coil shall be provided with a condensate drain pan with an internally trapped drain line. The evaporator drain pan shall include a factory-installed float switch to shut down the evaporator upon high water condition. Each system shall be capable of delivering 885 CFM at high fan speed. The circulating-air fan shall be two-speed for precise dehumidification control. The fan motor shall be 1/2 HP.

System shall be suitable for plenum or ducted air distribution. Refer to 2.5.2 - Air Filter Box, 2.5.3 - Air Distribution Plenum and 2.5.4 - High Static Blower Assembly.

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

3.1.1.23 Indoor Air-Cooled Centrifugal Fan Condensing Unit: Condensing unit components shall include condenser coil, scroll compressor, high-pressure switch, Liebert® Lee-Temp™ refrigerant receiver, head pressure control valve, hot gas bypass system and liquid line solenoid valve. The hot gas bypass circuit shall be provided to reduce compressor cycling and improve operation under low-load conditions. All components shall be factory-assembled, charged with R-407C refrigerant and sealed. No internal piping, brazing, dehydration or charging shall be required. Condensing unit shall be designed for 95°F (35°C) ambient and be capable of operation to -30°F (-34°C). The condensing unit can be mounted directly to the evaporator or can be mounted remote to the evaporator. The condensing coil shall be constructed of copper tubes and aluminum fins. The condenser fan shall be centrifugal type, double inlet, direct drive, and shall operate at 1050 RPM (890 RPM @ 50 Hz). The condenser fan shall be designed for 1000 CFM.

3.1.1.24 Steam Generating Humidifier: The environmental control system shall be equipped with a steam generating humidifier that is controlled by the microprocessor control system. It shall be complete with disposable canister, all supply and drain valves, 1" (25.4mm) air gap on fill line, inlet strainer, steam distributor and electronic controls. The need to change canister shall be annunciated on the microprocessor wall box control panel. The humidifier shall have a capacity of 4.3 lb/hr (2.0 kg/h). An LED light on the humidifier assembly shall indicate cylinder full, over-current detection, fill system fault and end of cylinder life conditions.

3.1.1.25 Electric Reheat: The electric reheat shall be low-watt density, 304/304 stainless steel, finned-tubular and shall be capable of maintaining room dry bulb temperature conditions when the system is calling for dehumidification. The reheat section shall include a UL-approved safety switch to protect the system from overheating.

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

3.1.1.26 Disconnect Switch, Non-Locking: The non-automatic, non-locking, molded case circuit interrupter shall be factory mounted in the high-voltage section of the electrical panel. The switch handle shall be accessible from the front of the indoor unit.

3.1.1.27 High-Temperature Sensor: The high-temperature sensor shall immediately shut down the system when high temperatures are detected. The high-temperature sensor shall be mounted with the sensing element in the return air.

3.1.1.28 Filter Clog Switch: The filter clog switch senses pressure drop across the filters and shall annunciate the wall-box display upon exceeding the adjustable setpoint.

3.1.1.29 Ship-Loose Accessories

3.1.1.29.1 Remote Sensors: The unit shall be supplied with remote temperature and humidity sensors.

3.1.1.29.2 Air Filter Box: The evaporator section shall be supplied with an air filter box for use with ducted installations. Two (2) filters shall be included 4" x 20" x 25" (102 mm x 508mm x 635mm) each, deep-pleated type, with a MERV 8 rating, based on ASHRAE 52.2-2007.

3.1.1.29.3 Condensate Pump: The condensate pump shall be complete with integral float switch, pump, motor assembly and reservoir.

3.1.1.29.4 Refrigerant Line Sweat Adapter Kit: Provide a sweat adapter kit to permit field brazing of refrigerant line connections.

3.1.1.29.5 Step-Down Transformer: A step-down transformer shall be provided for Outdoor Condensing Unit needing 277V input power voltage. The transformer shall be coated with epoxy and contained in an enclosed, non-ventilated electrical box with adaptable mounting brackets, suitable for outdoor mounting.

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

3.1.1.30 Duct Work: Supply and return duct for condenser to be ducted to the outside fire dampers. Condenser intake to have a merv 3 filter installed in the duct work above the ceiling.

3.1.2 Installation must be completed after normal business hours.

3.1.2.1 Vendor must pay prevailing wage rates per West Virginia Department of Labor guidelines.

3.1.2.2 Vendor must coordinate installation with the building owner, the West Virginia Lottery Commission.

3.1.2.3 Vendor shall provide a three (3) year maintenance agreement to commence upon warranty expiration. Coverage times must be 24/7/365 with a four hour response time.

3.1.2.4 Vendor shall install and maintain the cooling unit for efficiency and safety of the server room equipment as designated by the original manufacturer specifications.

3.1.2.5 Vendor shall perform all necessary examinations and adjustments to maintain the cooling system.

3.1.2.6 Vendor shall be responsible for replacement of ceiling grid and tiles should they become soiled or damaged by Vendor. Agency will make final determination whether to clean or replace on a case-by-case basis.

3.1.2.7 Vendor shall maintain a continuous 24-hour emergency telephone service where they can be reached everyday of the week, including Sundays and Holidays. Vendor shall establish a call down list or other procedure that will insure the quickest possible response time within four hours.

3.1.2.8 A criminal background investigation will be conducted for each employee, as well as the employees of all subcontractors, who will be required to enter the State of West Virginia office building as part of the project. No vendor or vendor employee or subcontractor will be allowed to access the building until the background investigations are complete.

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

3.1.2.9 Vendor's work shall be in strict accordance with the requirements of any and all City, County, State or Federal codes of law having jurisdiction, including all amendments and/or additions to the said codes, laws, requirements, and recommendations, the requirements and recommendations of local utility, the Lottery, and the Standard Building Code (SBC) and the Southern Building Code Congress International (SBCCI).

3.1.2.10 Vendor shall possess such expertise, experience and resources to perform the scope of services required in a diligent, timely and professional manner consistent with the standards of the industry. Vendor will supply at all times an adequate number of well-qualified personnel to perform the work. Vendor will provide a contact person available and authorized to remedy any non-conformity with this representation.

3.1.2.11 Vendor recognizes that during the course of this agreement, interfacing activities may be conducted by the work forces and other contracted parties that may hinder their work. These activities may include but not be limited to, special events, construction and/or other building operations. Vendor will be required to modify or curtail its operations during these periods and shall promptly comply with any request by the building owner. All damages to existing facilities caused by the Vendor or his employees or agents shall be repaired or replaced at the Vendor's expense. All damages caused by the Vendor's action or inaction shall also be the Vendor's responsibility.

3.1.2.12 Vendor agrees to accept the sole responsibility for complying with all local, County, State and other legal requirements including, but not limited to, full compliance with the terms of the applicable OSHA safety orders at all times to protect all persons including vendor's employees, agents of the ABCA, vendors, members of the public or others from foreseeable injury, or damage to their property.

3.1.2.13 Vendor shall take appropriate action under this contract concerning any employee, whose conduct or activity shall, in the reasonable exercise or discretion by the work be deemed detrimental to the interest of the building owner, or the public patronizing the premises. Vendor shall take such appropriate action within a reasonable time following notice by ABCA or the building owner. ABCA reserves the right to request removal of any employee, should such action be considered necessary.

3.1.2.14 Service workers shall be required to wear a distinctive identification badge of a type selected by the Vendor and approved by the building owner.

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

3.1.2.15 Vendor shall furnish, at vendor's expense, the supervision required to ensure the necessary management of his/her personnel and the functions involved in the specifications.

3.1.2.16 Vendor shall not interfere with the public use of the premises and shall conduct operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.

3.1.2.17 The facilities identified in this contract require access cards and/or keys to gain entrance.

3.1.2.17.1 Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

3.1.2.17.2 Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

3.1.2.17.3 Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

3.1.1.18 Anyone performing under this Contract will be subject to Agency's security protocol and procedures, as well as building security protocol and procedures. Vendor shall inform all staff of security protocol and procedures.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.2 Pricing Page: Vendor should complete the Pricing Page by inserting the requested information in the appropriate location and performing the calculations necessary to arrive at a total cost. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

5. PAYMENT:

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

6.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within forty-five working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 900 Pennsylvania Avenue, Charleston, WV, Server Room 427.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

6.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the

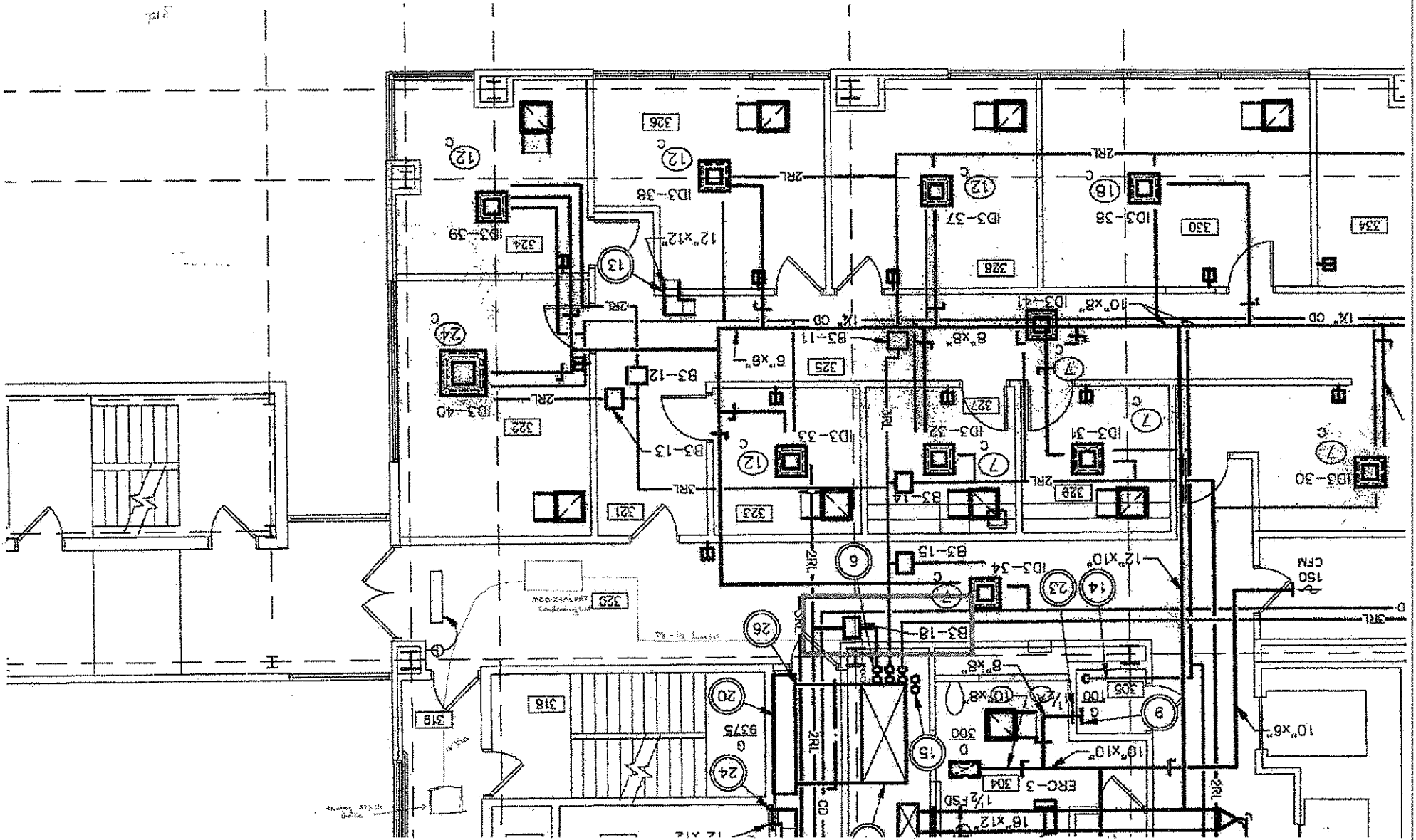
REQUEST FOR QUOTATION
ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
REBID OF ABCA137

32

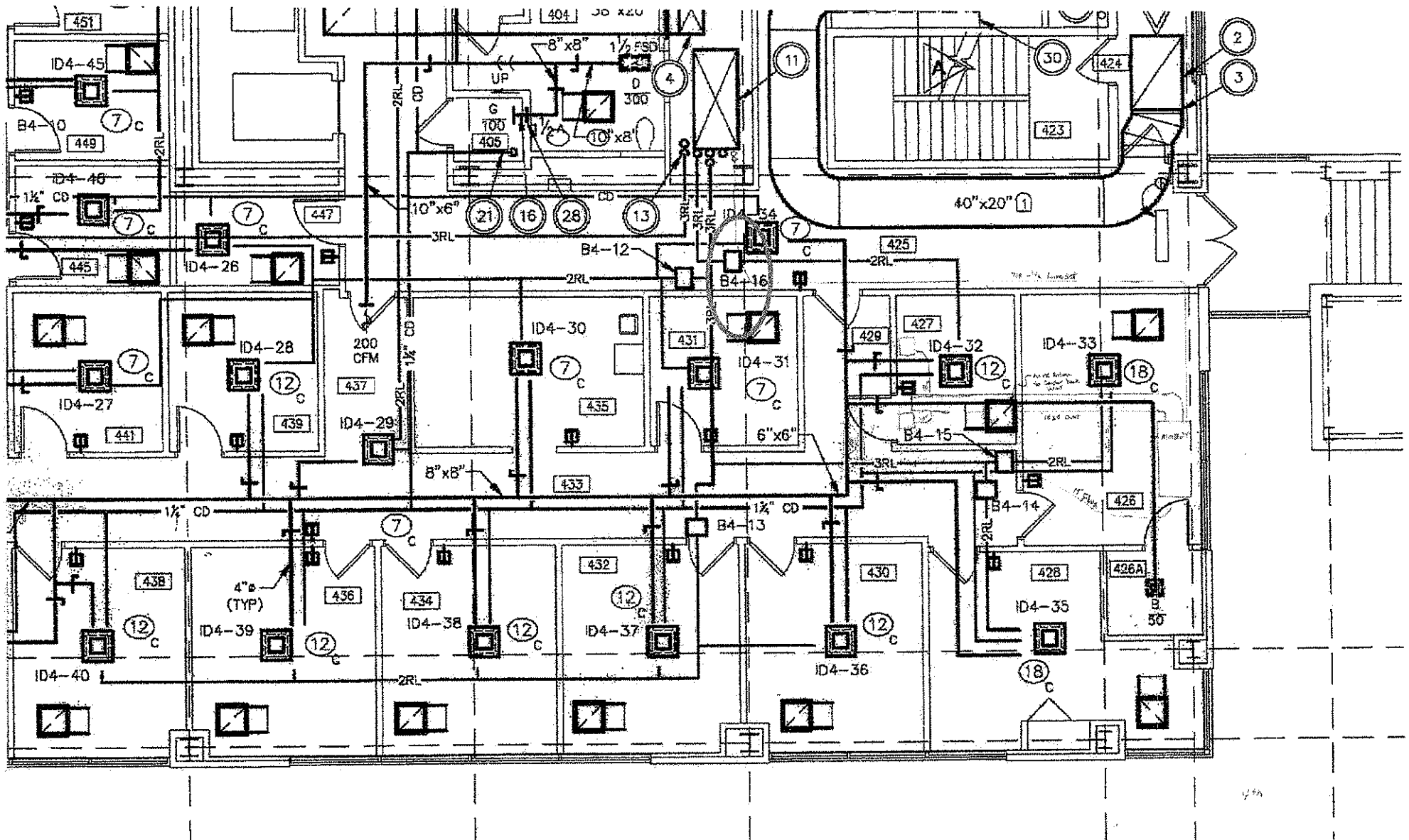
original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

3rd Floor
ABCA162

3rd




4th Floor
ABCA162



REQUEST FOR QUOTATION
 ABCA162 LIEBERT COOLING SYSTEM MMD24E7PHED0
 REBID OF ABCA137

7. PRICING PAGE Exhibit "A"

1. ALL INCLUSIVE PRICE FOR MATERIALS, PARTS, LABOR, AND PERMITS TO INSTALL A TWO-TON LIEBERT MINI-MATE2 PRECISION COOLING SYSTEM MODEL MD24E7PHED0	\$ 57,600. ⁰⁰ —
2. THREE (3) YEAR MAINTENANCE	\$ 3400. ⁰⁰ —
GRAND TOTAL (ITEMS 1 & 2)	\$ 61,000.⁰⁰—

COMPANY NAME	CASSTO TECHNICAL SERVICES
ADDRESS	540 LEON SULLIVAN WAY
CITY / STATE / ZIP CODE	CHARLESTON WV 25301
CONTACT PERSON	TODD WATSON
SIGNATURE	
DATE	07-11-2013
PHONE NUMBER	304-346-0549
EMAIL ADDRESS	twatson@castotech.com
FAX NUMBER	304-346-8920

Contract will be awarded to the Vendor with the lowest Grand Total meeting specifications.

WV-75
Created 07/18/12



State of West Virginia

PURCHASING DIVISION

Construction Bid Submission Review Form

This list has been provided for informational purposes only and is not to be construed as a complete list of request for quotation or bidding requirements for any individual construction project. This list does not and cannot include every item, mistake or oversight that could cause a contractor's bid to be disqualified. Rather, this list is intended to draw attention to some of the most common problems that the Purchasing Division encounters in the bidding process for construction projects. All potential bidders must read the request for quotation, all additional documents, and all instructions relating thereto ("Bid Documents") in their entirety to identify the actual request for quotation and bidding requirements. Failure to read the Bid Documents in their entirety and comply with the stated requirements contained therein may result in bid disqualification.

Errors That Shall Be Reason for Immediate Bid Disqualification

1. Failure to attend a mandatory pre-bid meeting
2. Failure to sign the bid
3. Failure to supply West Virginia contractor's license # on bid
4. Failure to supply a signed drug free workplace affidavit with the bid
5. Failure to supply a valid bid bond or other surety approved by the State of West Virginia
6. Failure to meet any mandatory requirement of the RFQ
7. Failure to acknowledge receipt of Addenda (only if stipulated as mandatory)
8. Failure to submit bid prior to the bid opening date and time
9. Federal debarment
10. State of West Virginia debarment or suspension

Errors that May Be Reason for Bid Disqualification Before Contract Award

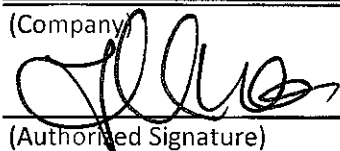
1. Uncontested debt to the State exceeding \$1,000.00 (must be cured prior to award)
2. Workers' Compensation or Unemployment Compensation delinquency (must be cured prior to award)
3. Not registered as a vendor with the State (must be cured prior to award)
4. Failure to obtain required bonds and/or insurance
5. Failure to provide the sub-contractor listing within 1 business day of bid opening.
6. Failure to use the provided RFQ form (only if stipulated as mandatory).

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Casto Technical Services

(Company)



(Authorized Signature)

Project Manager

(Representative Name, Title)

1.304.346.0549

1.304.346.8920

(Phone Number)

(Fax Number)

July 2, 2013

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ABCA162

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

CASSTO TECHNICAL SERVICES
Company



Authorized Signature

07-11-2013

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



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

Solicitation

NUMBER
ABCA162

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 804-558-2157

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALCOHOL BEVERAGE CONTROL
 COMMISSION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED
07/03/2013

BID OPENING DATE: 07/11/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				1. TO PROVIDE ANSWERS TO QUESTIONS RECEIVED.		
				2. TO PROVIDE THE MANDATORY PRE-BID SIGN IN SHEETS.		
				3. TO PROVIDE THE ADDENDUM ACKNOWLEDGMENT.		
				END OF ADDENDUM NO. 1		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

SOLICITATION NUMBER: ABCA162

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation:

1. To provide answers to questions received.
2. To provide the mandatory pre-bid sign in sheets.
3. To provide the addendum acknowledgment.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Questions

ABCA162

1. Has the size and length of the refrigerant line set been verified and sized properly by the Agency?
YES

2. What is the refrigeration line set max length for the specified Liebert system?

Rule of thumb is 125'. Quick connect available.

3. On the 3rd floor drawing and referring to section 3.1.1.30, it shows the discharge air ducted to an existing 24 x 24 grill with 16" flex duct. The door way leading to section 319 is a fire rated door within a fire rated wall. Has the agency confirmed that an existing fire damper exists or, that installing a fore damper is feasible and does it need to be approved by the WV State Fire Marshal?

Vendor must provide fire damper. May require fire marshal inspection (call fire marshal).

4. Referring to section 8, Licenses, General Terms and Conditions and section 3.1.17. This statement basically sole sources the installation and excludes other mechanical contractors from bidding or installing. How will the Agency accommodate all Mechanical contractors that are willing to bid this project since they are not represented, certified or factory trained by Liebert?

Any contractor can install Liebert equipment. Initial startup must be done by factory trained, Liebert authorized people.

5. Referring to Section 3.1.12. Has the new system been verified and sized properly by the Agency for the required cooling needs and capacity? **YES**

6. Have both unit dimensions been verified by the Agency that each unit will fit properly above the existing drop ceiling? **YES**

7. How will the contractor coordinate with the Agency so that the Agency can remove and re-install the drop ceiling for complete installation? **Contractor responsibility**

8. I do not see any attachment for a completion time frame as the general terms and conditions state. What is the expected completion time frame?

6.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within forty-five working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 900 Pennsylvania Avenue, Charleston, WV, Server Room 427.

This includes delivery of installation services.

9. We will need to progress invoice this project. How will this be handled by the agency?

Full payment will be made after all products and services are rendered.

SIGN IN SHEET

Page 1 of 2

Request for Proposal No. ABCA162

PLEASE PRINT

Date: 6-27-13

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>MASCO PAPER</u> Rep: <u>Steve DeWitt</u> Email Address: <u>GDewitt@masco.com</u>		PHONE <u>304-561-5708</u> TOLL FREE FAX <u>304-755-4610</u>
Company: <u>Doughty Company</u> Rep: <u>Insh Gill</u> Email Address: <u>insh.gill@doughty.com</u>		PHONE <u>304-925-6664</u> TOLL FREE FAX <u>304 925-4280</u>
Company: <u>Costo Technical</u> Rep: <u>Traci Row</u> Email Address: <u>traci@costotech.com</u>	<u>525 Leon Sullivan Hwy</u> <u>Weston WV 25301</u>	PHONE <u>304-346-0549</u> TOLL FREE FAX <u>304-346-8920</u>
Company: <u>Lottery</u> Rep: <u>ALAN SIEMIACZKO</u> Email Address: <u>ASIEMIACZKO@WVLOTTERY.COM</u>		PHONE <u>558 0500 1324</u> TOLL FREE FAX <u>558-4175</u>
Company: <u>WV ABCA</u> Rep: <u>Belinda Burdette</u> Email Address: <u>Belinda.K.Burdette@wv.gov</u>	<u>905 Pennycuik Ave</u> <u>Charleston WV 25302</u>	PHONE <u>356-5513</u> TOLL FREE FAX

0005

Request for Proposal No. ABCA162

SIGN IN SHEET

PLEASE PRINT

Page 2 of 2

Date: 10-27-13

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	PHONE
Company: <u>ABCA</u>		TOLL
Rep: <u>Robert McEvoy</u>		FREE
Email Address: <u>Robert.McEvoy@wv.gov</u>		FAX
Company: _____		PHONE
Rep: _____		TOLL
Email Address: _____		FREE
Company: _____		FAX
Rep: _____		PHONE
Email Address: _____		TOLL
Company: _____		FREE
Rep: _____		FAX
Email Address: _____		PHONE
Company: _____		TOLL
Rep: _____		FREE
Email Address: _____		FAX

0006

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ABCA162

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number: WV001241

Classification:

ELECTRICAL
HEATING, VENTILATING & COOLING
PIPING

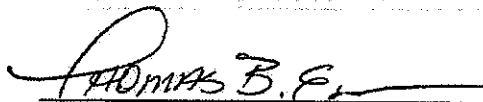
CASTO TECHNICAL SERVICES INC
DBA CASTO TECHNICAL SERVICES INC
PO BOX 627
CHARLESTON, WV 25322-0627

Date Issued

AUGUST 13, 2012

Expiration Date

AUGUST 13, 2013



Authorized Company Signature



Chair, West Virginia Contractor
Licensing Board



**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



Client#: 535275

18CASTOTEC

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/15/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: BB&T-Carson Insurance Services, 601 Tennessee Avenue, Charleston, WV 25302, 304 346-0806. CONTACT NAME: Dawn Canterbury CAP-OM, CLCS. PHONE: 304 346-0806. FAX: 8887513002. E-MAIL ADDRESS: DCanterbury@BBandT.com. INSURER(S) AFFORDING COVERAGE: Westfield Insurance Company, NAIC #: 24112.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

** Workers Comp Information **

Other States Coverage / Extended Broad Form

Proprietors/Partners/Members Excluded: Harry Casto Jr, Officer/President and Harry Casto, Officer/VP

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature of Stephen B. Stogden

© 1988-2010 ACORD CORPORATION. All rights reserved.

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Casto Technical Services, Inc.
of Charleston, WV, as Principal, and Western Surety Company
of Sioux Falls, SD, a corporation organized and existing under the laws of the State of
SD with its principal office in the City of Sioux Falls, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount Bid (\$ 5%) 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
ABCA162 - Provide and install two ton Liebert Mini Mate2 cooling system - According to Plans & Specifications

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 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 hereunto and these presents to be signed by their proper officers, this
11th day of July, 2013.

Principal Corporate Seal

Casto Technical Services, Inc.
(Name of Principal)
By: Thomas B. Em
(Must be President or
Vice President)
VP / CFO
(Title)

Surety Corporate Seal

Western Surety Company
(Name of Surety)
By: Patricia A. Moyer
Patricia A. Moyer, 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.**

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Kimberly J Wilkinson, Larry D Kerr, Allan L Mc Vey, Gregory T Gordon, Patricia A Moye, Individually

of Charleston, WV, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 15th day of October, 2012.



WESTERN SURETY COMPANY

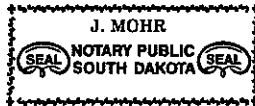
Paul T. Bruflat
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 15th day of October, 2012, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2015



J. Mohr
J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 11th day of July 2013.



WESTERN SURETY COMPANY

L. Nelson
L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.



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, Todd Watson, after being first duly sworn, depose and state as follows:

- 1. I am an employee of Casto Technical Services; and,
2. I do hereby attest that Casto Technical Services maintains a valid written drug free workplace policy...

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.

Casto Technical Services
(Company Name)

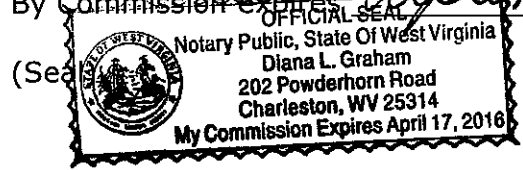
By: Todd Watson

Title: Project Manager

Date: July 11, 2013

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

By Commission expires April 17, 2016



Diana L. Graham
(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.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

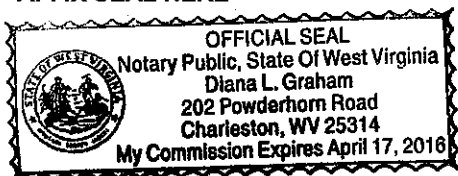
"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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 exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:Vendor's Name: Casto Technical Services

Authorized Signature: _____

Date: July 11, 2013State of West VirginiaCounty of Kanawha, to-wit: _____Taken, subscribed, and sworn to before me this 11 day of July, 2013.My Commission expires April 17, 2016.**AFFIX SEAL HERE**

NOTARY PUBLIC _____

Diana L. Graham
Purchasing Affidavit (Revised 07/01/2012)