



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

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 105402

Doc Description: Boiler Maintenance and Repairs Contract at Lakin Corr. Ctr

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-05-08	2015-06-09 13:30:00	CRFQ 0608 COR1500000050	1

**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:

Casto Technical  
 540 Leon Sullivan Way  
 Charleston, WV 25301

06/09/15 08:15:19  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
 (304) 558-2544  
 tara.l.yle@wv.gov

Signature X

FEIN # 55053 9186

DATE June 8, 2015

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

INVOICE TO		SHIP TO	
BUSINESS OFFICE LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD		LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD 11264 OHIO RIVER RD	
WEST COLUMBIA	WV25287	WEST COLUMBIA	WV 25287
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Parts Markup Percentage	1.00000	PCT	60%	8,000

Comm Code	Manufacturer	Specification	Model #
78141600			

**Extended Description :**  
Parts Markup Percentage

**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.

Easto Technical  
(Company)

[Signature] Operations Manager  
(Authorized Signature) (Representative Name, Title)

304-346-0549    304-346-8920    June 8, 2015  
(Phone Number) (Fax Number) (Date)

**A. Pricing Page:**

\*\*\*\*\*

**PLEASE READ THIS SECTION IN ITS ENTIRETY:**

**A. IF VENDOR IS SUBMITTING A PAPER BID:**

Vendor **MUST** complete the ATTACHED Pricing Page, Exhibit A by providing a unit price for the following items – monthly cost for three boilers, an hourly rate for regular labor, overtime labor, holiday labor and emergency labor. The vendor should multiply the unit price for each item by the estimated annual quantity to get an extended amount.

For the parts quote section of the pricing page, Item No. 3, the Vendor must provide a mark-up percentage based on an estimated parts cost of \$5,000. The following is an example of this calculation:

Parts Quote Item #	Description	Estimated Parts Cost **	MarkUp Percentage	Extended Amount
3	Parts	\$5,000.00	10 %	\$5,500.00

Vendor's Mark-up Percentage is 10%

\$5,000 multiplied by 1.10 = \$ 5,500.00.

Parts Quote Item #	Description	Estimated Parts Cost **	MarkUp Percentage	Extended Amount
4.1.4.3	Parts	\$5,000.00	25 %	\$6,250.00

Vendor's Mark-up Percentage is 25%

\$5,000 multiplied by 1.25 = \$ 6,250.00.

Once vendor has an extended amount for the parts quote, all extended amounts under the parts quote section and labor quote section should be added together for the overall total cost.

Vendor must complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

**B. IF VENDOR IS SUBMITTING AN ELECTRONIC BID:**

Vendor **MUST** provide a unit price for the following items (commodity lines 1 through 5) – monthly cost for three boilers, an hourly rate for regular labor, overtime labor, holiday labor and emergency labor.

For commodity line No. 6, Parts- Markup Percentage, the vendor **MUST** perform the calculation and enter the Extended Amount in the commodity line versus a markup percentage.

See example - the vendor would enter the amount of \$6,250.00 in the commodity line instead of a mark-up percentage.

Parts Quote Item #	Description	Estimated Parts Cost **	MarkUp Percentage	Extended Amount
4.1.4.3	Parts	\$5,000.00	25 %	\$6,250.00

Vendor's Mark-up Percentage is 25%

\$5,000 multiplied by 1.25 = \$ 6,250.00.

- C. The pricing page and commodities lines contain an estimated number of labor hours and an estimated cost for parts. The estimates for labor and parts represent amounts for bid evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.
- D. Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation. Failure to use the attached pricing sheet will result in disqualification.

**E. TRAVEL:**

- 1) 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 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.

**END OF SPECIFICATIONS**

COR150000050 - Boiler Maintenance and Repairs Contract Pricing Page

EXHIBIT A

Inspections and Testing	Units	Number of Months	Unit Price Per Month	Annual Price For All Required Inspections and Testing
Boilers				
Three Boilers	Month	12	832.10	9,985.20

Subtotal A: 9,985.20

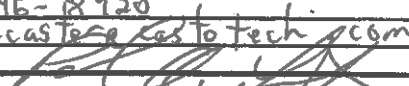
Hourly Rates	Unit of Measure	Estimated Annual Hours *	Unit Price	Extended Amount
Regular Labor Rate	Hour	100	124	12,400
Overtime Labor Rate	Hour	16	186	2,976
Holiday Labor Rate	Hour	8	248	1,984
Emergency Labor Rate	Hour	8	186	1,488

Subtotal B: 18,848

Parts Quote	Estimated Parts Cost **	Markup Percentage	Extended Amount
Parts	\$5,000.00	60 %	8,000

Subtotal C: 8,000

OVERALL COST (by adding subtotals A, B, and C) 26,833.20

Bidder/Vendor Information: <u>Casto Technical</u>	
Name:	<u>Paul LANCASTER</u>
Address:	<u>540 Leon Sullivan Way</u> <u>Charleston WV 25301</u>
Phone No.:	<u>304-346-0549</u>
Fax No.:	<u>304-346-8920</u>
Email Address:	<u>plancaster@castotech.com</u>
Authorized Signature	

NOTES:

- \* Quantities are estimated for bid evaluation purposes only.
- \*\* Estimated cost for bid evaluation purposes only.

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.

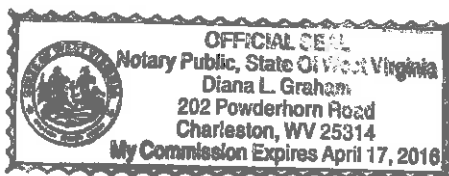
**WITNESS THE FOLLOWING SIGNATURE:**Vendor's Name: Casta TechnicalAuthorized Signature: [Signature] Date: June 8, 2015State of WEST VIRGINIACounty of KANAWHA, to-wit:Taken, subscribed, and sworn to before me this 8<sup>th</sup> day of JUNE, 2015My Commission expires April 17, 2016

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 07/01/2012)





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, Paul Lancaster, after being first duly sworn, depose and state as follows:

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

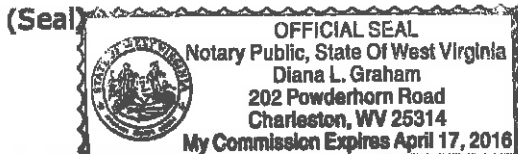
maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D**.

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

By: [Signature]  
 Title: Operations Manager  
 Company Name: Casto Technical  
 Date: June 8, 2015

Taken, subscribed and sworn to before me this 8<sup>th</sup> day of JUNE, 2015.

By Commission expires April 17, 2016.



[Signature]  
(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.**



**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Casto Technical Services, Inc.  
of Charleston, WV, as Principal, and Western Surety Company  
of Chicago, IL, a corporation organized and existing under the laws of the State of  
SD with its principal office in the City of Chicago, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount Bid (\$ 5% ) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
Boiler Maintenance and Repairs at LCF - According to Plans & Specifications

**NOW THEREFORE,**

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

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

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 9th day of June, 2015.

Principal Seal

Casto Technical Services, Inc.  
(Name of Principal)  
By: [Signature]  
(Must be President, Vice President, or  
Duly Authorized Agent)  
CFO  
(Title)

Surety Seal

Western Surety Company  
(Name of Surety)  
By: [Signature]  
Patricia A. Moye, WV Resident Agent 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.**

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

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

**Gregory T Gordon, Allan L Mc Vey, Kimberly J Wilkinson, Patricia A Moye, Individually**

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

### - In Unlimited Amounts -

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

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

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 20th day of February, 2014.



WESTERN SURETY COMPANY

*Paul T. Bruflat*

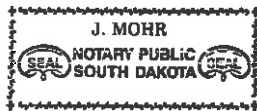
Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 20th day of February, 2014, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2015



*J. Mohr*

J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of June, 2015.



WESTERN SURETY COMPANY

*L. Nelson*

L. Nelson, Assistant Secretary

INVOICE TO		SHIP TO	
BUSINESS OFFICE LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD		LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD 11264 OHIO RIVER RD	
WEST COLUMBIA	WV25287	WEST COLUMBIA	WV 25287
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Overtime Labor Rate	16.00000	LS	\$ 186.00	\$ 2,976.00

Comm Code	Manufacturer	Specification	Model #
78141600			

**Extended Description :**  
Overtime Labor Rate

INVOICE TO		SHIP TO	
BUSINESS OFFICE LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD		LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD 11264 OHIO RIVER RD	
WEST COLUMBIA	WV25287	WEST COLUMBIA	WV 25287
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Holiday Labor Rate	8.00000	LS	\$ 248.00	\$ 1,984.00

Comm Code	Manufacturer	Specification	Model #
78141600			

**Extended Description :**  
Holiday Labor Rate

INVOICE TO		SHIP TO	
BUSINESS OFFICE LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD		LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD 11264 OHIO RIVER RD	
WEST COLUMBIA	WV25287	WEST COLUMBIA	WV 25287
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Emergency Labor Rate	8.00000	LS	\$ 186.00	\$ 1,488.00

INVOICE TO		SHIP TO	
BUSINESS OFFICE LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD		LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD 11264 OHIO RIVER RD	
WEST COLUMBIA	WV25287	WEST COLUMBIA	WV 25287
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Boiler Inspections and Testing	12.00000	LS		

Comm Code	Manufacturer	Specification	Model #
78141600			

**Extended Description :**

Addendum No. 1 - to provide the sign-in sheet from the mandatory pre-bid meeting held on 5/26/2015. The bid opening remains on 06/09/2015 at 1:30 pm.

\*\*\*\*\*

THE WV PURCHASING DIVISION FOR THE AGENCY, WV DIVISION OF CORRECTIONS, IS SOLICITING BIDS TO PROVIDE BOILER MAINTENANCE AND REPAIRS FOR THREE (3) BOILERS AT THE LAKIN CORRECTIONAL CENTER LOCATED AT 11264 OHIO RIVER ROAD WEST COLUMBIA, WV 25287, PER THE ATTACHED SPECIFICATIONS.

PLEASE NOTE: THERE WILL BE A MANDATORY PRE-BID MEETING HELD ON 05/26/2015 AT 10:00 AM AT THE FACILITY.

**Boiler Inspections and Testing**

INVOICE TO		SHIP TO	
BUSINESS OFFICE LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD		LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD 11264 OHIO RIVER RD	
WEST COLUMBIA	WV25287	WEST COLUMBIA	WV 25287
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Regular Labor Rate	100.00000	LS	\$ 124.00	\$ 12,400

Comm Code	Manufacturer	Specification	Model #
78141600			

**Extended Description :**

Regular Labor Rate

Comm Code	Manufacturer	Specification	Model #
78141600			

**Extended Description :**  
Emergency Labor Rate

INVOICE TO		SHIP TO	
BUSINESS OFFICE LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD		LAKIN CORRECTIONAL FACILITY 11264 OHIO RIVER RD 11264 OHIO RIVER RD	
WEST COLUMBIA	WV25287	WEST COLUMBIA	WV 25287
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Parts Markup Percentage	1.00000	PCT	60%	

Comm Code	Manufacturer	Specification	Model #
78141600			

**Extended Description :**  
Parts Markup Percentage

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: COR1500000050**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Castor Technical  
Company  
[Signature]  
Authorized Signature  
June 8, 2015  
Date

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



**CASTO Technical Services**

*We make buildings work...Better!*

March 19, 2015

RE: References for HVAC Upgrades

To whom it may concern:

Per your request to provide a list of three projects completed within the last past five years that demonstrate experience with cooling tower installation and HVAC repairs:

Federal Correction Institution HVAC Upgrade

1600 Industrial Rd

Beckley WV 25813

Contact Name: Chiles Day TN 304-252-9758

FPC Alderson HVAC Upgrade

Box A Glen Ray Road

Alderson WV 24910

Contact Name: James Ridgeway TN 304-445-3345

Our Lady of Bellefonte Hospital HVAC Upgrade

100 St Christopher Drive

Ashland KY 41101

Contact Name: David Hall TN 606-833-3333

Regards,

Paul Lancaster

Retrofit and Installation Manager