



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

# Solicitation

NUMBER
COR61644

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
TARA LYLE 304-558-2544

RFQ COPY

TYPE NAME/ADDRESS HERE

Tri-State Roofing & Sheet Metal Company  
PO Box 188  
Davisville, WV 26142

DIVISION OF CORRECTIONS

1409 GREENBRIER ST

CHARLESTON, WV

25311

304-558-8045

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O

DATE PRINTED

08/02/2013

BID OPENING DATE:

08/29/2013

BID OPENING TIME

1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** PLEASE NOTE A MANDATORY PRE-BID MEETING IS SCHEDULED FOR 08/15/2013 AT 10:00 AM AT THE SALEM CORRECTIONAL CENTER LOCATED AT 7 INDUSTRIAL BOULEVARD INDUSTRIAL, WV 26426. VENDORS SHOULD PRE-REGISTER PRIOR TO THE MEETING WITH STEVE WILT AT 304-871-1231 OR BY EMAIL AT STEVE.L.WILT@WV.GOV. ***** PLEASE NOTE: THE DRUG FREE WORKPLACE AFFIDAVIT AND BID BOND ARE REQUIRED WITH BID SUBMISSION. *****						
0001	1	JB		968-42		
REMOVE & INSTALL CONDENSING UNITS & AIR HANDLER UNIT						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV DIVISION OF CORRECTIONS - SALEM CORRECTIONAL CENTER, IS SOLICITING BIDS TO REMOVE FIVE (5) EXISTING CONDENSING UNITS, FIVE (5) COILS TO AIR HANDLER UNITS, PIPING AND REPLACE WITH NEW EQUIPMENT AT THE SALEM CORRECTIONAL CENTER LOCATED AT 7 INDUSTRIAL BOULEVARD INDUSTRIAL, WV 26426, PER THE ATTACHED SPECIFICATIONS.						
ATTACHMENTS INCLUDE:						
08/29/13 09:40:40 AM West Virginia Purchasing Division						

SIGNATURE

TELEPHONE

304 485 6593

DATE

8/28/13

TITLE

HVAC Superintendent

FEIN

55-0367488

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	PAGE
COR61644	2
ADDRESS CORRESPONDENCE TO ATTENTION OF:	
TARA LYLE 304-558-2544	

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Tri-State Roofing & Sheet Metal Company  
PO Box 188  
Davisville WV 26142

DIVISION OF CORRECTIONS

1409 GREENBRIER ST

CHARLESTON, WV

25311

304-558-8045

DATE PRINTED
08/02/2013

BID OPENING DATE: 08/29/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
1.				INSTRUCTIONS TO VENDORS SUBMITTING BIDS		
2.				GENERAL TERMS AND CONDITIONS		
3.				ADDITIONAL TERMS AND CONDITIONS (CONSTRUCTION CONTRACTS ONLY)		
4.				COR61644 SPECIFICATIONS		
5.				CERTIFICATION AND SIGNATURE PAGE		
6.				ADDENDUM ACKNOWLEDGEMENT FORM		
7.				PURCHASING AFFIDAVIT		
8.				BID BOND INSTRUCTIONS AND FORM		
9.				DRUG-FREE WORKPLACE AFFIDAVIT		
10.				WV-75-CONSTRUCTION BID SUBMISSION REVIEW FORM		
***** THIS IS THE END OF RFQ COR61644 ***** TOTAL:						220,285.00

SIGNATURE	TELEPHONE	DATE
	304 485 6593	8/28/13
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
HVAC Superintendent	55-0367488	

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

RFO # COR61644

ALL LABOR, MATERIALS, EQUIPMENT, TOOLS, AND SUPPLIES NECESSARY TO  
REMOVAL OF EXISTING SPECIFIED CONDENSING UNITS, AIR HANDLER UNIT  
COILS, PIPING, COMPRESSOR, AND REPLACE WITH NEW

## SALEM CORRECTIONAL CENTER

## HARRISON / DODDRIDGE COUNTY, WV

BID FORMBidder's Company Name: Tri-State Roofing & Sheet Metal CompanyBidder's Address: 101 South Meadville Rd.Davisville, WV 26142Remittance Address: PO Box 188(If different) Davisville, WV 26142Phone Number: 304-485-6593Fax Number: 304-485-2841Email Address: rgainer@tri-stateservice.comWV Contractor's License Number: WV 004542

We, the undersigned, hereby propose to furnish all materials, equipment, and labor to complete  
all work in a workmanlike manner, as described in the Bidding Documents.

CONTRACT BASE BID: Two Hundred Twenty Thousand Two Hundred Eighty Five and 00/100 Dollars(\$ 220,285.00 ) (Contract base bid to be written in words and  
numbers.)

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

000032

RESPECTFULLY SUBMITTED:

DATE: 8-28-2013

WV VENDOR NO.: 1034-4289

CONTRACTOR LICENSE NO.: WV 004542

BY:   
(SIGNATURE, IN INK)

TITLE: HVAC Superintendent

FIRM NAME: Tri-State Roofing & Sheet Metal Co. (CORPORATE SEAL  
IF APPLICABLE)

ADDRESS: PO Box 188 Davisville, WV 26142

END OF BID FORM



**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Tri State Roofing & Sheet Metal Company  
of Davisville, WV, as Principal, and Travelers Casualty and Surety Company of America  
of Hartford, CT, a corporation organized and existing under the laws of the State of  
CT with its principal office in the City of Hartford, 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  
COR61644 - Salem Correctional Center HVAC units - 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.

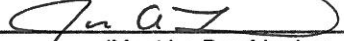
The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no  
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby  
waive notice of any such extension.

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

29th day of August, 2013.

Principal Corporate Seal

Tri State Roofing & Sheet Metal Company  
(Name of Principal)

By   
(Must be President or  
Vice President)

Jason A. Lewis, PE Vice President  
(Title)

Surety Corporate Seal

Travelers Casualty and Surety Company of America  
(Name of Surety)

By:   
Patricia A. Moye, 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.



## POWER OF ATTORNEY

Farmington Casualty Company  
Fidelity and Guaranty Insurance Company  
Fidelity and Guaranty Insurance Underwriters, Inc.  
St. Paul Fire and Marine Insurance Company  
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
Travelers Casualty and Surety Company  
Travelers Casualty and Surety Company of America  
United States Fidelity and Guaranty Company

Attorney-In Fact No. 220367

Certificate No. 005361864

**KNOW ALL MEN BY THESE PRESENTS:** That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Gregory T. Gordon, Patricia A. Moye, Larry D. Kerr, Allan L. McVey, and Kimberly J. Wilkinson

of the City of Charleston, State of West Virginia, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

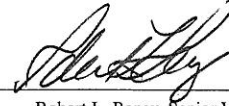
IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 11th day of February, 2013.

Farmington Casualty Company  
Fidelity and Guaranty Insurance Company  
Fidelity and Guaranty Insurance Underwriters, Inc.  
St. Paul Fire and Marine Insurance Company  
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
Travelers Casualty and Surety Company  
Travelers Casualty and Surety Company of America  
United States Fidelity and Guaranty Company



State of Connecticut  
City of Hartford ss.

By:   
Robert L. Raney, Senior Vice President

On this the 11th day of February, 2013, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.  
My Commission expires the 30th day of June, 2016.



  
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 29<sup>th</sup> day of August, 20 13

  
Kevin E. Hughes, Assistant Secretary




To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at [www.travelersbond.com](http://www.travelersbond.com). Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.

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.

Tri-State Roofing & Sheet Metal Co.

(Company)



(Authorized Signature)

Randy Gainer, HVAC Superintendent

(Representative Name, Title)

304-485-6593

(Phone Number)

304-485-2841

(Fax Number)

8-28-2013

(Date)



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

STATE OF West Virginia

COUNTY OF Wood, TO-WIT:

I, Randy Gainer, after being first duly sworn, depose and state as follows:

1. I am an employee of Tri-State Roofing & Sheet Metal Co.; and,  
 (Company Name)
2. I do hereby attest that Tri-State Roofing & Sheet Metal Co.  
 (Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D-5**.

The above statements are sworn to under the penalty of perjury.

Tri-State Roofing & Sheet Metal Co.  
 (Company Name)

By: Randy Gainer

Title: HVAC Superintendent

Date: 8-28-2013

Taken, subscribed and sworn to before me this 28 day of August, 2013

By Commission Expires Oct. 7, 2021



Jennifer Eaton  
 (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  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
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# Solicitation

NUMBER

COR61644

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

TARA LYLE

304-558-2544

\*709035857 304-485-6593  
TRI STATE ROOFING & SHEET META  
PO BOX 188

DAVISVILLE WV 26142

DIVISION OF CORRECTIONS

1409 GREENBRIER ST

CHARLESTON, WV

25311

304-558-8045

DATE PRINTED

08/23/2013

BID OPENING DATE: 08/29/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
SEE ATTACHED PAGES.						
END OF ADDENDUM NO. 1						
0001	1	JB		968-42		
REMOVE & INSTALL CONDENSING UNITS & AIR HANDLER UNIT						
***** THIS IS THE END OF RFQ COR61644 ***** TOTAL:						220,285.00

SIGNATURE

TELEPHONE

304 485 6593

DATE

8/28/13

TITLE

HVAC Superintendent

FEIN

55-0367488

ADDRESS CHANGES TO BE NOTED ABOVE

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

**SOLICITATION NUMBER: COR61644**  
**Addendum Number: 1**

---

The purpose of this addendum is to modify the solicitation identified as COR61644 ("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. Responses to vendor questions attached.
2. Pre-bid sign in sheets attached – Exhibit 1.
3. Exhibit 2 – tag information on existing unit.
4. The bid opening remains 8/29/2013 at 1:30 pm.

**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:

- Q1: Will it be required for the new units to be tied back into the current Trane Control System?
- A1: Yes
- Q2: If so, will the new units be spec'd to have the modules capable of tying into the Trane Controls?
- A2: The new units must be tied back into the existing Tracer Summit system and be fully functional as before.
- Q3: Building "A", is it the intent to only not replace the in-accessible refrigerant piping?
- A3: The intent is to evaporate the lines and test for leaks. If any leaks are found, the leaks must either be fixed or the pipe be replaced. If it is found that there is a leak in the lines in the areas that are not accessible, the contractor will need to notify the DOC Construction Manager and the issue will have to be resolved via a change order.
- Q4: Building "A", does the refrigerant lines that are not replaced need to be flushed?
- A4: Yes.
- Q5: The specifications for this job call for R-421A refrigerant – which is an alternative to R-22. Is it possible that this was a typo and should have stated R-410A?
- A5: All new units must be replaced with units that operate rate off of refrigerant 410A.

### Clarifications:

- C1: Please see Exhibit #1 for the pre-bid sign-in sheet.
- C2: The unit on the first floor roof has refrigerant R-22. Instead of replacing just the compressor, the unit on the roof and in room A019. Please see Exhibit #2 for the tag information for the unit that is located in A019. The new unit must be replaced with refrigerant 410A.

- C3: It is the contractor's responsibility to dispose of all condensing units, air handler coils, and pipes that is replaced.

**The bid opening remains 08/29/2013 at 1:30 pm.**

COR61644

EXHIBIT #1

## SIGN IN SHEET

Page 1 of 2

Request for Proposal No.

PLEASE PRINT

Date: 8/15/2013

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Casto Technical</u>	<u>540 Leon Sullivan Way</u>	PHONE <u>304-346-0549</u>
Rep: <u>Traci Ray</u>	<u>Charleston, WV</u>	TOLL FREE
Email Address: <u>tray@castotech.com</u>	<u>25301</u>	FAX <u>304-346-8920</u>
Company: <u>Stuart-McMann</u>	<u>137 N. Sixth St.</u>	PHONE <u>304-623-6666 ext 109</u>
Rep: <u>Rick Fenstermacher</u>	<u>Clarksburg, WV 26301</u>	TOLL FREE
Email Address: <u>service@smco.us</u>		FAX <u>304-623-4646</u>
Company: <u>PLEASANTAIR Htg &amp; cooling</u>	<u>5200 EMERSON AVE</u>	PHONE <u>304-428-5799</u>
Rep: <u>GARY WARNER</u>	<u>PARKERS BURG WV</u>	TOLL FREE
Email Address: <u>PLEASANTAIR@HOTMAIL.COM</u>	<u>26305</u>	FAX <u>304-485-7601</u>
Company: <u>Casto Tech</u>	<u>540 Leon Sullivan Way</u>	PHONE <u>304 993 4211</u>
Rep: <u>Antonio Ritter</u>	<u>Charleston WV 25501</u>	TOLL FREE
Email Address: <u>aritter@castotech.com</u>		FAX
Company: _____	_____	PHONE TOLL FREE
Rep: _____	_____	FAX
Email Address: _____	_____	

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10R61644

EXHIBIT #1

SIGN IN SHEET

Page 2 of 2

Request for Proposal No.

PLEASE PRINT

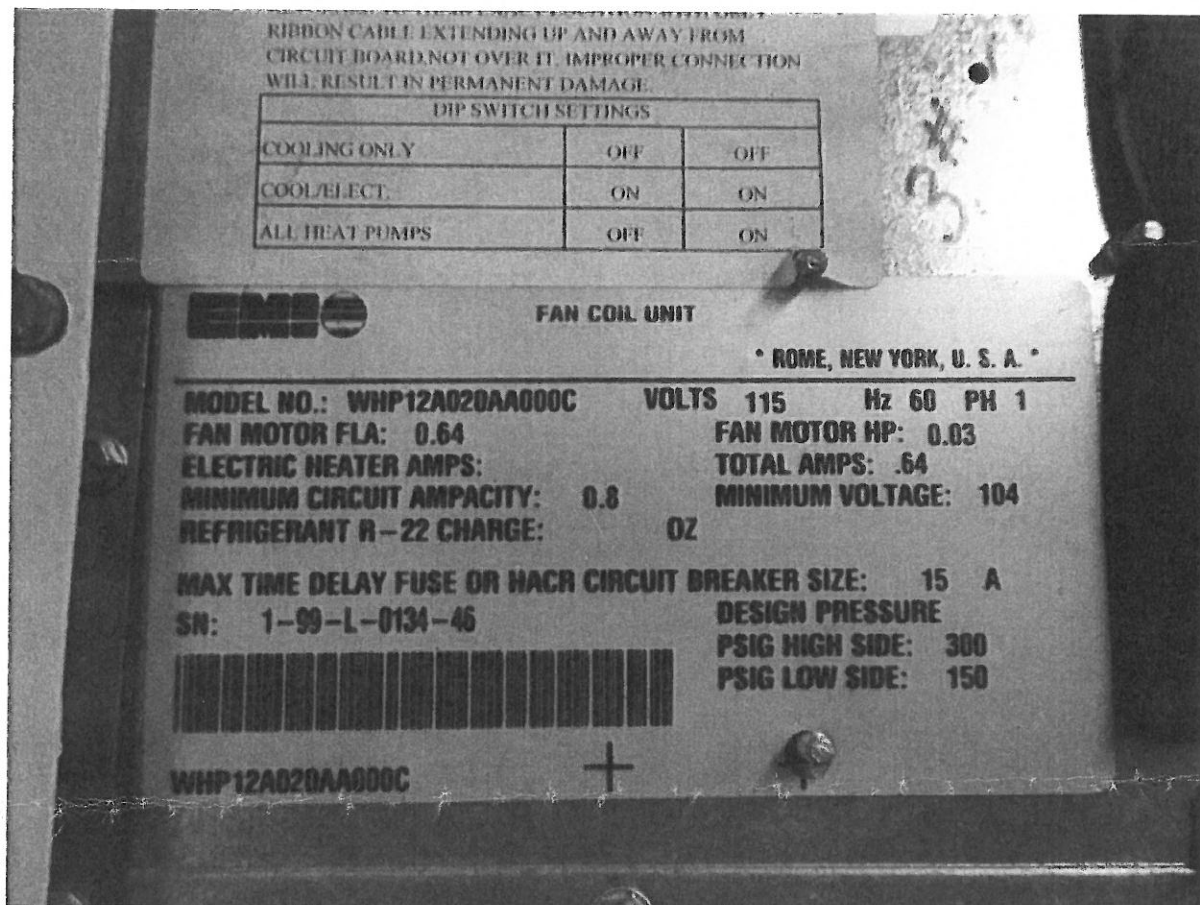
Date: 8/15/2013

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Tri-State Roofing &amp; Sheet Metal</u>	<u>101 S. meadowville rd</u>	PHONE <u>304-485-6593</u>
Rep: <u>Randy Gainer</u>	<u>Davisville WV 26142</u>	TOLL FREE <u>1-800-926-3264</u>
Email Address: <u>rgainer@tri-stateservice.com</u>		FAX <u>304-485-2841</u>
Company: <u>DOUGHERTY COMPANY INC.</u>	<u>P.O. Box 1828</u>	PHONE <u>(304) 925-6664</u>
Rep: <u>SHAWN SENAPPE</u>	<u>CHARLESTON W.V.</u>	TOLL FREE
Email Address: <u>BATANSMITH@DOUGHERTYCO.COM</u>		FAX <u>(304) 925-4280</u>
Company: <u>Michel INC</u>	<u>P.O. Box 1140</u>	PHONE <u>304-622-7923</u>
Rep: <u>Eric A. Riley</u>	<u>Bridgeport WV 26330</u>	TOLL FREE
Email Address: <u>MichelInc5@aol.com</u>		FAX <u>304-622-9552</u>
Company: <u>Stewart McMunn</u>	<u>137 N 6th st</u>	PHONE <u>304-641-8491</u>
Rep: <u>Steve Recoman</u>	<u>Clarksburg WV 26301</u>	TOLL FREE
Email Address: <u>service@SMCO.US.</u>		FAX
Company: _____	_____	PHONE TOLL FREE
Rep: _____	_____	FAX
Email Address: _____	_____	

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EXHIBIT #2



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: COR61644**

**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="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.

Tri-State Roofing & Sheet Metal Co.  
Company

  
Authorized Signature

8-28-2013

Date

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

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/10/2013

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 <b>J Smith Lanier &amp; Co-Lexington Powell-Walton-Milward P O Box 2030 Lexington, KY 40588</b>	CONTACT NAME: <b>Roxanne Cameron</b>	
	PHONE (A/C, No, Ext): <b>800-796-3567</b>	FAX (A/C, No): <b>859-254-8020</b>
	E-MAIL ADDRESS: <b>rcameron@pwm-jsl.com</b>	
INSURED <b>Tri-State Roofing &amp; Sheet Metal Company of Ohio P.O. Box 188 Davisville, WV 26142</b>	INSURER(S) AFFORDING COVERAGE	
	INSURER A: <b>Westfield Insurance Company</b>	NAIC # <b>24112</b>
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

## 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CMM5942244	04/30/2013	04/30/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CMM5942244	04/30/2013	04/30/2014	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			CMM5942244	04/30/2013	04/30/2014	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

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

## CERTIFICATE HOLDER

## CANCELLATION

State of West Virginia  
Dept of Administration; Purchasing Div.  
2019 Washington Street East  
Charleston, WV 25305

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

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/30/2013

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).

<b>PRODUCER</b> City Insurance Professionals P. O. Box 1126  Charleston WV 25324		<b>CONTACT NAME:</b> Bobby Pauley <b>PHONE (A/C, No, Ext):</b> (304) 926-7400 <b>FAX (A/C, No):</b> (304) 926-7439 <b>E-MAIL ADDRESS:</b> Bobby.Pauley@cityinsure.org	
<b>INSURED</b> Tri-State Roofing & Sheet Metal Co of OH P. O. Box 188  Davisville WV 26142		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Brickstreet Mutual Insurance <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 12372	

**COVERAGES** **CERTIFICATE NUMBER:** 8/2/13 - 14 WC **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			WCB1007721	8/2/2013	8/2/2014	WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**Increased Employers' Liability**  
WV Deliberate Intent coverage included

## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Insurance

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

Bobby Pauley/BRP

*Bobby R Pauley*

# CONTRACTOR LICENSE

Authorized by the

## West Virginia Contractor Licensing Board

**Number:** WV004542

**Classification:**

HEATING, VENTILATING & COOLING  
SIDING  
ROOFING  
SHEET METAL

TRI-STATE ROOFING & SHEET METAL COM  
DBA TRI-STATE ROOFING & SHEET METAL COM  
PO BOX 188  
DAVISVILLE, WV 26142-0188

**Date Issued**

**Expiration Date**

SEPTEMBER 17, 2012

SEPTEMBER 17, 2013

Authorized Company Signature

*Michael A. Carl*  
Chair, 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.

WEST VIRGINIA  
CONTRACTOR  
LICENSING  
BOARD

**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:  
8/15/2013 at 10:00 am

Salem Correctional Center  
7 Industrial Boulevard  
Industrial, WV 26426

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: August 21, 2013 at 5:00 pm

Submit Questions to:

Tara Lyle, File 32  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: 304-558-4115  
Email: Tara.L.Lyle@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  
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 n/a 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: August 29, 2013 at 1:30 pm

Bid Opening Location: Department of Administration, Purchasing Division  
2019 Washington Street East  
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.

**Release Order Limitations:** In the event that this contract permits release orders, a release order may only be issued during the time this Contract is in effect. Any release order issued within one year of the expiration of this Contract shall be effective for one year from the date the release order is issued. No release order may be extended beyond one year after this Contract has expired.

☒ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within 120 \_\_\_\_\_ 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 of 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 100% value of contract. 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 and shall list the state as a certificate holder:

- ☒ **Commercial General Liability Insurance:**  
\$1,000,000.00 or more.
- ☐ **Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

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.

☒ WV Contractor's License

☐
☐
☐

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. [RESERVED]

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](mailto: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: Tri-State Roofing & Sheet Metal Company

Contractor's License No. WV 004542

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 AFFIDAVIT:** 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. **DRUG FREE WORKPLACE REPORT:** Pursuant to W. Va. Code § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. For contracts over \$25,000, the public authority shall be the West Virginia Purchasing Division. For contracts of \$25,000 or less, the public authority shall be the agency issuing the contract. The report shall include:
  - (1) Information to show that the education and training service to the requirements of West Virginia Code § 21-1D-5 was provided;
  - (2) The name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
  - (3) The average number of employees in connection with the construction on the public improvement;



(4) Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor should utilize the attached Certified Drug Free Workplace Report Coversheet when submitting the report required hereunder.

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 \$250,000.00 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. Additionally, if no subcontractors who will perform more than \$25,000.00 of work are to be used to complete the project, it will be noted on the subcontractor list.
  - a. **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 subcontractor will be used to perform more than \$25,000.00 of work, when applicable
  - b. **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.
  - c. **Substitution of Subcontractor.** Written approval must be obtained from the State Spending Unit 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.

## COR61644 - REQUEST FOR QUOTATIONS

REMOVAL OF EXISTING SPECIFIED CONDENSING UNITS, AIR HANDLER UNIT COILS, PIPING, COMPRESSOR, AND REPLACE WITH NEW AT SALEM CORRECTIONAL CENTER, HARRISON / DODDRIDGE COUNTY, WV

The Salem Correctional Center (SCC), a West Virginia Division of Corrections Facility (DOC), is soliciting a lump sum quotation for the removal of existing specified condensing units, air handler unit coils, piping, and compressor.

A mandatory pre-bid conference is scheduled for August 15, 2013 at 10:00 am at the Salem Correctional Center. Vendors interested in attending the pre-bid conference need to call and register with the following individual:

Name: Steve Wilt  
Phone: 304-871-1231  
Email: [Steve.L.Wilt@wv.gov](mailto:Steve.L.Wilt@wv.gov)

Vendors quoting this project **SHALL** comply with the below Specifications:

PART I: SUMMARY OF PROJECT, STANDARD SPECIFICATIONS, AND REQUIREMENTS

**1.01 DESCRIPTION**

- A. Salem Correctional Center is located at 7 Industrial Boulevard, Industrial, WV 26426.
- B. Building 'A':
  - 1. There are three (3) condensing units that must be replaced with new. The condensing units are CU-6, CU-8, and CU-10. The condensing units are located on the roof of the fourth (4<sup>th</sup>) floor. Each of the condensing units was manufactured by "The Trane Company." Below is additional information on each condensing unit:
    - a) Condensing Unit (CU-6):
      - 1) Model Number: RAUCC504ET1300D000010S
      - 2) Serial Number: C99J19981M
      - 3) See Exhibit #1 for additional nameplate information.
    - b) Condensing Unit (CU-8):
      - 1) Model Number: RAUCC304BT1300D000010S

- 1) Model Number: RAUCC404BT130BD000010S
- 2) Serial Number: C99J19985M
- 3) See Exhibit #3 for additional nameplate information.

a) Air Handler Unit (RTU-6)

- 1) Service Model Number:  
TXCA025BBA0BBAD00A000000B
- 3) Service Model Number Coil:  
DUFB51069B0EB118DAAF00AAAA0000000000000000  
000000000000
- 4) Serial Number: K00A14362
- 5) See Exhibit #4 for additional nameplate information.

1) Service Model Number: MCCA017BBJ0C0FA0000000

- 2) Service Model Number Coil:  
DUFB37065B0DB162DAAF00ADAA0000000000000000  
000000000000
- 3) Serial Number: K99J69854N
- 4) See Exhibit #5 for additional nameplate information.

- 1) Model Number: RAUCC25FBT1300D000010

- 2) Serial Number: C99J19986M
    - 3) See Exhibit #9 for additional nameplate information.
  2. There are two (2) air handler units that the coils must be replaced with new. The air handler units are MU#1 and AH#4. The air handler unit MU#1 is located in the ceiling of the class room by the woodshop inside the building. He air handler unit AH#4 is located in the mechanical room beside the woodshop. MU#1 goes to CU-12. AH#4 goes to CU-11. Each of the air handler units was manufactured by "The Trane Company." Below is addition information on each air handler unit:
    - a) Air Handler Unit (MU#1):
      - 1) Model Number: MCCA010UB00A000U
      - 2) Serial Number: K99J69770N
      - 3) See Exhibit #10 for additional nameplate information.
    - b) Air Handler Unit (AH#4):
      - 1) Service Model Number: MCCA017CAK0C0F0A0000000
      - 2) Service Model Number Coil:  
DUFB37065B0DB150DAAF00ADAA0000000000000000  
0000000000
      - 3) Serial Number: K99K73907N
      - 4) See Exhibit #11 for additional nameplate information.
  3. All piping between the condensing units and the air handler units must be replaced with new. New piping must be insulated.
- D. All the above stated model numbers, service model numbers, service model number coils, and serial numbers are what the DOC has obtained. It will be the contractor's responsibility to verify the previous stated numbers are correct. The DOC is not liable for any miss typed information.
- E. All the above stated condensing units and air handler coils must be replace with equal to what is existing that uses R-421A refrigerant. The manufacture is to be "The Trane Company" or equal.

## 1.02 EXTENT OF WORK

- A. Provide all labor, material, tools, equipment, and supplies necessary to complete the work previously stated in section 1.01.

**1.03 PERMITS**

- A. Contractor shall secure and pay for any required permits and for all other permits, governmental fees, and license which are necessary for the proper execution and completion of the work as specified.

**1.04 TERMS OF WORK**

- A. All work shall be completed within one hundred twenty (120) calendar days upon receipt of Notice to Proceed. The Notice to Proceed will be issued by the WVDOC after the contract has been encumbered by the West Virginia Purchasing Division.

**1.05 SECURITY**

- A. Contractor must comply with all Division of Corrections and Facility security requirements. This includes but is not limited to security background check of any employee of contractor that will be working on-site on the project.

**1.06 TOOLS**

- A. Contractor must comply with all Division of Corrections and Facility tool security requirements. This includes but is not limited to checking all tools brought into the Facility at the beginning of the work day, checking all tools being removed from the Facility at the end of the work day, keeping all tools locked up while not in use, and reporting any missing tools.

**1.07 CODE REQUIREMENTS**

- A. All work must comply with all federal, state, county, and city code requirements.

**1.08 SUBMITTALS**

- A. Contractor must provide submittals on all new condensing units and air handler coils.

**1.09 PRODUCT DELIVERY, STORAGE AND HANDLING**

- A. Material can be shipped directly to the Facility as long as it does not require to be unloaded by the Facility. The Facility does not have the capability to unload heavy equipment or materials. The Facility will not be responsible for short shipped items.
- B. If the contractor stores the material at a location other than at this Facility, additional insurance is required to receive payment on stored materials.



- C. Any materials which are found to be damaged shall be removed and replaced at the contractor's expense.

#### **1.10 WORK TIMES**

- A. The standard hours of work are Monday thru Friday from 8:00 am until 5:00 pm unless otherwise noted.
- B. If for any reason, the contractor wishes to work other than the previous stated days and hours, the request must be turned into the Facility at least forty-eight (48) hours in advance for approval. The request must be submitted to the Associate Warden of Operations.

#### **1.11 WORK SEQUENCE**

- A. Building 'B': All work must be completed first.
- B. Building 'A'.
- C. Schedule and execute work to coordinate with the Facility.

#### **1.12 USE OF THE PREMISES**

- A. Before beginning work, the contractor must secure approval from the building owner's representative for the following:
  - 1. Areas permitted for personnel parking.
  - 2. Access to the site.
  - 3. Areas permitted for storage of materials and debris.
  - 4. Areas permitted for the location of equipment and any other items needed to do the project.

#### **1.13 EXISTING CONDITIONS**

- A. If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work.

## 1.14 TEMPORARY FACILITIES AND CONTROLS

### A. Temporary Utilities:

1. In certain areas of the facility, water and power for construction purposes, and lighting are available at the site and will be made available to the contractor if requested.
2. Provide all hoses, valves and connections for water from source designated by the owner when made available.
3. When available, electrical power should be extended as required from the source. Provide all trailers, connections and fused disconnects.

### B. Temporary Sanitary Facilities:

1. Sanitary facilities are not available at the job site. If the sanitary facilities are not available, the contractor shall be responsible for the provision and maintenance of portable toilets or their equal

### C. Building Site:

1. The contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.
2. The contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

### D. Security:

1. Obey the owner's requirements for personnel identification, inspection and other security measures.

## 1.15 JOB SITE PROTECTION

- A. The contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. The contractor shall repair or be responsible for costs to repair all property damaged during the project.
- B. During the contractor's performance of the work, the Facility owner will continue to occupy the existing building and daily operations. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sift into the building. The contractor shall provide labor and

materials to construct, maintain and remove necessary temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.

- C. Remove all traces of piled bulk materials and return the job site to its original condition upon completion of the work.

#### **1.16 DAMAGES**

- A. Any damages occurring to the building or property resulting from the contractor's performance of this work shall be the responsibility of the contractor to repair at the contractor's expense; either by using his/her own forces or that of an approved sub-contractor. The repair method and finished product will be subject to the approval of the owner.

#### **1.17 CLEANUP**

- A. The Contractor shall keep the work area as clean as possible during the entire progress of work, and shall be responsible to remove from the site, the packaging materials from the products and other debris as it accumulates. All items that are removed to allow the installation of the new items will become the property of the contractor to dispose of unless otherwise noted.

#### **1.18 SAFETY**

- A. The contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. Safety shall be the responsibility of the contractor. All related personnel shall be instructed daily to be mindful of the full time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site.
- B. The Contractor shall provide safety barriers around work areas where heavy equipment may be in operation or as required by OSHA.

#### **1.19 WORKMANSHIP**

- A. All work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.

**1.20 QUALITY ASSURANCE**

- A. Unless otherwise noted in this specification, the contractor must strictly comply with the manufacturer's current specifications and details.

**1.21 JOB CONDITIONS, CAUTIONS AND WARNINGS**

- A. Proceed with the installation of the project work only when weather conditions are appropriate.

**1.22 WARRANTY**

- A. One (1) year on the complete system including parts and labor.
- B. Minimum requirements of the Manufacturer's warranty on equipment and material.

**1.23 PAY APPLICATIONS**

- A. Ten (10%) percent retainage must be held back on each pay application until project has been completed.
  - 1. Retainage is not required on projects where there is only one pay application.
- B. Pay applications will be required to be submitted once a month. Contractor must submit three original copies. Each copy must be signed with a signature in blue ink and must be notarized.
- C. Certified payroll must be submitted with each pay application. Contractor must submit two original copies. Each copy must be signed with signature in blue ink.

**1.24 AWARD**

There is a bid form at the end of the Specifications. It is recommended that the contractor use the attached bid form. The Contract shall be awarded to the Vendor with the lowest contract base bid as shown on the bid form meeting the specifications.

THE TRANE COMPANY  
A DIVISION OF AMERICAN STANDARD INC.  
CLARKSVILLE, TN 37040



MODEL NUMBER RAUCC504ET1300D000010S

SERIAL NUMBER C99J19981M

LISTED  
AIR CONDITIONING SYSTEMS  
EQUIPMENT COMPRESSOR-  
CONDENSER UNIT  
59R9

REFRIGERATION MACHINE FOR OUTDOOR INSTALLATION ONLY  
SEE ADDITIONAL NAMEPLATE IN GAS HEAT SECTION WHEN USED

RATED VOLTAGE	480	HZ	60	PHASE	3
UTILIZATION VOLTAGE RANGE	414-506				
NOMINAL SYSTEM VOLTAGES	440-480-490				
MINIMUM CIRCUIT AMPACITY	CIRCUIT-1		CIRCUIT-2	CIRCUIT-3	
RECOMMENDED DUAL ELEMENT FUSE	100				AMPS
MAXIMUM OVERCURRENT PROTECTION DEVICE	-0-				AMPS
	125				AMPS

	QTY	VOLTS	HZ	PHASE	RLA EA	LRA EA
COMPRESSOR MOTOR A	1	480	60	3	18.1	117
COMPRESSOR MOTOR B	1	480	60	3	26.3	178
COMPRESSOR MOTOR C	1	480	60	3	18.1	117
COMPRESSOR MOTOR D	1	480	60	3	26.3	178
	QTY	VOLTS	HZ	PHASE	FLA EA	HP EA
CONDENSER FAN MOTOR	8	480	60	3	1.8	1.00
EVAPORATOR FAN MOTOR	-0-					
EXHAUST FAN MOTOR	-0-					
BURNER MOTOR	-0-					
ELECTRIC HEATER CKT	-0-					
EVAPORATOR HEAT TAPE	-0-					KW
UNIT CONTROL CIRCUIT	-0-					VA

FIELD CHARGED - EACH SYSTEM	CKT 1	CKT 2	LBS OF	
DESIGN PRESSURE	450 PSIG		TEST PRESSURE	480
				HIGH (PSIG)
				LOW (PSIG)
				800
FOR NONRESIDENTIAL INSTALLATION ONLY				

FOR CONTINUED EFFICIENT OPERATION OF THIS UNIT REFER TO  
MANUALS

RAUCC-1000-10

RAUCC-1000-10

RAUCC-1000-10

RAUCC-1000-10

RAUCC-1000-10

RAUCC-1000-10

AMERICAN

X3583038-01

THE TRANE COMPANY  
A DIVISION OF AMERICAN STANDARD INC.  
CLARKSVILLE, TN 37040



MODEL NUMBER **RAUCC304BT1300D000010S**

SERIAL NUMBER **C99J19983M**

LISTED  
AIR CONDITIONING SYSTEMS  
EQUIPMENT COMPRESSOR -  
CONDENSER UNIT  
69R9

REFRIGERATION MACHINE FOR OUTDOOR INSTALLATION ONLY  
SEE ADDITIONAL NAMEPLATE IN GAS HEAT SECTION WHEN USED

RATED VOLTAGE	400	HZ	60	PHASE	3
UTILIZATION VOLTAGE RANGE	414-506				
NOMINAL SYSTEM VOLTAGES	440-480-480				
			CIRCUIT - 1	CIRCUIT - 2	CIRCUIT - 3
MINIMUM CIRCUIT AMPACITY			65		AMPS
RECOMMENDED DUAL ELEMENT FUSE			-0-		AMPS
MAXIMUM OVERCURRENT PROTECTION DEVICE			90		AMPS

	QTY	VOLTS	HZ	PHASE	RLA EA	LRA EA
COMPRESSOR MOTOR A	1	400	60	3	26.3	178
COMPRESSOR MOTOR B	1	400	60	3	26.3	178
COMPRESSOR MOTOR C	-0-					
COMPRESSOR MOTOR D	-0-					

	QTY	VOLTS	HZ	PHASE	FLA EA	HP EA
CONDENSER FAN MOTOR	3	400	60	3	1.0	1.00
EVAPORATOR FAN MOTOR	-0-					
EXHAUST FAN MOTOR	-0-					
BURNER MOTOR	-0-					
ELECTRIC HEATER CKT	-0-					KW
EVAPORATOR HEAT TAPE	-0-					VA
UNIT CONTROL CIRCUIT	-0-					VA

FIELD CHARGED - EACH SYSTEM	CKT 1	CKT 2	LBS OF	HIGH (PSIG)	LOW (PSIG)
DESIGN PRESSURE	450	PSIG	TEST PRESSURE	450	200
FOR NONRESIDENTIAL INSTALLATION ONLY					

FOR CONTINUED EFFICIENT OPERATION OF THIS UNIT REFER TO  
MANUALS RAUC-10M-10

UNIT WIRING DIAGRAMS	2007-4464-01	2007-4477-01	2007-4482-01	2007-4479-01
		2007-4480-01		

MADE IN U.S.A.

X3000305-01



THE TRANE COMPANY  
A DIVISION OF AMERICAN STANDARD INC  
CLARKSVILLE, TN 37040



MODEL NUMBER **RAUCC404BT130BD000010S**

SERIAL NUMBER **C99J19985M**

LISTED  
AIR CONDITIONING SYSTEMS  
EQUIPMENT COMPRESSOR -  
CONDENSER UNIT  
59R9

REFRIGERATION MACHINE FOR OUTDOOR INSTALLATION ONLY  
SEE ADDITIONAL NAMEPLATE IN GAS HEAT SECTION WHEN USED

RATED VOLTAGE	460	HZ	60	PHASE	3
UTILIZATION VOLTAGE RANGE	414 - 506				
NOMINAL SYSTEM VOLTAGES	440 - 460 - 480				
MINIMUM CIRCUIT AMPACITY	94		CIRCUIT - 1	CIRCUIT - 2	CIRCUIT - 3
RECOMMENDED DUAL ELEMENT FUSE	-0-				AMPS
MAXIMUM OVERCURRENT PROTECTION DEVICE	100				AMPS

	QTY	VOLTS	HZ	PHASE	RLA EA	LRA EA
COMPRESSOR MOTOR A	1	460	60	3	18.1	117
COMPRESSOR MOTOR B	1	460	60	3	18.1	117
COMPRESSOR MOTOR C	1	460	60	3	18.1	117
COMPRESSOR MOTOR D	1	460	60	3	18.1	117

	QTY	VOLTS	HZ	PHASE	FLA EA	HP EA
CONDENSER FAN MOTOR	4	460	60	3	1.8	1.00
EVAPORATOR FAN MOTOR	-0-					
EXHAUST FAN MOTOR	-0-					
BURNER MOTOR	-0-					
ELECTRIC HEATER CKT	-0-					
EVAPORATOR HEAT TAPE	-0-					
UNIT CONTROL CIRCUIT	-0-					

FIELD CHARGED - EACH SYSTEM	CKT 1	CKT 2	LBS OF	HIGH (PSIG)	LOW (PSIG)
DESIGN PRESSURE	450	PSIG	TEST PRESSURE	450	300
FOR NONRESIDENTIAL INSTALLATION ONLY					

FOR CONTINUED EFFICIENT OPERATION OF THIS UNIT REFER TO

MANUALS RAUC-100-10

2007-400-01 2007-417-01 2007-422-01 2007-425-01

EXHIBIT #4

ENT. NO. 2. 4500108

THE TRANE COMPANY, A DIVISION OF AMERICAN STANDARD INC. MADE IN U.S.A. X80007-01

EXHIBIT #5

SERIAL NO. K99J69854N

SERVICE MODEL NO. MODULE

MCCA017BBJ0COFA0000000

SERVICE MODEL NO. COIL  
-----2--

DUFBB37065B0DB162DAAF00ADAAG00000000

EVALUATED TO UL 1994 I (SA-CIT) IN 20

LISTED

(H)



LISTED  
FAN-COIL UNIT  
541R



2A5340

ORDER NO. D3G924D B/H A  
LOWED RATED PRESS

CPN:

242

NO. D3G924D  
ALLOWED RATED PRESS 300 PSI

MANUFACTURED UNDER  
THE ORDER OF THE  
FEDERAL BUREAU OF  
INVESTIGATION  
SERIAL 1000000000



000039

EXHIBIT #7



THE TRANE COMPANY  
A DIVISION OF AMERICAN STANDARD INC.  
CLARKVILLE, TN 37040



MODEL NUMBER RAUCC30FBT130BD000010

SERIAL NUMBER C99J19987M

LISTED  
AIR CONDITIONING SYSTEMS  
EQUIPMENT COMPRESSOR-  
CONDENSER UNIT  
5079

REFRIGERATION MACHINE FOR OUTDOOR INSTALLATION ONLY  
SEE ADDITIONAL NAMEPLATE IN GAS HEAT SECTION WHEN USED

RATED VOLTAGE	230	HZ	60	PHASE	3
UTILIZATION VOLTAGE RANGE	207-253				
NOMINAL SYSTEM VOLTAGES	220-230-240				

	CIRCUIT-1	CIRCUIT-2	CIRCUIT-3
MINIMUM CIRCUIT CAPACITY	140		AMPS
RECOMMENDED DUAL ELEMENT FUSE	-0-		AMPS
MAXIMUM OVERCURRENT PROTECTION DEVICE	200		AMPS

	QTY	VOLTS	HZ	PHASE	RLA EA	LRA EA
COMPRESSOR MOTOR A	1	230	60	3	80.5	375
COMPRESSOR MOTOR B	1	230	60	3	80.5	375
COMPRESSOR MOTOR C	-0-					
COMPRESSOR MOTOR D	-0-					

	QTY	VOLTS	HZ	PHASE	FLA EA	HP EA
CONDENSER FAN MOTOR	3	230	60	3	4.1	1.00
EVAPORATOR FAN MOTOR	-0-					
EXHAUST FAN MOTOR	-0-					
BURNER MOTOR	-0-					
ELECTRIC HEATER CKT	-0-					
EVAPORATOR HEAT TAPE	-0-					KW
UNIT CONTROL CIRCUIT	-0-					VA

FIELD CHARGED-EACH SYSTEM	CKT 1	CKT 2	LBS OF
DESIGN PRESSURE	450 PSIG	TEST PRESSURE	HIGH (PSIG) 450 LOW (PSIG) 300
FOR NONRESIDENTIAL INSTALLATION ONLY			

FOR CONTINUED EFFICIENT OPERATION OF THIS UNIT REFER TO  
MANUALS RAUC-10M-10

UNIT WIRING DIAGRAMS	2307-4484-01	2307-4477-01	2307-4482-01	2307-4478-01
		2307-3900-01		



THE TRANE COMPANY  
A DIVISION OF AMERICAN STANDARD INC.  
CLARKSVILLE, TN 37040



MODEL NUMBER RAUC25F8T1300D000010

SERIAL NUMBER C99J19986M

LISTED  
AIR CONDITIONING SYSTEMS  
EQUIPMENT COMPRESSOR-  
CONDENSER UNIT  
G090

EFFICIENCY MACHINE FOR OUTDOOR INSTALLATION ONLY  
SEE ADDITIONAL NAMEPLATE IN GAS HEAT SECTION WHEN USED

RYED VOLTAGE	230	HZ	60	PHASE	3
UTILIZATION VOLTAGE RANGE	207-253				
ORIGINAL SYSTEM VOLTAGES	220-230-240				

	CIRCUIT-1	CIRCUIT-2	CIRCUIT-3
MINIMUM CIRCUIT CAPACITY	125		
RECOMMENDED DUAL ELEMENT FUSE	-0-		
MAXIMUM OVERCURRENT PROTECTION DEVICE	175		

	QTY	VOLTS	HZ	PHASE	FLA EA	LRA
COMPRESSOR MOTOR A	1	230	60	3	41.4	25
COMPRESSOR MOTOR B	1	230	60	3	60.5	37
COMPRESSOR MOTOR C	-0-					
COMPRESSOR MOTOR D	-0-					
	QTY	VOLTS	HZ	PHASE	FLA EA	HP EA
CONDENSER FAN MOTOR	3	230	60	3	4.1	1.00
EVAPORATOR FAN MOTOR	-0-					
EXHAUST FAN MOTOR	-0-					
URNER MOTOR	-0-					
ELECTRIC HEATER CKT	-0-					
EVAPORATOR HEAT TAPE	-0-					
NIT CONTROL CIRCUIT	-0-					

	CKT 1	CKT 2	LBS OF
FIELD CHARGED - EACH SYSTEM			
DESIGN PRESSURE	450 PSIG	TEST PRESSURE	450
		HIGH (PSIG)	LOW (PSIG)
			300

OR NONRESIDENTIAL INSTALLATION ONLY

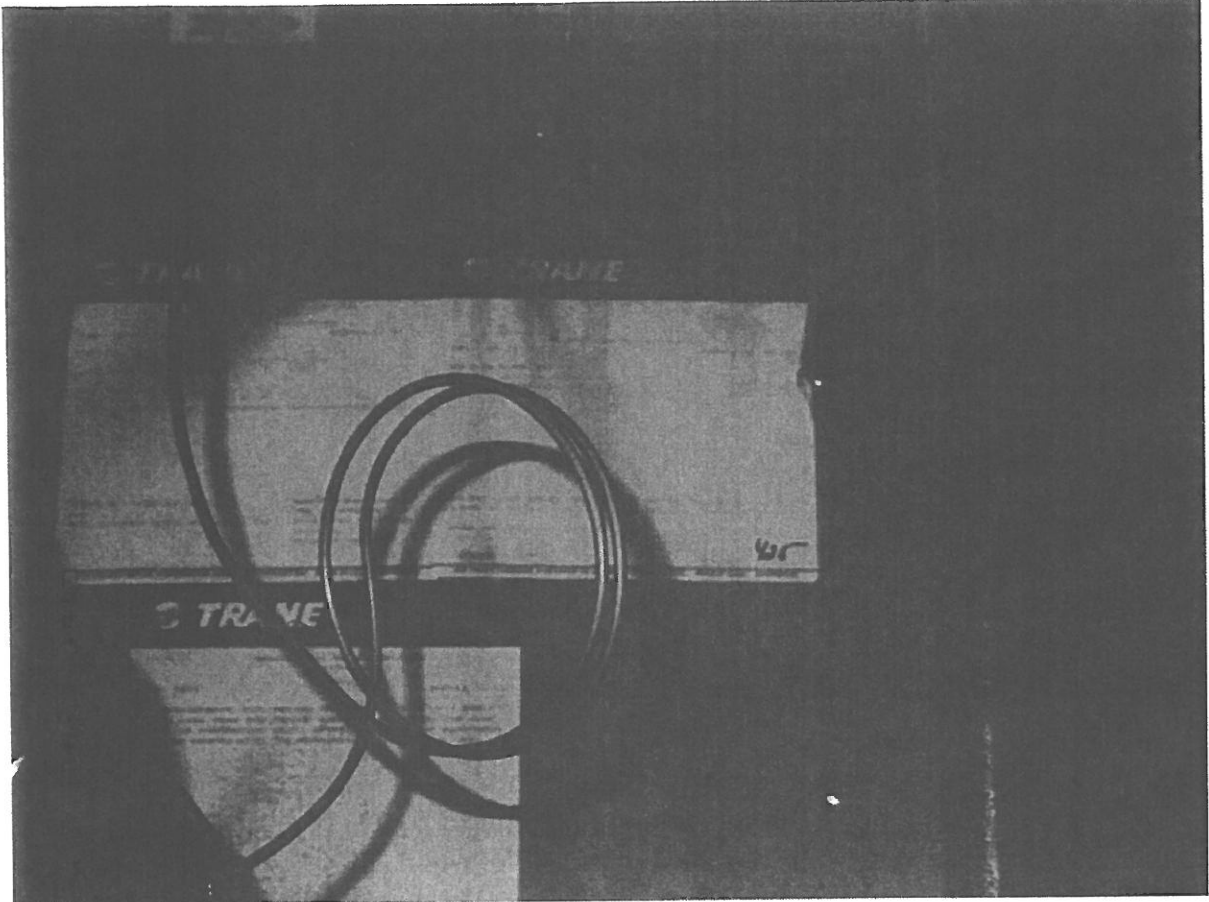
FOR CONTINUED EFFICIENT OPERATION OF THIS UNIT REFER TO

MANUALS RAUC-IOM-10

UNIT  
WIRING  
DIAGRAMS

2337-4484-01 2307-4477-01 2307-4482-01 2207-4478-01  
2307-3900-01

EXHIBIT #10



000043

EXHIBIT #11

541R

SA5348

X39001176-01 (05 96)

## NOTES

04 OF 05

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99



State of West Virginia

## PURCHASING DIVISION

### Construction Bid Submission Review Form

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*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.*

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#### 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).

000046

RFQ No. COR61644

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: Tri-State Roofing & Sheet Metal CompanyAuthorized Signature: *[Signature]* Date: 8-28-2013State of West VirginiaCounty of Wood, to-wit:Taken, subscribed, and sworn to before me this 28 day of August, 2013.My Commission expires Oct. 7, 2013.

AFFIX SEAL HERE

NOTARY PUBLIC

*Jennifer Eaton*

Purchasing Affidavit (Revised 07/01/2012)

