



Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Request for Quotation
09 — Construction

Proc Folder: 34239

Doc Description: Addendum 1: OPEN END CONTRACT:HVAC MAINTENANCE

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|------------------------|-------------------------|---------|
| 2014-12-12 | 2014-12-23 13:30:00 | CRFQ 0511 HHR1500000006 | 2 |

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Perfection Group
102 Roxalana Business Park
Dunbar WV 25064
304-373-7246

12/23/14 09:08:41
West Virginia Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Robert Kilpatrick

(304) 558-0067

robert.p.kilpatrick@wv.gov

Signature X

Mari B. Lay

FEIN #

31-1067245

DATE

12/22/14

All offers subject to all terms and conditions contained in this solicitation

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US | | BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS DIAMOND PROJECT 350 CAPITOL ST CHARLESTON WV 25301 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|-----------|------------|---------------------|-------------------------|
| 1 | Corrective Maintenance - Flat Hourly Rate | 200.00000 | HOURL | \$78. ⁰⁰ | \$15,600. ⁰⁰ |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 72151003 | | | |

Extended Description :

Corrective Maintenance - Flat Hourly Rate

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US | | BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS DIAMOND PROJECT 350 CAPITOL ST CHARLESTON WV 25301 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|-------------------------------------|---------|------------|--------------------------------|---------------------------|
| 2 | Corrective Maintenance Parts Markup | 1.00000 | EA | \$10,000. ⁰⁰ X 1.20 | = \$12,000. ⁰⁰ |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 40101800 | | | |

Extended Description :

Vendor will charge actual cost of parts used in performance of corrective maintenance, plus bid markup. Per attached Pricing Pages (Exhibit B, Page 6), Vendor should enter PARTS TOTAL (\$10,000.00 in estimated parts times multiplier based on percentage markup) as Total Price/Contract Amount

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US | | BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS DIAMOND PROJECT 350 CAPITOL ST CHARLESTON WV 25301 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|-------------------------------------|----------|------------|-----------------------|-------------------------|
| 3 | Preventive Maintenance Monthly Cost | 12.00000 | MO | \$7358. ⁰⁰ | \$88,296. ⁰⁰ |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 72151003 | | | |

Extended Description :

Preventive Maintenance: MONTHLY MAINTENANCE TOTAL (see Exhibit B, Pricing Pages, Page 6).
Unit Price is Monthly Cost for all equipment bid on Exhibit B.

| | | | |
|---------------|--------------------------------|---|-----------------------|
| HHR1500000006 | Document Phase Final | Document Description Addendum 1: OPEN END CONTRACT; HVAC MAINTENANCE | Page 4 of 4 |
|---------------|--------------------------------|---|-----------------------|

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Exhibit B: Preventative Maintenance Bid Detail Form (Page 1 of 6)

| # | Building Location and Type of Equipment | No. Of Units | Manufacturer | Size | Area Served | Model Number | O & M Manual Reference | Monthly Cost |
|--|--|--------------|------------------------------|----------|-------------|--------------------------------|------------------------|-------------------|
| 350 Capitol Street, Charleston, WV 25301 (Diamond Building) | | | | | | | | |
| 1 | Computer Room Water-Cooled AC | 2 | Data Aire, Inc. | 17 Ton | Section 1 | O&M 10/89 | Page 23 | \$465.00 |
| 2 | Computer Room Steam Humidifiers | 2 | Nortec Industries | | Section 1 | Mes-u Mes-P | Page 4 | \$66.00 |
| 3 | Water Source Heat Pumps | 192 | Trane | 1-5 Tons | Section 2 | WPHD | Pages 107-109 | \$987.00 |
| 4 | Programmable Thermostats | 190 / 4 | Honeywell Trane / Varirac II | | Section 2 | VAV-ION-8 | Pages 1-2 | \$277.00 |
| 5 | Cooling Tower & Water Treatment | 1 | Baltimore Aire Coil | 600 Ton | Section 3 | M248/1-OBA PP-5m-8/96 | | \$108.00 |
| 6 | Closed Recovery System & Separator | 1 | Lakos | | Section 3 | CRS-360-C/LS-574/LS-301N | | \$66.00 |
| 7 | Plate Frame Heat Exchanger | 1 | Armstrong | | Section 4 | PFX85 | | \$66.00 |
| 8 | Centrifugal Pumps | 3 | Armstrong | | Section 5 | 4030 SERIES | | \$57.00 |
| 9 | Flow Combination Valves | 3 | Armstrong | | Section 5 | FLO-TREX | | \$35.00 |
| 10 | Rooftop Gas Fired Make-up Air Units | 3 | Trane | | Section 6 | 1200 PBH | | \$241.00 |
| 11 | Honeywell Damper Motor | 3 | Honeywell | | Section 6 | M436A/MK36A,B | | \$33.00 |
| 12 | Power Roof Ventilators | 1 | Loren Cook Company | | Section 7 | H-SERIES-M-A | Pages 7-11 | \$44.00 |
| 13 | Centrifugal Roof Ventilator | 2 | Loren Cook Company | | Section 7 | AC-SERIES-AC-M-8 | Pages 6-8 | \$44.00 |
| 14 | Propeller Wall Fan | 2 | Loren Cook Company | | Section 7 | 30-XLHP S / X-STREAM 5/97 | Page 4 | \$57.00 |
| 15 | Motorized Outside Air Louvers | 2 | Siebe | | Section 7 | MA-305 / F-06491/ 22 BK | Page 4 | \$26.00 |
| 16 | Hot Water Heating Boiler | 2 | Lochinvar Copper-Fin | | Section 8 | CB00985 / MNL7019 REV A | Pages 8-11 | \$154.00 |
| 17 | Water Treatment | 1 | | | Section 10 | | | \$298.00 |
| 18 | Filter Service External Units | 3 | | | Section 11 | | | \$91.00 |
| 19 | Filter Service Internal Units | 192 | | | Section 11 | | | \$445.00 |
| 20 | Filter Service Computer Room | 2 | Data Aire, Inc. | | Section 11 | | | \$91.00 |
| 21 | Wall Resistant Heaters | 3 / 1 | Qmark / Ray Wall | | Section 12 | | | \$40.00 |
| 22 | Infrared Radiant Heater | 1 | Re Verber Ray | | Section 12 | TRACER 100 SERIES | | \$31.00 |
| 23 | DDC Controls Tracer Building Mgnt System | 1 | Tane | | Section 13 | TRACER 100 SERIES / EMTB-OG-15 | | \$367.00 |
| 24 | | | | | | | | |
| 25 | | | | | | | Page Total | \$4,089.00 |

Exhibit B: Preventative Maintenance Bid Detail Form (Page 2 of 6)

| Preventive Maintenance Bid Detail Form (Page 2 of 6) | | | | | | | | |
|---|---|--------------|--------------|------|-------------|-----------------------|------------------------|--------------|
| # | Building Location and Type of Equipment | No. Of Units | Manufacturer | Size | Area Served | Model Number | O & M Manual Reference | Monthly Cost |
| 500 Capitol Street, Charleston, WV 25301 (Parking Building) | | | | | | | | |
| 1 | Packaged Terminal A/C | 2 | SANYO | | Section 9 | Santo 1/PTEC 1502G13A | Pages 18-19 | \$49.00 |
| 2 | Packaged Terminal A/C | 1 | Trane | | Section 9 | | Pages 18-19 | \$36.00 |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | | | | | | | | |
| 21 | | | | | | | | |
| 22 | | | | | | | | |
| 23 | | | | | | | | |
| 24 | | | | | | | | |
| 25 | | | | | | | Page Total | \$85.00 |

Exhibit B: Preventative Maintenance Bid Detail Form (Page 3 of 6)

| # | Building Location and Type of Equipment | No. Of Units | Manufacturer | Size | Area Served | Model Number | O & M Manual Reference | Monthly Cost |
|--|---|--------------|---------------------|--------|-------------|--|------------------------|-------------------|
| 619 Virginia Street, West, Charleston, WV 25302 (Medical Examiner's Building) | | | | | | | | |
| 1 | Outdoor Makeup Air Dx Cooling & Dehumidification Unit | 2 | Aaon | 5 Ton | | RM-013-8-0AB02-349-M000Y0B0CE0B00A0-A0B0000AC00000B | | \$113.00 |
| 2 | Outdoor Makeup Air Dx Cooling & Dehumidification Unit | 1 | Aaon | 10 Ton | | RM-010-8-0-AA02-339-A000D0B0CD0B00A0-A0B0000AC00000B | | \$82.00 |
| 3 | Outdoor Makeup Air Dx Cooling, Gas Heat Unit w/Condenser | 1 | Aaon | 13 Ton | | RM-005-8-0-AA01-329-A000D0B0GC0B00H0A0-B0000AC00000B | | \$120.00 |
| 4 | Outdoor Makeup Air Dx Cooling, Gas Heat Unit w/Condenser | 1 | Aaon | 13 Ton | | RM-005-8-AA01-329-M000U0B0GC0B00H0A0-B0000AC00000B | | \$120.00 |
| 5 | Administration Rooftop Unit | 1 | Trane | | | YCD150D3HABB | | \$113.00 |
| 6 | Belt Driven Exhaust Fan w/Backward Inclined Centrifugal Wheel | 2 | GREENHECK | | | SWB-215-30 | | \$45.00 |
| 7 | Centrifugal Roof Exhaust Fan | 1 | GREENHECK | | | GB-071-6 | | \$45.00 |
| 8 | Belt Driven Exhaust Fan w/Backward Inclined Centrifugal Wheel | 1 | GREENHECK | | | SWB-210-7 | | \$45.00 |
| 9 | Centrifugal Roof Exhaust Fan | 1 | GREENHECK | | | GB-081-6 | | \$45.00 |
| 10 | Centrifugal Upblast Exhaust Fan | 1 | GREENHECK | | | SQ-70-G | | \$40.00 |
| 11 | Lay-in Electric Ceiling Heater | 1 | Qmark | | | CDF-548 | | \$28.00 |
| 12 | Wall Mount Electric Heater | 4 | Qmark | | | AWF-4404 | | \$28.00 |
| 13 | Canopy Hood | 1 | LABCRAFTERS | | | H-466 | | \$33.00 |
| 14 | Air Control Valve | | | | | | | \$51.00 |
| 15 | Filter Service | | American Air Filter | | | | | \$61.00 |
| 16 | DDC Control System | 1 | Johnson | | | METASYS | | \$321.00 |
| 17 | | | | | | | Page Total | \$1,290.00 |

Exhibit B: Preventative Maintenance Bid Detail Form (Page 4 of 6)

| # | Building Location and Type of Equipment | No. Of Units | Manufacturer | Size | Area Served | Model Number | O & M Manual Reference | Monthly Cost |
|---|---|--------------|--------------|---------|-------------|---------------------|------------------------|-------------------|
| 167 11th Avenue, South Charleston, WV (Laboratory Services Building) | | | | | | | | |
| 1 | Rooftop Unit | 1 | YORK | 7.5 Ton | | DF090N10PAAA4 | | \$50.00 |
| 2 | Rooftop Unit | 1 | YORK | 5 Ton | | DM060N08P2AAJ1 | | \$50.00 |
| 3 | Rooftop Unit | 1 | YORK | 5 Ton | | DM060N08P2SSJ1 | | \$50.00 |
| 4 | Rooftop Unit | 1 | YORK | 4 Ton | | DM048N06P2AAJ1 | | \$50.00 |
| 5 | Rooftop Unit | 1 | YORK | 6 Ton | | DF072N08P2AAJ1 | | \$50.00 |
| 6 | Rooftop Unit | 1 | YORK | 6 Ton | | DF072n08P2AAJ1 | | \$50.00 |
| 7 | Rooftop Unit | 1 | YORK | 10 Ton | | DF120N15P2AAA3 | | \$50.00 |
| 8 | Rooftop Unit | 1 | YORK | 6 Ton | | DF072N08P2AAJ1 | | \$50.00 |
| 9 | Rooftop Unit | 1 | YORK | 8.5 Ton | | DF102N10P2AAA4 | | \$50.00 |
| 10 | Rooftop Unit | 1 | YORK | 5 Ton | | DM060zN08P2AAJ1 | | \$50.00 |
| 11 | Centrifugal Roof Exhaust Fan | 1 | GreenCheck | | | GB-070-6 | | \$30.00 |
| 12 | Centrifugal Roof Exhaust Fan | 1 | GreenCheck | | | GB-141-3 | | \$30.00 |
| 13 | Centrifugal Roof Exhaust Fan | 1 | GreenCheck | | | GB-101-4 | | \$30.00 |
| 14 | Centrifugal Roof Exhaust Fan | 1 | GreenCheck | | | GB-151-5 | | \$30.00 |
| 15 | Belt Driven Exhaust Fan W/Balckward inclined Centgual Wheel | 1 | GreenCheck | | | SWB-131-5 | | \$30.00 |
| 16 | Centrifugal Roof Exhaust Fan | 1 | GreenCheck | | | GB-101-4 | | \$30.00 |
| 17 | Belt Driven Exhaust Fan W/Balckward inclined Centgual Wheel | 1 | GreenCheck | | | SWB-131-5 | | \$30.00 |
| 18 | Centrifugal Roof Exhaust Fan | 1 | GreenCheck | | | GB-131-5 | | \$30.00 |
| 19 | Centrifugal Roof Exhaust Fan | 1 | Cook | | | ACEB-100C2B | | \$30.00 |
| 20 | Centrifugal Roof Exhaust Fan | 1 | Cook | | | ACEB-70C2B | | \$30.00 |
| 21 | Filter Service | | | | | | | \$102.00 |
| 22 | Rooftop Unit | 1 | Aaon | 10 Ton | | RM-010-8-0AA02-334 | | \$50.00 |
| 23 | Rooftop Unit | 1 | Aaon | 6 Ton | | RM-006-8-0-AA01-322 | | \$50.00 |
| 24 | Rooftop Unit | 1 | Aaon | 13 Ton | | RM-013-8-0-AA | | \$50.00 |
| 25 | Server Closet Cooling | 1 | Goodman | | | CKL30-1D | | \$75.00 |
| | | | | | | | Page Total | \$1,127.00 |

It's a Goodman/ Serial# 0108414970/ Model# CKL30-1D/ Factory Pressure Tested 130-Low/ 300-Max

Exhibit B: Preventative Maintenance Bid Detail Form (Page 5 of 6)

| # | Building Location and Type of Equipment | No. of Units | Manufacture | Size | Area Served | Model Number | Serial Number | Manual Reference | Monthly Cost |
|--|---|--------------|-------------|------|-------------|-----------------|---------------|-------------------|-----------------|
| 167 11th Ave, South Charleston, WV (Laboratory Services Building - Refridgeration Units) | | | | | | | | | |
| 1 | Cooler Compressor | 1 | Tecumseh | | | 2AJ201GT-188-J7 | 126836 | | \$32.00 |
| 2 | Cooler Compressor | 1 | Cofelametic | | | KAE2-0050-CAV | 93877635 | | \$32.00 |
| 3 | Cooler Compressor | 1 | Unknown | | | AH256RT-169 | GJ2490C087527 | | \$32.00 |
| | | | | | | | | | |
| 619 Virginia St., West, Charleston, WV (Medical Examiner's Building - Refridgeration Units) | | | | | | | | | |
| 1 | Cooler Compressor | 1 | Heatcraft | | | M02045L63CF | T05J00124 | | \$32.00 |
| 2 | Cooler Compressor | 1 | Heatcraft | | | M02035M63CF | T05I00912 | | \$32.00 |
| 3 | Cooler Compressor | 1 | Heatcraft | | | M02035M63CF | T05J00913 | | \$32.00 |
| 4 | Cooler Compressor | 1 | Heatcraft | | | M02045L63CF | T05J00121 | | \$32.00 |
| | | | | | | | | | |
| | | | | | | | | Page Total | \$224.00 |

Exhibit B: Preventative Maintenance Bid Detail Form (Page 6 of 6)

| # | Building Location and Type of Equipment | No. Of Units | Manufacturer | Size | Area Served | Model Number | Serial Number | O & M Manual Reference | Monthly Cost |
|--|--|--------------|--------------|----------|---|---------------|-------------------------|------------------------|---------------------|
| 167 11th Avenue, South Charleston, WV (Bio-Safety Level III Building) | | | | | | | | | |
| 1 | Makeup Air | 1 | Aaon | 16 Ton | | 49207 | 200312-AKCH011201 | | \$124.00 |
| 2 | Makeup Air | 1 | Aaon | 8 Ton | | 49206 | 200312-AKCH07823 | | \$91.00 |
| 3 | Exhaust with HIPA Filtration | 1 | Acme | 3 HP | | 165CPS | 235SD42118000007011110 | | \$68.00 |
| 4 | Exhaust with HIPA Filtration | 1 | Acme | 3 HP | | 165CPS | 235SD421180000033011110 | | \$68.00 |
| 5 | Control System | 1 | Trane | | | Tracer Summit | | | \$134.00 |
| 6 | Filter Service | | | | | | | | \$58.00 |
| Page 6 Total | | | | | | | | | \$543.00 |
| Cost Breakdown by Location | | | | | | | | | |
| 350 Capitol Street | | | | | | | (Page 1 Total) | | \$4,089.00 |
| 500 Capitol Street | | | | | | | (Page 2 Total) | | \$85.00 |
| 619 Virginia Street | | | | | | | (Page 3 Total) | | \$1,290.00 |
| 167 11th Avenue (Lab) | | | | | | | (Page 4 Total) | | \$1,127.00 |
| Refridgeration | | | | | | | (Page 5 Total) | | \$224.00 |
| 167 11th Avenue (Bio) | | | | | | | (Page 6 Total) | | \$543.00 |
| A | MONTHLY MAINTENANCE TOTAL (The Sum of Page 1 through Page 6 Totals, entered as Unit Price for Commodity Line 3 if responding in WVOasis) = | | | | | | | | \$7,358.00 |
| | MONTHLY MAINTENANCE TOTAL x 12 MONTHS = ANNUAL TOTAL (A) | | | | | | | | \$88,296.00 |
| B | CORRECTIVE MAINTENANCE | | | | | | | | |
| | Flat Hourly Rate Bid of | \$ | \$78.00 | per hour | (Hourly Rate should be entered as Unit Price for Commodity Line 1 if responding in WVOasis) | | x 200 | = | \$15,600.00 |
| | CORRECTIVE MAINTENANCE TOTAL (B) | | | | | | | | |
| C | PARTS (Plus Percentage Markup) | | | | | | | | |
| | Bid a percentage markup which will be applied to parts, per the specifications: <u>20.00</u> % | | | | | | | | |
| | Convert bid markup percentage to a decimal (eg, 10% markup becomes .10 as a decimal), and add to 1.00 to calculate multiplier. For example, a 10% markup would become a multiplier of 1.1 | | | | | | | | |
| | Estimated \$10,000.00 in parts | = | \$10,000.00 | x | <u>0.20</u> | (Multiplier) | = | \$12,000.00 | |
| | PARTS TOTAL (C) (Entered as the Contract Amount of Line 2 if responding in WVOasis) | | | | | | | | |
| GRAND TOTAL: (A + B + C) | | | | | | | | | \$118,476.00 |

SOLICITATION NUMBER: CRFQ 0511 HHR1500000006

Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

Addendum #1 issued to:

1. Add the Mandatory Pre-Bid Sign-in Sheet,
2. Respond to submitted Technical Questions,

The Bid Opening/Close Date is revised to 12/23/2014; the time remains 1:30pm EST.

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

SIGN IN SHEET

Request for Proposal No.

HHR15*6

HVAC Maintenance

PLEASE PRINT

Page 1 of 1Date: 12/2/2014

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

| FIRM & REPRESENTATIVE NAME | MAILING ADDRESS | TELEPHONE & FAX NUMBERS |
|---|-----------------------------------|----------------------------------|
| Company: <u>Perfection Group</u> | <u>102 Roxalana Bus Park</u> | PHONE <u>304-373-7246</u> |
| Rep: <u>Traci Ray</u> | <u>Dunbar, WV 25064</u> | TOLL FREE |
| Email Address: <u>tray@perfectiongroup.com</u> | | FAX <u>855-879-8051</u> |
| Company: <u>DSO Mechanical LLC.</u> | <u>515 3rd Avenue</u> | PHONE <u>304-545-1592</u> |
| Rep: <u>Brandon Smith</u> | <u>South Charleston, WV 25303</u> | TOLL FREE |
| Email Address: <u>bsmith@dsomech.com</u> | <u>sdarnold@dsomech.com</u> | FAX <u>304-744-8491</u> |
| Company: <u>H.E. NEUMANN</u> | <u>1410 6TH AVE</u> | PHONE <u>304-345-5580</u> |
| Rep: <u>PATRICK O'NEILL</u> | <u>CHARLESTON, WV. 25312</u> | TOLL FREE <u>304-650-6972</u> |
| Email Address: <u>PONEILL@HENEMANN.COM</u> | | FAX <u>304-345-5543</u> |
| Company: <u>NITRO MECH.</u> | <u>4300 FIRST AVE</u> | PHONE <u>304-204-1500</u> |
| Rep: <u>Jeff Slater</u> | <u>NITRO, WV 25143</u> | TOLL FREE |
| Email Address: <u>jslater@nitromechanical.com</u> | | FAX <u>304-204-1350</u> |
| Company: <u>Terry Vaughan Mason & Barry</u> | <u>301 Smiley Dr</u> | PHONE <u>304-755-0751</u> |
| Rep: <u>Terry Vaughan</u> | <u>St Albans WV 25177</u> | TOLL FREE |
| Email Address: <u>terryvaughan@masonbarry.com</u> | | FAX <u>304-755-4010</u> |

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

TECHNICAL QUESTIONS AND ANSWERS

Question #1: In regards to parts, are we responsible for the replacement of all parts as the unit was shipped, such as some of the non-moveable portions: heat exchangers, coils, structural supports, gasket, tube bundles etc.

Answer#1: Gaskets, tube bundles and coils would be the responsibility of the vendor as a normal consumable part of the units. Heat exchangers and their outside cases and structural supports would be considered major system components and would be replaced under the corrective maintenance part of the contract.

Question#2: If there is a major repair for an RTU, and we are responsible for the repair, does the crane cost fall under this scope?

Answer#2: If a crane should be required for a repair of a roof top unit, the Department would be responsible for providing such services.

Question#3: There are a couple of types controls formats. What is the responsibility of the contractor in regards to controls? Does this include software, programming, re-programming, etc. If so, does the DHHR have copies of the original software, passwords and wiring diagrams due to the fact that most of those systems are proprietary and can only be supported by the companies that have those licenses.

Answer#3: Per section 4.1.1.6 of the Specifications, "Contractor must be able to connect and fully utilize the digital control system currently used to monitor equipment and troubleshoot the main components of the HVAC building management systems included in this contract." The Department should be in possession of all needed software, passwords and wiring diagrams with the exception of certain control software at the Medical Examiner Building.

Question#4: Is there an accurate filter list or a close filter count per change?

Answer#4: No. There should be one filter per unit within the Diamond Building. These units have metal frames and are cut to size. The vendor is not responsible for HEPA filter replacement at the Medicals Examiner or Labs as these are covered under a separate contract.

Revised 1/14/2014

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

Question#5: Although listed times are 8A-4P, if there is an emergency on the weekend, is that covered under our plan? We have over 150 of these plans and they account for 24/hrs a day 365/days a year.

Answer#5: Emergencies are covered under this contract. We only do emergency call outs for those units whose function is critical for non-standard business hours such as computer rooms, active lab space, and Medical Examiners service areas. Units supporting administrative type areas would not be considered an emergency to the Department and they can be repaired during normal business hours.

Question#6: Will you be requesting references for this type of coverage? These types of plans are unique and they are also based off of industry experience and companies without this type of experience will not accurately price this type of coverage i.e. the contractor would usually put extra PM time on the program due to the fact that they are responsible to all breakdowns.

Answer#6: No.

Question#7: The original bid did not require a bid bond, performance bond or a labor and material payment bond. Why are these being required this time?

Answer#7: Per Purchasing Division guidelines, the services offered under this Contract are deemed to qualify to meet the statutory requirements for bidding construction projects.

Question#8: The original bid did not include liquidated damages. Why has it been added to this bid?

Answer#8: Liquidated damages are excluded.

Question#9: Included with the bid request is form WV-75 Construction Bid Submission Review Form, however this is not a construction project. ?

Answer#9: See Answer#7. The WV75 form is included only as a guideline for submitting a bid; the form itself is not required to be submitted.

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

Question#10: Can we receive a copy of Exhibit B Preventive Maintenance Bid Detail Form spreadsheet so we can electronically add our pricing?

Answer#10: Upon issuance of this Addendum, the Exhibit B Preventive Maintenance Bid Detail Form, named "CRFQ 0511 HHR1500000006 Exhibit B Pricing Pages," is uploaded to the solicitation on the WVOasis website in an editable (Microsoft Excel) format. Modifying the form in any way other than by inserting bid prices may result in disqualification of bid. Bidders may also request a copy by emailing the Buyer at Robert.p.kilpatrick@wv.gov.



Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Request for Quotation
09 — Construction

Proc Folder: 34239

Doc Description: Addendum 1: OPEN END CONTRACT:HVAC MAINTENANCE

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|------------------------|-------------------------|---------|
| 2014-12-12 | 2014-12-23 13:30:00 | CRFQ 0511 HHR1500000006 | 2 |

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Perfection Group
102 Roxalana Business Park
Dunbar, WV 25064
304-373-7246

FOR INFORMATION CONTACT THE BUYER

Robert Kilpatrick
(304) 558-0067
robert.p.kilpatrick@wv.gov

Signature X

Maci S. Ray

FEIN #

31-1067245

DATE

12/22/14

All offers subject to all terms and conditions contained in this solicitation

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US | | BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS DIAMOND PROJECT 350 CAPITOL ST CHARLESTON WV 25301 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|-----------|------------|------------|-------------|
| 1 | Corrective Maintenance - Flat Hourly Rate | 200.00000 | HOUR | \$78.00 | \$15,600.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 72151003 | | | |

Extended Description :

Corrective Maintenance - Flat Hourly Rate

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US | | BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS DIAMOND PROJECT 350 CAPITOL ST CHARLESTON WV 25301 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|-------------------------------------|---------|------------|--------------------|-------------|
| 2 | Corrective Maintenance Parts Markup | 1.00000 | EA | \$10,000.00 x 1.20 | \$12,000.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 40101800 | | | |

Extended Description :

Vendor will charge actual cost of parts used in performance of corrective maintenance, plus bid markup. Per attached Pricing Pages (Exhibit B, Page 6), Vendor should enter PARTS TOTAL (\$10,000.00 in estimated parts times multiplier based on percentage markup) as Total Price/Contract Amount

| INVOICE TO | | SHIP TO | |
|--|--|---|--|
| BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US | | BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS DIAMOND PROJECT 350 CAPITOL ST CHARLESTON WV 25301 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|-------------------------------------|----------|------------|------------|-------------|
| 3 | Preventive Maintenance Monthly Cost | 12.00000 | MO | \$7358.00 | \$88,296.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 72151003 | | | |

Extended Description :

Preventive Maintenance: MONTHLY MAINTENANCE TOTAL (see Exhibit B, Pricing Pages, Page 6).
Unit Price is Monthly Cost for all equipment bid on Exhibit B.

| | | | |
|----------------------|---------------------------------------|---|------------------------------|
| HHR1500000006 | Document Phase Final | Document Description Addendum 1: OPEN END CONTRACT: HVAC MAINTENANCE | Page 4 of 4 |
|----------------------|---------------------------------------|---|------------------------------|

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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:

DHHR - Operations

1 Davis Square, CR 104

Charleston, WV

Time 1PM EST on December 2, 2014. Vendors will have the option to travel to any of the covered locations to view facilities and equipment.

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. Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: Thursday, December 4, 2014

Submit Questions to: Robert P Kilpatrick, Senior Buyer
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: robert.p.kilpatrick@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication 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 submitted electronically through wvOASIS or 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 Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile. The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:

BUYER: Robert P Kilpatrick, File 22

SOLICITATION NO.: CRFQ 0511 HHR1500000006

BID OPENING DATE: December 17, 2014

BID OPENING TIME: 1:30pm EST

FAX NUMBER: 304-558-3970

In the event that Vendor is responding to a request for proposal, and chooses to respond in a manner other than by electronic submission through wvOASIS, the Vendor shall submit one original technical and one original cost proposal plus na convenience copies of each to the Purchasing Division at the address shown above. Additionally, if Vendor does not submit its bid through wvOASIS, 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: (This only applies to CRFP)

☐ 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 confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: **Wednesday, December 17, 2014 at 1:30pm EST**

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.
10. **ALTERNATES:** Any model, brand, or specification listed in this Solicitation 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. **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.
13. **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.
14. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
15. **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 Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.
16. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, 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 contract award 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.

17. **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.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document 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 or 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. **"Award Document"** 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 contract holder.
 - 2.6. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 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 Upon Award and extends for a period of one (1) 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 should be submitted to the Purchasing Division 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 three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 36 mns. months in total. 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.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery 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 _____ days.

- ☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

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

☒ **BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

☒ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the Contract value. The performance bond must be 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 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.

☒ **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:** In the amount of _____
\$1,000,000.00 or more.

☐ **Builders 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.

☐☐☐☐

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. **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.
10. **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.
11. **LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \$250 per day per piece of equipment for failure of the Vendor to perform scheduled monthly maintenance by the end of each month (See Section 6, Specifications). 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.

- 12. 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 Award Document, upon receipt.
- 13. 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.
- 14. 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.
- 15. 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.
- 16. 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 also 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.
- 17. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 18. 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.
- 19. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable law.
- 20. 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.

- 21. 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.
- 22. 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.
- 23. 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.
- 24. 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.
- 25. 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.
- 26. 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.
- 27. 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.
- 28. 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.

29. 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>.

30. 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. and the competitive bidding laws found West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-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. 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. Additionally, pricing or cost information will not be considered exempt from disclosure and requests to withhold publication of pricing or cost information 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.

31. 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.

32. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document 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.

33. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer 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 Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer 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 or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer 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.

34. 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.

35. 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.

- 36. 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.
- 37. 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.
- 38. 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.
- 39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an 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.
- 40. 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.

41. 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.

42. 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:
- c. 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

- d. 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.

43. 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: _____

Perfection Group

Contractor's License No. _____

WV022601

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a Award Document.

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. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

2.1. **DRUG-FREE WORKPLACE POLICY:** Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

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. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

4. **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.
5. **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.

6. **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.

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, 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, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Perfection Group

(Company)

Traci B. Ray - Business Development Rep, Traci B. Ray

(Authorized Signature) (Representative Name, Title)

304-373-7246 / 855-879-8051 / 12-22-14

(Phone Number) (Fax Number) (Date)

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of Department of Health and Human Resources (DHHR) to establish a contract for HVAC systems preventative maintenance, corrective maintenance and testing. The Contractor shall provide Preventative Maintenance, Corrective Maintenance, and Testing of the heating, cooling, and air conditioning systems (HVAC) and specific refrigeration systems in the identified buildings owned and operated by the West Virginia Department of Health and Human Resources.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Services”** means preventative maintenance, corrective maintenance and testing for HVAC systems in covered DHHR owned facilities.
 - 2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit B, upon which Vendor should list its proposed price for the Contract Services.
 - 2.3 **“RFQ”** means the official request for quotation published by the Purchasing Division and identified as CRFQ 0511 HHR1500000006.
 - 2.4 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.5 **“Agency”** shall be defined as The Department of Health and Human Resources, Operational Services Division, 1 Davis Square, Suite 100 West, Charleston, West Virginia 25305.
 - 2.6 **“Contractor”** shall be defined as the successful bidder or vendor.
 - 2.7 **“Preventative Maintenance”** shall be defined as the scheduled inspections and the replacement of parts, components, and materials on HVAC equipment prior to the failure or wear-out period of the parts, components or materials or as a result of the failure or wear-out of parts, components or materials. All planned inspections and replacements shall be in accordance with the equipment manufacturer’s specifications and recommendations.

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

- 2.8 “Corrective Maintenance”** shall be defined as maintenance performed on an as-requested basis to correct a malfunction or failure in a non-covered related component of the HVAC system. No Corrective Maintenance shall be performed without authorization from the Agency in the form of an approved delivery order.
- 2.9 “Competent Mechanic”** shall be defined as a mechanic, technician, or other employee of Contractor who meets the minimum qualifications necessary to perform work under this Contract as outlined in Section 3.
- 2.10 “Agency Representative”** shall be defined as the person designated by the Director of the Operational Services Division as having authority to act on behalf of the Operational Services Division.
- 2.11 “Holidays”** shall be defined as days designated by W.Va. Code §2-2-1 as legal holidays (i.e. new Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Lincoln’s Day, Election Days, and Christmas Day).
- 2.12 “Testing”** shall be defined as a function test upon the completion of an ordered repair to ensure equipment is returned to normal operating mode or to determine if additional repairs are required. “Overhaul” shall be defined as the thorough inspection and maintenance or repairs as a result of the inspection or as prescribed by the manufacturers’ schedule.

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

3. QUALIFICATIONS: Vendor shall have the following minimum qualifications:

3.1. During the last five (5) years, the contractor must have satisfactorily installed and maintained HVAC equipment of the type, character and magnitude as defined in the attached Equipment Listings of this contract.” Contractor should furnish information concerning the five largest facility contracts, explaining capacity, experience, ability, responsibility, previous work, and their current amount of similar work with their bid, but the documentation must be provided prior to award.

3.2. Contractor shall have in his direct employment the necessary organization and proper facilities to properly fulfill all the service required. They must employ only skilled, competent and trained equipment personnel, and must provide a resume that they have a working knowledge of the engineering data, wiring layouts, and materials of specified equipment and/or equipment. Documentation of this qualification must be provided to the Agency for any employee used to perform the requirements of this contract, prior to that employee performing any work covered under this contract.

3.3. The contractor shall have personnel available in Kanawha County, West Virginia eight (8) hours a day, between the hours of 8:00 am to 4:00 pm, Monday through Friday, with legal WV holidays excluded. Bidders should provide a statement with their bid that indicates they can meet this qualification; the statement is required prior to award.

3.4. No Competent Mechanic shall perform any work under this contract without having first provided documentation of certifications and or licensure for the following:

- Electricians- WV Master Electricians License
- Plumbers- WV Master Plumbers License
- HVAC- EPA 608 Certification and Apprentice Certification or Completion of HVAC Vocational

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Preventative Maintenance

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

4.1.1.1 Preventative Maintenance must include regular and systematic examinations and preventative maintenance service, making examinations at scheduled monthly intervals, at which time the vendor shall take necessary actions to maintain and/or restore the equipment to satisfactory and safe service. By using preventative maintenance methods, the Contractor shall furnish and install parts as necessary to keep the equipment in the best possible working order.

4.1.1.2 Preventative Maintenance must maintain the efficiency, speed and safety for the equipment as designated by the original manufacturer specifications. The Contractor shall perform all necessary examinations and adjustments to maintain equipment at the specified limits; adjust or replace all safety devices, including regulators, limit switches, pressure relief valves, or other safety or regulating devices. All of the aforementioned tasks are to be done whenever necessary to insure maintenance of adequate safety factors, and in accordance with these specifications.

Preventative Maintenance must include, but is not limited to: replacement of batteries in thermostats, cleaning, painting, lubricating, packing, sealing, adjusting, calibrating, repairing, furnishing and replacing of filters (except HEPA filters), and furnishing and replacing parts and equipment. It shall include the furnishings of all equipment necessary in the performance of these tasks, as required in the specifications. Under the routine preventative maintenance program, parts and equipment shall include, but shall not be limited to the following: bearings, belts, filters, gaskets, controls, safety devices, controllers, control parts, coils, switches, contacts, and valves, control panels, chemicals, lubricants, fluids, gases, motors, pumps, and fittings or connections. During routine and/or regular maintenance schedules of HVAC equipment serving areas of laboratory equipment, the Contractor shall monitor readings of the pressures differentials on

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

the Magnehelic Gauges on all HEPA cabinets to assure sufficient air volumes are being supplied for the safety of the personnel. The Contractor shall also replace annually, or as needed, all 9 volt batteries used in the T7200 thermostats and replace all belts on the BAC cooling tower. Examples of work include but are not limited to: 1) Troubleshoot a variety of problems in the field with diagnostic devices to return equipment to service; 2) Repair or replace broken components of various HVAC units including, but not limited to, motors, fans, blowers, controllers, relays, valves, control wiring, Freon recapture or other parts or components of the system, to return heating or cooling function to the building; 3) Repair distribution systems of air flow which may be damaged or not functional.

- 4.1.1.3** Preventative Maintenance must include making available to Agency copies of water treatment field reports and make sure additives are adjusted immediately to compensate for any imbalances in the system.
- 4.1.1.4** Preventative Maintenance must include normal inspections made and provided in accordance with each equipment manufacturer's recommended maintenance requirements. Contractor must be able to connect and fully utilize the digital control system currently used to monitor equipment and troubleshoot the main components of the HVAC building management systems.
- 4.1.1.5** Preventative Maintenance must include review all operating sequences and practices of the current equipment in order to assure the effective environmental conditionings while minimizing operational costs. This initial survey of the operating parameters will be conducted within the first 60 days of the contract award – except for certain seasonal systems. Seasonal equipment will be surveyed during the next appropriate operating season. Survey shall include, but not be limited to, time schedules, reset schedules, economizer changeovers where applicable, set points, and energy management routines.

**REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES**

4.1.1.6 Contractor must be able to connect and fully utilize the digital control system currently used to monitor equipment and troubleshoot the main components of the HVAC building management systems included in this contract. (See Exhibit A – Background Information and Building Locations).

4.1.1.7 Preventative Maintenance must include the development of a comprehensive report of findings with recommendations for operational changes, which would reduce costs, extend equipment life and/or improve conditioning of the workplace environment. Approved changes shall be made during scheduled maintenance visits at no additional cost to the Agency. Approved changes that require additional devices, hardware, software and programming shall be done under the requirements for additional works herein after in Section titled “Corrective Maintenance”.

4.1.2 When Work Is To Be Performed

4.1.2.1 Service call work other than emergency type, or major activities that would cause disruption to the workplace environment, shall be accomplished during hours of regular scheduled work days. These hours are 8:00 A.M. to 4:00 P.M., Monday through Friday. Routine scheduled maintenance work that would cause disruption of business activities during the regular business hours shall be performed after 5:00 P.M. daily, over weekends or on scheduled holidays.

4.1.3 Removal of Equipment from Service

4.1.3.1 Only under emergency situations will the Contractor remove any equipment from service without prior approval from the Agency. Any equipment removed from service by the Contractor for maintenance shall be restored to service promptly; under no circumstances shall any equipment covered by this contract be out of service for a period greater than twenty-four (24) hours unless the Contractor has obtained prior approval from the Agency. The

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

request for said approval should include a description of the extended maintenance actions and the estimated length of the period of non-service, and should be made well enough in advance so that the down-time can be scheduled.

4.1.3.2 Should any equipment covered by this contract be removed from service by the Agency, or at the direction of the Agency, for any extended period of time for renovations or like reason, the Contractor shall reduce the contracted monthly charges proportionately each day that the equipment is out of service.

4.1.4 Contractor Provided Parts

4.1.4.1 Contractor Provided Parts must include the maintenance of a spare heat pump chassis (owned by Agency) of each heat pump size in a working condition for emergency change out during evening hours or as directed by the Agency. This applies only to the equipment at 350 Capitol Street, Charleston, WV.

4.1.4.2 Contractor Provided Parts must include the vendor maintaining a supply or inventory of routinely used replacement parts for the equipment identified in this contract. Such spare replacement parts should be kept in a warehouse inventory or available from manufacturing facilities located strategically within the United States and available within twenty-four (24) hours. All replacements shall be equal to or better than original manufacturer's parts. Any mechanical or electrical part, component, or assembly that must be replaced, repaired, or renewed as a result of wear or breakage, but is unavailable from the manufacturer due to obsolescence, still remains the Contractor's responsibility to replace, repair or renew from another available, reliable source. The Contractor shall supply all tools, tool accessories, personal safety equipment, and supplies necessary to execute the responsibilities of this Contract at no cost to the

**REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES**

Agency. Non-reusable parts, components, and materials used in the scope of performing under this Contract shall be supplied by the Contractor at no cost to the Agency. Such items may include grease, cleaning supplies, rags, or anything incidental to complete the tasks. The Contractor shall be responsible for all freight charges incurred as a result of the purchase of replacement parts under this Contract. For Corrective Maintenance service parts orders where expedited delivery is requested and authorized by the Agency, the Contractor may invoice for these charges provided that it be given as a pass through cost to the Agency. No markup shall be permitted for expedited delivery. The Contractor shall provide a copy of the manufacturer's warranty on parts with the invoice.

4.1.5 Telephone Service

4.1.5.1 Telephone Service must include the maintenance of a continuous 24-hour emergency telephone service where they can be reached every day of the week, including Sundays and Holidays. Contractor will be asked to respond to emergency situations as communicated to Agency by our tenants and the public in general. To facilitate this cooperative communication, the contract Contractor will establish a call down list or other procedure that will insure the quickest possible response time.

4.1.6 Reports

4.1.6.1 Reports must include the contractor providing a proposed schedule of all inspections, lubrications, adjustments, tests, cleaning, routine repairs and other preventative maintenance activities that the Contractor shall be performing on a routine basis during the life of this contract. Contractor's representative shall report to the Agency or their designated representative prior to performing any work specified in this contract. Contractor shall provide and keep current a suitable chart, posted in the machine room of the equipment, on which entries shall be made to indicate the status of all servicing and maintenance work performed; likewise, status

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

reports shall be submitted to the Agency, or its designated representative monthly. Contractor shall maintain a complete, orderly, and chronological log (including drawings, parts lists, and wiring diagrams) of call-backs and repairs on all equipment. Contractor shall maintain updated contract wiring diagrams for the equipment in each equipment room. These wiring diagrams shall be permanently mounted on full-size display panels near the equipment controllers. These wiring diagrams are to remain the property of the Agency and will be surrendered upon termination of this contract.

4.1.7 Facilities

4.1.7.1 The list of facilities for which service may be requested are in Exhibit A. The Agency reserves the right to not request service in any of the buildings covered by this Contract. Buildings may be added to this list during the life of the Contract only by mutual agreement of both the Agency and the Contractor, through formal change order. The Contractor shall service added buildings under the same terms and conditions contained herein.

4.1.8 Corrective Maintenance Delivery Orders

4.1.8.1 Corrective Maintenance Delivery Orders must include those items of approved changes that require additional devices, hardware, software and programming. The Agency shall define the scope of each job to be performed under this Contract. Prior to beginning any work, the Contractor shall be required to provide a cost estimate detailing the intended scope of work, itemized by time and materials to the Agency. If approved, the Agency will issue a written delivery order to the Contractor. This delivery order shall have a unique number and reference the master contract number for the master contract. The delivery order shall indicate the scope of work for the job for which the release is issued. Issuance of the delivery order to the Contractor shall be considered authorization

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

to begin work. No work other than that specified on the individual delivery order shall be undertaken by the Contractor. No individual job in excess of \$25,000 (parts and service) shall be permitted under this contract. The issuance of multiple delivery orders to circumvent this requirement is strictly prohibited. Any alteration to a delivery order must be facilitated by a revised delivery order. No revision shall be issued nor work performed which causes an individual job's total cost to exceed \$25,000.00.

5. CONTRACT AWARD:

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

5.2 Pricing Pages (Exhibit B): **If responding on paper,** Vendor should complete the attached Pricing Pages (1-6) by first providing a lump sum monthly cost for preventive maintenance on each of the listed pieces of equipment on Exhibit B, then by totaling those by Page and location (on Page 6), and then by adding these six totals together to calculate the MONTHLY MAINTENANCE TOTAL, which is then multiplied by 12 to calculate the ANNUAL TOTAL. Vendor should then provide a Flat Hourly Rate Bid for Corrective Maintenance, multiply that rate by the estimated 200 hours listed on the Pricing Pages, and calculate the CORRECTIVE MAINTENANCE TOTAL (B). Finally, Vendor should provide a markup percentage for Parts, convert that markup percentage into a bid Multiplier, and then multiply the estimated value of parts to be ordered during the Contract, \$10,000.00, times the multiplier to calculate the PARTS TOTAL (C).

If responding in WVOasis, the MONTHLY MAINTENANCE TOTAL (not the ANNUAL TOTAL) should be entered as the Unit Price for Commodity Line 3. Flat Hourly Rate Bid for CORRECTIVE MAINTENANCE should be entered as the Unit Price for Commodity Line 1 (WVOasis will multiply by 200 to calculate the Total). The PARTS TOTAL should be entered as the Contract Amount for Commodity Line 2.

REQUEST FOR QUOTATION
HHR1500000006
**HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES**

The hours and parts cost listed on Exhibit B are estimates provided by the Agency, solely to be used for evaluation of the vendor's bid only. Actual quantities ordered for delivery under the Contract may vary. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation. Bidders may request an electronic copy of the Pricing Pages by contacting the buyer at: Robert.p.kilpatrick@wv.gov

6. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the delivery orders that may be issued against this Contract.

All work, materials, and equipment shall comply with the rules and regulations of all codes and ordinances of local, state and federal authorities. At a minimum, the services and repairs shall comply with the current editions in effect 30 days prior to receipt of bids of the following codes:

1. National Electric Code (NEC)
2. International Building Code (IBC)
3. International Mechanical Code (IMC)
4. Underwriters Laboratories: Products shall be UL-916-PAZX listed.
5. ANSI/ASHRAE Standard 135-2004 (BACnet)
6. ANSI/EIA/CEA-709.1 (LonTalk)
7. NFPA (National Fire Protection Association)

The Contractor shall procure all necessary permits and licenses to comply with all applicable laws, federal, state, or municipal, along with all regulations, and ordinances of any regulating body.

Agency reserves the right to make such tests and inspections as and when deemed advisable to ascertain if the requirements of these specifications are being fulfilled. Should it be found that the standards herein specified are not being satisfactorily maintained, the Agency may demand that the Vendor immediately initiate corrective action to restore the equipment to a condition that conforms with the specifications contained herein, and should the Vendor then fail to comply with the Agency's demands for corrective action, then the Agency may, by

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

written notice to the Vendor, terminate the Vendor's right to proceed further with the work. In such an event, the Agency will take over the work and pursue it to completion by contract or otherwise, and the cost of this corrective action will be deducted from any monies owed to Vendor.

According to West Virginia State Code §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed at the rate of **\$250** for each day for each equipment for which the vendor does not meet specification of this contract for failure to provide scheduled monthly maintenance by the end of each month. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other additional remedy to which the State or Agency may have legal cause for action including further damages and penalties against the Vendor.

A deduction in the monthly payment shall be imposed at the rate of one-thirtieth (1/30) of the Monthly Cost for each day during which equipment is, at the direction of the Agency or directly by the Agency, removed from service for renovations or like reason.

Vendor shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by Vendor. The Vendor shall maintain such records a minimum of five (5) years and make available all records to Agency personnel at Vendor's location during normal business hours upon written request by Agency within 10 days after receipt of the request.

Vendor shall have access to private and confidential data maintained by Agency to the extent required for Vendor to carry out the duties and responsibilities defined in this contract. Vendor agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and Agency against any and all claims brought by any party attributed to actions of breach of confidentiality by the Vendor, sub-vendors, or individuals permitted access by Vendor.

7. **PAYMENT:** Agency shall pay a flat monthly fee for Preventative Maintenance, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

9. FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

- 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

10. VENDOR DEFAULT:

- 10.1. The following shall be considered a vendor default under this Contract.
 - 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
 - 10.1.2. Failure to comply with other specifications and requirements contained herein.
 - 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

REQUEST FOR QUOTATION
HHR1500000006
HVAC SYSTEMS PREVENTATIVE MAINTENANCE, CORRECTIVE
MAINTENANCE AND TESTING CONTRACT FOR DEPARTMENT OF HEALTH
AND HUMAN RESOURCES – OWNED FACILITIES

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Cancellation of the Contract.

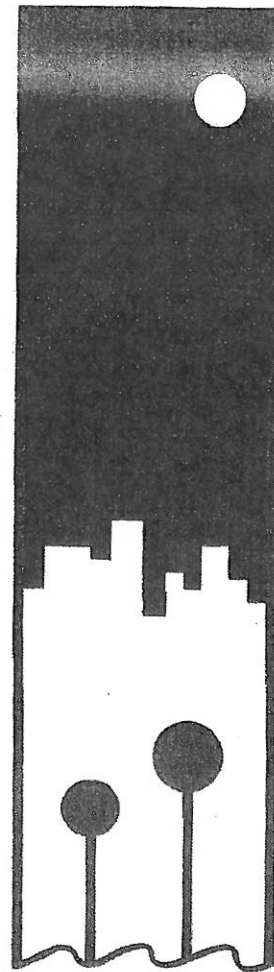
10.2.2. Cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Traci B. Ray
Telephone Number: 304-373-7246
Fax Number: 855-879-8051
Email Address: tray@perfectiongroup.com



WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD

CONTRACTOR LICENSE

Authorized by the
West Virginia Contractor Licensing Board

Number: WV022601

Classification:
HEATING, VENTILATING & COOLING

PERFECTION GROUP INC
DBA PERFECTION SERVICES OF WV INC
2649 COMMERCE BLVD
CINCINNATI, OH 45241

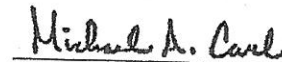
Date Issued

DECEMBER 14, 2013

Expiration Date

DECEMBER 14, 2014


Authorized Company Signature


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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/28/2014

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

Arthur J. Gallagher Risk Management Services, Inc.
1 W. 4th Street, Suite 1300
Cincinnati OH 45202

CONTACT

NAME: Karen McCloud

PHONE (A/C, No, Ext): 513-977-3100

FAX (A/C, No):

E-MAIL: karen_mccloud@ajg.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Cincinnati Insurance Company

10677

INSURER B: Westchester Surplus Lines Insurance

10172

INSURER C: Cincinnati Casualty Company

28665

INSURER D:

INSURER E:

INSURER F:

INSURED

Perfection Group, Inc.
102 Roxalana Business Park
Dunbar WV 25064

COVERAGES

CERTIFICATE NUMBER: 658277120

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 SUBR INSR 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 | | CPP0885591 | 9/1/2014 | 9/1/2015 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PO/ AGG \$2,000,000 |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | CPP0885591 | 9/1/2014 | 9/1/2015 | 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 | | CPP0885591 | 9/1/2014 | 9/1/2015 | EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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 | WC2119330 | 9/1/2014 | 9/1/2015 | WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000 |
| B | Professional Liability Pollution Liability | | G27458774001 | 5/22/2014 | 5/22/2015 | Each Claim 2,000,000 Aggregate 2,000,000 |

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

CERTIFICATE HOLDER

SPECIMEN
FOR ILLUSTRATION PURPOSES ONLY
NO OTHER USE IS AUTHORIZED

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



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

STATE OF WEST VIRGINIA,
COUNTY OF Kanawha, TO-WIT:

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

1. I am an employee of Perfection Group; and,
(Company Name)
2. I do hereby attest that Perfection Group
(Company Name)

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

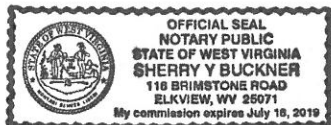
The above statements are sworn to under the penalty of perjury.

By: Dana Sargent
Title: Operations Manager
Company Name: Perfection Group
Date: 12/22/14

Taken, subscribed and sworn to before me this 22nd day of December, 2014.

By Commission expires July 18, 2019

(Seal)



Sherry Y Buckner
(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.

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

Thomas R. Dietz; Robert E. Gigax, Jr.; Patricia L. Hehman; Cassandra J. Krumpelman;
Phyllis T. Neal; Shelly M. Martin and/or Christina A. Arvizu

of Cincinnati, Ohio

its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States, up to

Twenty Million and No/100 Dollars (\$20,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of October, 2008.



STATE OF OHIO) ss:
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY

Thomas H. Kelly
Vice President

On this 10th day of October, 2008, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Mark J. Huller
MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration
date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.

this 23rd day of December 2014



Beggy J. Schlemmer
Secretary

Agency _____
 REQ.P.O# 0511HHR1500000006

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Perfection Group, Inc.
 of 102 Roxalana Business Park Dunbar, WV 25064, as Principal, and The Cincinnati Insurance Company
 of Fairfield Ohio, a corporation organized and existing under the laws of the State of Ohio
 with its principal office in the City of Fairfield, OH, as Surety, are held and firmly bound unto the State
 of West Virginia, as Obligor, in the penal sum of Five Percent (5%) of the total 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
Service Agreement for HVAC Services

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 Obligor may accept such bid, and said Surety does hereby
 waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
 Surety, or by Principal individually if Principal is an individual, this 23rd day of December, 20 14.

Principal Seal

Perfection Group, Inc.

(Name of Principal)
 By [Signature]
 (Must be President, Vice President, or
 Duly Authorized Agent)
Area Director WV
 (Title)

Surety Seal

The Cincinnati Insurance Company

(Name of Surety)
[Signature]
 Patricia L. Hehman, Attorney-in-Fact

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and
 must attach a power of attorney with its seal affixed.

RFQ No. _____

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: Perfection Group

Authorized Signature: Dana Sargent Date: 12/22/14

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 22nd day of December, 2014.

My Commission expires July 18, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC

Sherry Buckner
Purchasing Affidavit (Revised 07/01/2012)

