



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: 132625

Doc Description: Preventative and Corrective Maintenance for JWH boilers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-09-24	2015-10-21 13:30:00	CRFQ 0506 JWH1600000002	1

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

Vendor Name, Address and Telephone Number:

Cimco Inc  
 2336 Virginia Avenue  
 Hurricane WV 25526

304-562-7705

10/21/15 11:27:33  
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN #

55-0749511

DATE

10/21/15

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

The WV State Purchasing Division, on behalf of the Agency, the WV Department of Health and Human Resources, Bureau for Health and Health Facilities, is soliciting bids for an open-end contract for preventive and corrective maintenance of the seven (7) boilers located at Jackie Withrow Hospital in Beckley, WV, per the attached terms and conditions and specifications.

MANDATORY PRE-BID MEETING SHALL BE HELD AT THE HOSPITAL ON Wednesday, October 7, 2015 at 1:00pm EST.

PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV25801  US	PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV 25801  US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Quarterly preventative Maintenance to the 4 C-Unit Boilers	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
72151001			

Extended Description :  
 Section 4.1.1 in the specifications  
 Price per Quarter for all four boilers.

PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV25801  US	PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV 25801  US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Quarterly Preventative Maintenance to the 2 A-Unit boilers	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
72151001			

Extended Description :  
 Section 4.1.2 in the specifications,  
 Price per Quarter for both Boilers

PROCUREMENT OFFICER - 304-256-6600  
 HEALTH AND HUMAN RESOURCES  
 JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR

BECKLEY WV25801

US

PROCUREMENT OFFICER - 304-256-6600  
 HEALTH AND HUMAN RESOURCES  
 JACKIE WITHROW HOSPITAL  
 105 SOUTH EISENHOWER DR

BECKLEY WV 25801

US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Quarterly preventative Maintenance to one(1) B-Unit Boiler	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
72151001			

Extended Description :  
 Section 4.1.3 in the specifications  
 Price per Quarter

PROCUREMENT OFFICER - 304-256-6600  
 HEALTH AND HUMAN RESOURCES  
 JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR

BECKLEY WV25801

US

PROCUREMENT OFFICER - 304-256-6600  
 HEALTH AND HUMAN RESOURCES  
 JACKIE WITHROW HOSPITAL  
 105 SOUTH EISENHOWER DR

BECKLEY WV 25801

US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Corrective Maintenance During Normal Business Hours	100.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
72151001			

Extended Description :  
 Section 4.1.4.2 in specifications

PROCUREMENT OFFICER - 304-256-6600  
 HEALTH AND HUMAN RESOURCES  
 JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR

BECKLEY WV25801

US

PROCUREMENT OFFICER - 304-256-6600  
 HEALTH AND HUMAN RESOURCES  
 JACKIE WITHROW HOSPITAL  
 105 SOUTH EISENHOWER DR

BECKLEY WV 25801

US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Corrective Maintenance Outside Normal Business Hours	10.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**  
Section 4.1.4.3 in specifications

PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV25801  US	PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV 25801  US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Percentage Markup on Parts or Materials	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**  
Section 4.1.5 in the specifications

Percentage Markup: \_\_\_\_\_%

Enter Total Amount from Item 6 on Exhibit A: Pricing Page

Line	Event	Event Date
1	Mandatory Pre-Bid Meeting at 1:00pm EST	2015-10-07
2	Technical Questions Due by 3:00pm EST	2015-10-08

<b>JWH1600000002</b>	<b>Document Phase</b> Draft	<b>Document Description</b> Preventative and Corrective Maintenance for JWH boilers	<b>Page 5</b> <b>of 5</b>
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**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:

Jackie Withrow Hospital 105 S Eisenhower Dr. Beckley, WV 25801 on 10/7/2015 at 1:00pm in A100 conference room. Following the pre-bid conference, all vendors must remain for a tour of the facility and viewing of the boiler room and jobsites.

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, October 8, 2015, by 3:00pm EST

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: Jackie Withrow Hospital Boiler Maintenance Contract  
BUYER: Robert P Kilpatrick, File 22  
SOLICITATION NO.: CRFQ 0508 JWH1600000001  
BID OPENING DATE: October 21, 2015  
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 *n/a* 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, October 21, 2015 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.
18. **ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

## 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 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 of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

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

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of 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 n/a for n/a.

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:** Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.



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](mailto: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 heath, 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: Cinco Inc

Contractor's License No. WV025512

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.

Cimco Inc  
(Company)

Jeff Hollister VP  
(Authorized Signature) (Representative Name, Title)

304-562-7705 / 304-397-4178 / 10/21/15  
(Phone Number) (Fax Number) (Date)

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

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 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.

Cimco Inc  
Company

[Signature]  
Authorized Signature

10/21/15  
Date

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

CENTRALIZED REQUEST FOR QUOTATION  
CRFQ 0506 JWH160000002  
Jackie Withrow Hospital Boiler Maintenance and Repair

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SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of Jackie Withrow Hospital to establish a contract for quarterly preventive maintenance and an open-end contract for corrective maintenance to the seven (7) boilers located throughout the facility.
  
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 quarterly preventive maintenance and as needed corrective maintenance to our boilers as more fully described in these specifications.
  - 2.2 **“Preventive Maintenance”** means the scheduled performance of all routine tasks as described in Sections 4.1.1, 4.1.2, and 4.1.3, below.
  - 2.3 **“Corrective Maintenance”** means the unplanned performance of work to correct interruptions or failures of the equipment.
  - 2.4 **“Pricing Page”** means the pages, contained wvOASIS AND attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
  - 2.5 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  
3. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
  - 3.1. WV Contractors License

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**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 Quarterly Preventive Maintenance to four (4) gas fired steam Bryan High Pressure boilers located in the C-Unit basement**

- 4.1.1.1** Vendor must complete first quarter of maintenance at the beginning of each heating season (before the end of October, unless otherwise directed by the Agency)
- 4.1.1.2** Vendor must perform all lubrications and adjustments on parts as needed.
- 4.1.1.3** Vendor must perform combustion checks as needed
- 4.1.1.4** Vendor must check pressure switches and adjust as needed every visit.
- 4.1.1.5** Vendor must perform layup procedures, and change all safety valves at end of the heating season.
- 4.1.1.6** Vendor must perform all draining and cleanings for inspections annually. Vendor must also be present annually upon inspections from WV Division of Labor.
- 4.1.1.7** Vendor must check all gaskets and seals and replace if needed every visit.
- 4.1.1.8** Vendor must clean all traps and strainers and replace as needed every visit.
- 4.1.1.9** Vendor must service the water softeners every visit.
- 4.1.1.10** Vendor must check and service the makeup air unit every visit.
- 4.1.1.11** Vendor must cycle all valves bi-annually.
- 4.1.1.12** Vendor must change all site glasses and washers annually.
- 4.1.1.13** Vendor must service De-aerator and surge tanks bi-annually.
- 4.1.1.14** Vendor must store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

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**4.1.2 Quarterly Preventative Maintenance to two (2) Gas fired Bryan Low Pressure boilers located in the A-Unit basement.**

- 4.1.2.1** Vendor must complete first quarter of maintenance at the beginning of each heating season (before the end of October, unless otherwise directed by the Agency);
- 4.1.2.2** Vendor must perform all lubrications and adjustments on parts as needed;
- 4.1.2.3** Vendor must perform combustion checks as needed;
- 4.1.2.4** Vendor must check pressure switches and adjust as needed every visit;
- 4.1.2.5** Vendor must perform layup procedures, and change all safety valves at the end of the heating season;
- 4.1.2.6** Vendor must perform all draining and cleanings for inspections annually. Vendor must also be present annually upon inspections from WV Division of Labor;
- 4.1.2.7** Vendor must check all gaskets and seals and replace if needed every visit;
- 4.1.2.8** Vendor must clean all traps and strainers and replace as needed every visit;
- 4.1.2.9** Vendor must service the water softeners every visit;
- 4.1.2.10** Vendor must check and service the make-up air unit every visit.
- 4.1.2.11** Vendor must cycle all valves bi-annually.
- 4.1.2.12** Vendor must change all site glasses and washers annually.
- 4.1.2.13** Vendor must store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS Sheets.)

**4.1.3 Quarterly Preventative Maintenance to one (1) gas fired Lattner High Pressure Upright boiler located in the B-Unit basement.**

- 4.1.3.1** Vendor must complete first quarter of maintenance at the beginning of each heating season (before the end of October, unless otherwise directed by the Agency);

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- 4.1.3.2 Vendor must perform all lubrications and adjustments on parts as needed;
- 4.1.3.3 Vendor must perform combustion checks as needed;
- 4.1.3.4 Vendor must check pressure switches and adjust as needed every visit;
- 4.1.3.5 Vendor must perform layup procedures, and change all safety valves at the end of the heating season;
- 4.1.3.6 Vendor must perform all draining and cleanings for inspections annually. Vendor must also be present annually upon inspections from WV Division of Labor;
- 4.1.3.7 Vendor must check all gaskets and seals on every visit, and replace if needed;
- 4.1.3.8 Vendor must clean all traps and strainers and replace as needed every visit;
- 4.1.3.9 Vendor must service the water softeners every visit;
- 4.1.3.10 Vendor must check and service the makeup air unit every visit;
- 4.1.3.11 Vendor must cycle all valves bi-annually;
- 4.1.3.12 Vendor must change all site glasses and washers annually;
- 4.1.3.13 Vendor must store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

**4.1.4 Corrective Maintenance for all boilers throughout the facility.**

- 4.1.4.1 Vendor must provide corrective maintenance for any interruptions or failures outside of the quarterly preventative maintenance;
- 4.1.4.2 **Hourly Corrective Maintenance during normal business hours:** If the facility places a service call before 11am during normal business hours (Monday through Friday 8am to 5pm excluding Federal Holidays: New Years' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and Christmas Day,) the vendor must have a technician on-site that day. If the call is placed after 11am the vendor must have

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a technician on-site the next day by 8am, unless directed otherwise by the Agency. Hourly price must include time for technician worked and any associated travel fees. For bid evaluation purposes, pricing will be based on an estimate of 100 hours. The vendor must, however, provide the actual quantity needed, whether more or less than the estimate.

**4.1.4.3 Hourly Corrective Maintenance outside normal business hours:** If the facility places a service call outside normal business hours (after 5pm, weekends, or holidays) the vendor must follow the same specifications as listed above. In these cases the facility will determine if any corrective maintenance can wait until the next business day to avoid any possible extra charge from using the Hourly Cost for Corrective Maintenance outside normal business hours. This hourly price must also include time for technician worked and any associated travel fees. For bid evaluation purposes, pricing will be based on an estimate of 10 hours. Then vendor must however provide the actual quantity needed, whether more or less than the estimate.

**4.1.5 Percentage Markup on any Parts and materials.**

**4.1.5.1** For any corrective maintenance involving parts or materials vendor must set in advance their markup from the actual price they pay for parts. (Example 10% markup on \$25,000.00 would be  $\$25,000 \times 1.10$  and equal \$27,500). This percentage markup must be inclusive of any freight and/or environmental disposal fees which will not be paid separate. \$25,000.00 is an estimate only. Vendor must provide actual quantity needed whether more or less than this estimate. When invoicing for parts, Vendor must provide documentation to support actual cost paid for parts, indicate the percentage bid markup and provide the total cost (cost plus markup) for each part. With the Agency's approval, the Vendor may subcontract certain



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Jackie Withrow Hospital Boiler Maintenance and Repair**

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work (ie, they are unable to perform in-house, such as motor rewinding, etc) at total cost plus this same percentage markup.

**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 Grand Total Bid as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor should complete the Pricing Page by completing all cost and contact information. 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.

Items 1 – 3: Quarterly Preventive Maintenance: Bidders should provide an all-inclusive cost, PER QUARTER, to meet the requirements of Section 4.1.1, 4.1.2, and 4.1.3, respectively, for the full quantity of pieces of equipment listed therein. Bidders responding on paper should multiply their Bid Unit Price (ie, their Quarterly Price) for each Item by Four (4) to calculate the Total Amount of each Item. If responding electronically in WVOasis, bidders should enter their Quarterly Price as the Unit price for Commodity Lines 1 through 3, and the calculation of Unit Price-times-quantity will be done automatically.

Items 4 & 5: Hourly Costs for Corrective Maintenance: Bidders should provide an all-inclusive cost, PER HOUR, to meet the requirements of Section 4.1.4.2 and 4.1.4.3, respectively. Bidders responding on paper should provide an all-inclusive Hourly Rate as their Unit Price, then multiply their Bid Unit Price for each Item by the estimated quantity (100 and 10, respectively) to calculate the Total Amount of each Item. If responding electronically in WVOasis, bidders should enter their Hourly Rate as the Unit price for Commodity Lines 4 and 5, and the calculation of Unit Price-times-quantity will be done automatically.

Item 6: Percentage Markup for Parts and Materials: Bidders should bid their Percentage Markup per Section 4.1.5 of the Specifications, and then convert their percentage into a multiplier (eg, 10% markup equals 1.10 multiplier), then multiply that multiplier by the estimated amount of parts, or \$25,000.00, to calculate their Total Amount for Item 6. If responding electronically in

**CENTRALIZED REQUEST FOR QUOTATION  
CRFQ 0506 JWH1600000002  
Jackie Withrow Hospital Boiler Maintenance and Repair**

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WVOasis, bidders should insert the Total Amount from Item 6 on the Exhibit A Pricing Page as the Unit Price for Commodity Line 6 in WVOasis.

All bidders should include (or attach electronically) the completed Exhibit A Pricing Page with their bid. The percentage markup should be clearly marked thereon, or otherwise be entered into WVOasis.

If responding on paper, vendors should type or electronically enter the information into the Exhibit A Pricing Pages to ensure legibility.

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 release orders that may be issued against this Contract.
7. **PAYMENT:** Agency shall pay all original invoices in arrears of all services. Invoices must be sent to the Accounts Payable Department at 105 S Eisenhower Dr. Beckley, WV 25801, for all Contract Services performed and accepted under this Contract. Vendor must include copies of all parts or materials invoices to document actual cost. 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 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.

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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.

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. Immediate cancellation of the Contract.

10.2.2. Immediate 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: Jeff Gillenwater  
Telephone Number: 304-562-7705  
Fax Number: 304-397-4178  
Email Address: jlgillenwater@amcowv.com

**CRFQ 0506 JWH1600000002 Exhibit A: Pricing Page**

Item	Quantity	Description	Unit Price	Total Amount
1	4ea	Quarterly Preventive Maintenance for all four (4) C- Unit boilers  (Section 4.1.1)	\$ <u>3,500<sup>00</sup></u> (per quarter)	\$ <u>14,000<sup>00</sup></u>
2	4ea	Quarterly Preventive Maintenance for two (2) A Unit Boilers (Section 4.1.2)	\$ <u>2,000<sup>00</sup></u>	\$ <u>8,000<sup>00</sup></u>
3	4ea	Quarterly Preventive Maintenance for B Unit Boiler (1) (Section 4.1.3)	\$ <u>500<sup>00</sup></u>	\$ <u>2,000<sup>00</sup></u>
4	100ea	Hourly cost for Corrective Maintenance during normal business hours (Section 4.1.4.2)	\$ <u>90<sup>00</sup></u>	\$ <u>9,000<sup>00</sup></u>
5	10ea	Hourly cost for Corrective Maintenance outside normal business hours (Section 4.1.4.3)	\$ <u>135<sup>00</sup></u>	\$ <u>1,350<sup>00</sup></u>
6	Percentage markup on parts and materials based on \$25,000.00 ( Section 4.1.5)			
			\$25,000.00 x <u>35%</u>	\$ <u>8,750<sup>00</sup></u>
<b>Grand Total Bid</b> (Add the total amounts of items 1-6 to equal grand total)				\$ <u>43,100<sup>00</sup></u>

\*\*Items 4, 5, and 6 are estimates only based on prior usage. The vendor must provide actual quantities needed whether more or less than the estimate.\*\*

Vendor: Cimco Inc  
 Contact person and Title: Jeff Gillenwater Vice President  
 Address: 2336 Virginia Avenue, Hurricane WV 25526  
 Remit to Address: PO Box 480, Culloden WV 25510  
 Phone: 304-562-7705  
 Fax: 304 397 4178  
 Email: jlgillenwater@cimcowv.com  
 Signature and Date: Jeff Gillenwater 10/21/15

Agency \_\_\_\_\_  
REQ.P.O# \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_ as Principal, and \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
with its principal office in the City of \_\_\_\_\_, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) 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  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Principal Seal

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_  
(Must be President, Vice President, or  
Duly Authorized Agent)

\_\_\_\_\_  
(Title)

Surety Seal

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
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.**

**BID BOND PREPARATION INSTRUCTIONS**

AGENCY (A) \_\_\_\_\_  
RFQ/RFP# (B) \_\_\_\_\_

- (A) WV State Agency  
(Stated on Page 1 "Spending Unit")
- (B) Request for Quotation Number (upper right corner of page #1)
- (C) Your Business Entity Name (or Individual Name if Sole Proprietor)
- (D) City, Location of your Company
- (E) State, Location of your Company
- (F) Surety Corporate Name
- (G) City, Location of Surety
- (H) State, Location of Surety
- (I) State of Surety Incorporation
- (J) City of Surety's Principal Office
- (K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
- (L) Amount of bond in numbers
- (M) Brief Description of scope of work
- (N) Day of the month
- (O) Month
- (P) Year
- (Q) Name of Business Entity (or Individual Name if Sole Proprietor)
- (R) Seal of Principal
- (S) Signature of President, Vice President, or Authorized Agent
- (T) Title of Person Signing for Principal
- (U) Seal of Surety
- (V) Name of Surety
- (W) Signature of Attorney in Fact of the Surety

**Bid Bond**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_ (C) \_\_\_\_\_ of \_\_\_\_\_ (D) \_\_\_\_\_ (E) \_\_\_\_\_ as Principal, and \_\_\_\_\_ (F) \_\_\_\_\_ of \_\_\_\_\_ (G) \_\_\_\_\_ (H) \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_ (I) \_\_\_\_\_ with its principal office in the City of \_\_\_\_\_ (J) \_\_\_\_\_ as Surety, are held and firmly bound unto The State of West Virginia, as Obligees, in the penal sum of \_\_\_\_\_ (K) \_\_\_\_\_ (\$ \_\_\_\_\_ (L) \_\_\_\_\_) 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 \_\_\_\_\_ (M) \_\_\_\_\_

**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 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 time within which the Obligees 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, the \_\_\_(N)\_\_\_ day of \_\_\_(O)\_\_\_, 20\_\_\_(P)\_\_\_.

Principal Seal

(R)

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_ (S) \_\_\_\_\_  
(Must be President, Vice President, or Duly Authorized Agent)

\_\_\_\_\_  
Title

Surety Seal

(U)

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
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.

**NOTE 1:** Dated Power of Attorney with Surety Seal must accompany this bid bond.



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

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

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

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

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

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

Printed Name: Jeff Gillenwater  
 Signature: [Handwritten Signature]  
 Title: VICE President  
 Company Name: Cimco Inc  
 Date: 10/21/15

Taken, subscribed and sworn to before me this 21<sup>st</sup> day of October, 2015.

By Commission Expires August 13, 2018  
 STATE OF WEST VIRGINIA  
 NOTARY PUBLIC  
 Carmela Redman  
 Cimco Inc  
 2336 Virginia Ave  
 Hurricane WV 25526  
 My Commission Expires Aug. 13, 2018

[Handwritten 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.**

State of West Virginia  
Purchasing Division

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## CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

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In accordance with *West Virginia 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. That report must include each of the items identified below in the Required Report Content section.

**Instructions:** Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

**Contract Identification:**

Contract Number: \_\_\_\_\_

Contract Purpose: \_\_\_\_\_

Agency Requesting Work: \_\_\_\_\_

**Required Report Content:** The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- Information indicating the education and training service to the requirements of *West Virginia Code* § 21-1D-5 was provided;
- Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- Average number of employees in connection with the construction on the public improvement;
- 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 Contact Information:**

Vendor Name: \_\_\_\_\_

Vendor Telephone: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Fax: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vendor E-Mail: \_\_\_\_\_





State of West Virginia

## **PURCHASING DIVISION**

### **Construction Bid Submission Review Form**

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

#### **Errors That Shall Be Reason for Immediate Bid Disqualification**

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

#### **Errors that May Be Reason for Bid Disqualification Before Contract Award**

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

# 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: Cimco Inc

Authorized Signature: [Signature] Date: 10/21/15

State of West Virginia

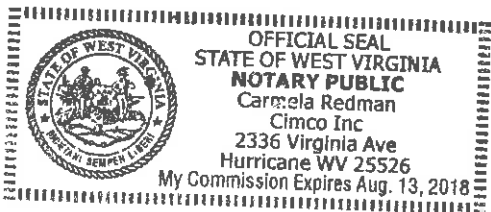
County of Putnam to-wit:

Taken, subscribed, and sworn to before me this 21<sup>st</sup> day of October, 2015

My Commission expires August 13, 2018

**AFFIX SEAL HERE**

NOTARY PUBLIC [Signature]  
*Purchasing Affidavit (Revised 08/01/2015)*



# CONTRACTOR LICENSE

Authorized by the

**West Virginia Contractor Licensing Board**

**Number:** WV025512

**Classification:**

HEATING, VENTILATING & COOLING  
PIPING  
PLUMBING

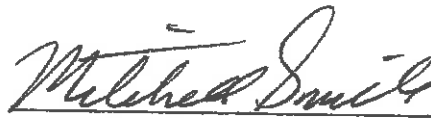
CIMCO INC  
DBA CIMCO INC  
PO BOX 480  
CULLODEN, WV 25510

**Date Issued**

MAY 09, 2015

**Expiration Date**

MAY 09, 2016



Authorized Company Signature



Chair, West Virginia Contractor  
Licensing Board



**WEST VIRGINIA  
CONTRACTOR  
LICENSING  
BOARD**

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/4/2015

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  
George H. Friedlander Company  
1566 Kanawha Blvd. E.  
Charleston WV 25311

CONTACT NAME: Richard Higginbotham

PHONE (A/C No. Ext): 304-357-4520

FAX (A/C No): 304-345-8724

E-MAIL ADDRESS: rhigginbotham@friedlandercompany.com

INSURED  
Cimco, Inc.  
P O Box 480  
Culloden WV 25510-0480

CIM1001

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Travelers Insurance

25674

INSURER B: Travelers Ind Co of America

25666

INSURER C:

INSURER D:

INSURER E:

INSURER F:

**COVERAGES**

CERTIFICATE NUMBER: 1049342976

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	ADDITIONAL SUBROGATED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CO-5614B143-15	5/1/2015	5/1/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		810-5614B143-15	5/1/2015	5/1/2016	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 <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000		CUP-5614B143-15	5/1/2015	5/1/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	UB-6557N779-15	5/1/2015	5/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

WC includes Broad Form Employers Liability, WV 23-4-2  
Evidence of Insurance

**CERTIFICATE HOLDER****CANCELLATION**

TO WHOM IT MAY CONCERN

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



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: 132625

Doc Description: Preventative and Corrective Maintenance for JWH boilers


Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-10-08	2015-10-21 13:30:00	CRFQ 0506 JWH1600000002	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:

**FOR INFORMATION CONTACT THE BUYER**  
 Robert Kilpatrick  
 (304) 558-0067  
 robert.p.kilpatrick@wv.gov

Signature X  FEIN # 55-0749511 DATE 10/21/15

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

**ADDITIONAL INFORMATION:**

Addendum #1: To provide a copy of the Mandatory Pre-Bid Meeting Sign-In Sheet, per attached.

The WV State Purchasing Division, on behalf of the Agency, the WV Department of Health and Human Resources, Bureau for Health and Health Facilities, is soliciting bids for an open-end contract for preventive and corrective maintenance of the seven (7) boilers located at Jackie Withrow Hospital in Beckley, WV, per the attached terms and conditions and specifications.

MANDATORY PRE-BID MEETING SHALL BE HELD AT THE HOSPITAL ON Wednesday, October 7, 2015 at 1:00pm EST.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Quarterly preventative Maintenance to the 4 C-Unit Boilers	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**

Section 4.1.1 in the specifications  
Price per Quarter for all four boilers.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Quarterly Preventative Maintenance to the 2 A-Unit boilers	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**

Section 4.1.2 in the specifications,  
Price per Quarter for both Boilers

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Quarterly preventative Maintenance to one(1) B-Unit Boiler	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**  
 Section 4.1.3 in the specifications  
 Price per Quarter

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Corrective Maintenance During Normal Business Hours	100.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**  
 Section 4.1.4.2 in specifications

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Corrective Maintenance Outside Normal Business Hours	10.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**  
Section 4.1.4.3 in specifications

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV25801  US		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV 25801  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Percentage Markup on Parts or Materials	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**  
Section 4.1.5 in the specifications

Percentage Markup: \_\_\_\_\_%

Enter Total Amount from Item 6 on Exhibit A: Pricing Page

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Mandatory Pre-Bid Meeting at 1:00pm EST	2015-10-07
2	Technical Questions Due by 3:00pm EST	2015-10-08



JWH1600000002	<b>Document Phase</b> Final	<b>Document Description</b> Preventative and Corrective Maintenance for JWH boilers	<b>Page 5</b> <b>of 5</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER:** CRFQ 0506 JWH1600000002

**Addendum Number:** 1

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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 provide copy of the Mandatory Pre-Bid Meeting Sign-In Sheet.

Bid Opening Remains October 21, 2015 at 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. CRFQ**

PLEASE PRINT

Date: 10-7-2015

JWH1600000002

**\* 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> Rep: <u>Traci B. Ray</u> Email Address: <u>tray@perfectiongroup.com</u>	<u>102 Roxalana Bus. Park</u> <u>Dunbar, WV 25064</u>	PHONE <u>304-373-7246</u> TOLL FREE FAX <u>855-879-8051</u>
Company: <u>Alpha Mechanical</u> Rep: <u>John Jennings</u> Email Address: <u>john.jennings@aamservice.com</u>	<u>401 27th Street</u> <u>Dunbar, WV 25064</u>	PHONE <u>304-550-5289</u> TOLL FREE <u>888-212-6324</u> FAX <u>502-400-4958</u>
Company: <u>Cimco Building Services</u> Rep: <u>Mark Fletcher</u> Email Address: <u>MFletcher@cimco.wv.com</u>	<u>2336 Virginia Ave</u> <u>Hurricane WV 25526</u>	PHONE <u>(304) 562-7705</u> TOLL FREE <u>304-767-3001</u> FAX <u>(304) 397-4178</u>
Company: <del>Cimco</del> <u>Casto Technical</u> Rep: <u>Chris. Sargent</u> Email Address: <u>csargent@castotech.com</u>	<u>540 Leon Sullivan Way</u> <u>Charleston WV 25301</u>	PHONE <u>304-346-0549</u> TOLL FREE FAX <u>304-720-0904</u>
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL FREE FAX _____

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: JWH160000002**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

Cimco INC  
Company

*Jeff Miller*  
Authorized Signature

10/26/15  
Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012



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: 132625

Doc Description: Preventative and Corrective Maintenance for JWH boilers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-10-09	2015-10-21 13:30:00	CRFQ 0506 JWH1600000002	3

**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:

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X

FEIN #

55-074954

DATE

10/21/15

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

**ADDITIONAL INFORMATION**

Addendum #2: To provide clarification regarding boiler water treatment, and to revise Specifications accordingly, per the attached.

Addendum #1: To provide a copy of the Mandatory Pre-Bid Meeting Sign-In Sheet, per attached.

The WV State Purchasing Division, on behalf of the Agency, the WV Department of Health and Human Resources, Bureau for Health and Health Facilities, is soliciting bids for an open-end contract for preventive and corrective maintenance of the seven (7) boilers located at Jackie Withrow Hospital in Beckley, WV, per the attached terms and conditions and specifications.

MANDATORY PRE-BID MEETING SHALL BE HELD AT THE HOSPITAL ON Wednesday, October 7, 2015 at 1:00pm EST.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Quarterly preventative Maintenance to the 4 C-Unit Boilers	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**

Section 4.1.1 in the specifications  
Price per Quarter for all four boilers.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Quarterly Preventative Maintenance to the 2 A-Unit boilers	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**

Section 4.1.2 in the specifications,  
Price per Quarter for both Boilers

INVOICE TO		BILL TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Quarterly preventative Maintenance to one(1) B-Unit Boiler	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
72151001			

Extended Description :  
 Section 4.1.3 in the specifications  
 Price per Quarter

INVOICE TO		BILL TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Corrective Maintenance During Normal Business Hours	100.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
72151001			

Extended Description :  
 Section 4.1.4.2 in specifications

INVOICE TO		BILL TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Corrective Maintenance Outside Normal Business Hours	10.00000	HOUR		



Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**

Section 4.1.4.3 in specifications

INVOICE TO		BILL TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV25801  US		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR  BECKLEY WV 25801  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Percentage Markup on Parts or Materials	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
72151001			

**Extended Description :**

Section 4.1.5 in the specifications

Percentage Markup: \_\_\_\_\_%

Enter Total Amount from Item 6 on Exhibit A: Pricing Page

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Mandatory Pre-Bid Meeting at 1:00pm EST	2015-10-07
2	Technical Questions Due by 3:00pm EST	2015-10-08

JWH1600000002	<b>Document Phase</b> Final	<b>Document Description</b> Preventative and Corrective Maintenance for JWH boilers	<b>Page 5</b> <b>of 5</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: CRFQ 0506 JWH1600000002**  
**Addendum Number: 2**

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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 provide clarification regarding boiler water treatment, per Attachment A. Revised Specifications (to accommodate these changes only) are also attached.

Bid Opening Remains October 21, 2015 at 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

### Clarification Regarding Water Treatment

The boiler water treatment is to be provided by the contractor. Please see below the changes to these specifications.

**4.1.1.14 reads** "Vendor must store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

**This should now read** "Vendor must provide for all boiler water treatment and store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

**4.1.2.13 reads** "Vendor must store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

**This should now read** "Vendor must provide for all boiler water treatment and store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

**4.1.3.13 reads** "Vendor must store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

**This should now read** "Vendor must provide for all boiler water treatment and store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

CENTRALIZED REQUEST FOR QUOTATION  
CRFQ 0506 JWH160000002  
Jackie Withrow Hospital Boiler Maintenance and Repair

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of Jackie Withrow Hospital to establish a contract for quarterly preventive maintenance and an open-end contract for corrective maintenance to the seven (7) boilers located throughout the facility.
  
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 quarterly preventive maintenance and as needed corrective maintenance to our boilers as more fully described in these specifications.
  - 2.2 **“Preventive Maintenance”** means the scheduled performance of all routine tasks as described in Sections 4.1.1, 4.1.2, and 4.1.3, below.
  - 2.3 **“Corrective Maintenance”** means the unplanned performance of work to correct interruptions or failures of the equipment.
  - 2.4 **“Pricing Page”** means the pages, contained wvOASIS AND attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
  - 2.5 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  
3. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
  - 3.1. WV Contractors License

CENTRALIZED REQUEST FOR QUOTATION  
CRFQ 0506 JWH1600000002  
**Jackie Withrow Hospital Boiler Maintenance and Repair**

---

**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 Quarterly Preventive Maintenance to four (4) gas fired steam Bryan High Pressure boilers located in the C-Unit basement**

- 4.1.1.1 Vendor must complete first quarter of maintenance at the beginning of each heating season (before the end of October, unless otherwise directed by the Agency)
- 4.1.1.2 Vendor must perform all lubrications and adjustments on parts as needed.
- 4.1.1.3 Vendor must perform combustion checks as needed
- 4.1.1.4 Vendor must check pressure switches and adjust as needed every visit.
- 4.1.1.5 Vendor must perform layup procedures, and change all safety valves at end of the heating season.
- 4.1.1.6 Vendor must perform all draining and cleanings for inspections annually. Vendor must also be present annually upon inspections from WV Division of Labor.
- 4.1.1.7 Vendor must check all gaskets and seals and replace if needed every visit.
- 4.1.1.8 Vendor must clean all traps and strainers and replace as needed every visit.
- 4.1.1.9 Vendor must service the water softeners every visit.
- 4.1.1.10 Vendor must check and service the makeup air unit every visit.
- 4.1.1.11 Vendor must cycle all valves bi-annually.
- 4.1.1.12 Vendor must change all site glasses and washers annually.
- 4.1.1.13 Vendor must service De-aerator and surge tanks bi-annually.
- 4.1.1.14 Vendor must provide for all boiler water treatment and store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

**CENTRALIZED REQUEST FOR QUOTATION**  
**CRFQ 0506 JWH160000002**  
**Jackie Withrow Hospital Boiler Maintenance and Repair**

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**4.1.2 Quarterly Preventative Maintenance to two (2) Gas fired Bryan Low Pressure boilers located in the A-Unit basement.**

- 4.1.2.1 Vendor must complete first quarter of maintenance at the beginning of each heating season (before the end of October, unless otherwise directed by the Agency);
- 4.1.2.2 Vendor must perform all lubrications and adjustments on parts as needed;
- 4.1.2.3 Vendor must perform combustion checks as needed;
- 4.1.2.4 Vendor must check pressure switches and adjust as needed every visit;
- 4.1.2.5 Vendor must perform layup procedures, and change all safety valves at the end of the heating season;
- 4.1.2.6 Vendor must perform all draining and cleanings for inspections annually. Vendor must also be present annually upon inspections from WV Division of Labor;
- 4.1.2.7 Vendor must check all gaskets and seals and replace if needed every visit;
- 4.1.2.8 Vendor must clean all traps and strainers and replace as needed every visit;
- 4.1.2.9 Vendor must service the water softeners every visit;
- 4.1.2.10 Vendor must check and service the make-up air unit every visit.
- 4.1.2.11 Vendor must cycle all valves bi-annually.
- 4.1.2.12 Vendor must change all site glasses and washers annually.
- 4.1.2.13 Vendor must provide for all boiler water treatment and store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS Sheets.)

**4.1.3 Quarterly Preventative Maintenance to one (1) gas fired Lattner High Pressure Upright boiler located in the B-Unit basement.**



CENTRALIZED REQUEST FOR QUOTATION  
CRFQ 0506 JWH160000002  
**Jackie Withrow Hospital Boiler Maintenance and Repair**

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- 4.1.3.1 Vendor must complete first quarter of maintenance at the beginning of each heating season (before the end of October, unless otherwise directed by the Agency);
- 4.1.3.2 Vendor must perform all lubrications and adjustments on parts as needed;
- 4.1.3.3 Vendor must perform combustion checks as needed;
- 4.1.3.4 Vendor must check pressure switches and adjust as needed every visit;
- 4.1.3.5 Vendor must perform layup procedures, and change all safety valves at the end of the heating season;
- 4.1.3.6 Vendor must perform all draining and cleanings for inspections annually. Vendor must also be present annually upon inspections from WV Division of Labor;
- 4.1.3.7 Vendor must check all gaskets and seals on every visit, and replace if needed;
- 4.1.3.8 Vendor must clean all traps and strainers and replace as needed every visit;
- 4.1.3.9 Vendor must service the water softeners every visit;
- 4.1.3.10 Vendor must check and service the makeup air unit every visit;
- 4.1.3.11 Vendor must cycle all valves bi-annually;
- 4.1.3.12 Vendor must change all site glasses and washers annually;
- 4.1.3.13 Vendor must provide for all boiler water treatment and store all chemicals in approved areas of the facility under original manufacturers' specifications. Vendor must present a copy of these manufacturers' specifications to be stored in the Maintenance Supervisor's office as well as any Material Safety Data Sheets (MSDS sheets.)

**4.1.4 Corrective Maintenance for all boilers throughout the facility.**

- 4.1.4.1 Vendor must provide corrective maintenance for any interruptions or failures outside of the quarterly preventative maintenance;
- 4.1.4.2 **Hourly Corrective Maintenance during normal business hours:** If the facility places a service call before 11am during normal business hours (Monday through Friday 8am to 5pm

CENTRALIZED REQUEST FOR QUOTATION  
CRFQ 0506 JWH160000002  
Jackie Withrow Hospital Boiler Maintenance and Repair

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excluding Federal Holidays: New Years' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and Christmas Day,) the vendor must have a technician on-site that day. If the call is placed after 11am the vendor must have a technician on-site the next day by 8am, unless directed otherwise by the Agency. Hourly price must include time for technician worked and any associated travel fees. For bid evaluation purposes, pricing will be based on an estimate of 100 hours. The vendor must, however, provide the actual quantity needed, whether more or less than the estimate.

**4.1.4.3 Hourly Corrective Maintenance outside normal business hours:** If the facility places a service call outside normal business hours (after 5pm, weekends, or holidays) the vendor must follow the same specifications as listed above. In these cases the facility will determine if any corrective maintenance can wait until the next business day to avoid any possible extra charge from using the Hourly Cost for Corrective Maintenance outside normal business hours. This hourly price must also include time for technician worked and any associated travel fees. For bid evaluation purposes, pricing will be based on an estimate of 10 hours. Then vendor must however provide the actual quantity needed, whether more or less than the estimate.

**4.1.5 Percentage Markup on any Parts and materials.**

**4.1.5.1** For any corrective maintenance involving parts or materials vendor must set in advance their markup from the actual price they pay for parts. (Example 10% markup on \$25,000.00 would be  $\$25,000 \times 1.10$  and equal \$27,500). This percentage markup must be inclusive of any freight and/or environmental disposal fees which will not be paid separate. \$25,000.00 is an estimate only. Vendor must provide actual quantity needed whether more or less than this estimate. When invoicing for parts, Vendor must provide documentation to support actual

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cost paid for parts, indicate the percentage bid markup and provide the total cost (cost plus markup) for each part. With the Agency's approval, the Vendor may subcontract certain work (ie, they are unable to perform in-house, such as motor rewinding, etc) at total cost plus this same percentage markup.

**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 Grand Total Bid as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor should complete the Pricing Page by completing all cost and contact information. 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.

Items 1 – 3: Quarterly Preventive Maintenance: Bidders should provide an all-inclusive cost, PER QUARTER, to meet the requirements of Section 4.1.1, 4.1.2, and 4.1.3, respectively, for the full quantity of pieces of equipment listed therein. Bidders responding on paper should multiply their Bid Unit Price (ie, their Quarterly Price) for each Item by Four (4) to calculate the Total Amount of each Item. If responding electronically in WVOasis, bidders should enter their Quarterly Price as the Unit price for Commodity Lines 1 through 3, and the calculation of Unit Price-times-quantity will be done automatically.

Items 4 & 5: Hourly Costs for Corrective Maintenance: Bidders should provide an all-inclusive cost, PER HOUR, to meet the requirements of Section 4.1.4.2 and 4.1.4.3, respectively. Bidders responding on paper should provide an all-inclusive Hourly Rate as their Unit Price, then multiply their Bid Unit Price for each Item by the estimated quantity (100 and 10, respectively) to calculate the Total Amount of each Item. If responding electronically in WVOasis, bidders should enter their Hourly Rate as the Unit price for Commodity Lines 4 and 5, and the calculation of Unit Price-times-quantity will be done automatically.

Item 6: Percentage Markup for Parts and Materials: Bidders should bid their Percentage Markup per Section 4.1.5 of the Specifications, and then convert

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their percentage into a multiplier (eg, 10% markup equals 1.10 multiplier), then multiply that multiplier by the estimated amount of parts, or \$25,000.00, to calculate their Total Amount for Item 6. If responding electronically in WVOasis, bidders should insert the Total Amount from Item 6 on the Exhibit A Pricing Page as the Unit Price for Commodity Line 6 in WVOasis.

All bidders should include (or attach electronically) the completed Exhibit A Pricing Page with their bid. The percentage markup should be clearly marked thereon, or otherwise be entered into WVOasis.

If responding on paper, vendors should type or electronically enter the information into the Exhibit A Pricing Pages to ensure legibility.

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 release orders that may be issued against this Contract.
7. **PAYMENT:** Agency shall pay all original invoices in arrears of all services. Invoices must be sent to the Accounts Payable Department at 105 S Eisenhower Dr. Beckley, WV 25801, for all Contract Services performed and accepted under this Contract. Vendor must include copies of all parts or materials invoices to document actual cost. 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 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.

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- 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.
  - 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. Immediate cancellation of the Contract.
  - 10.2.2. Immediate cancellation of one or more release orders issued under this Contract.
  - 10.2.3. Any other remedies available in law or equity.

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**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: Jeff Gilenwater  
Telephone Number: 304-562-2705  
Fax Number: 304-397-4128  
Email Address: JL Gilenwater @ Cimco wo. com

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: JWH160000002**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input type="checkbox"/> Addendum No. 1            | <input type="checkbox"/> Addendum No. 6  |
| <input 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 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.

Cinco Fox  
Company

Jeff Allmonate  
Authorized Signature

10/21/15  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012