



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: 310630

Doc Description: Addendum 1-Elevator Maintenance and Repairs Contract

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-13	2017-04-18 13:30:00	CRFQ 0608 COR1700000010	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: STEVEN SCHMIDT  
 D-C ELEVATOR COMPANY, INC.  
 124 VENTURE COURT SUITE 1  
 LEXINGTON, KY 40511  
[Steven.Schmidt@dcelevatorco.com](mailto:Steven.Schmidt@dcelevatorco.com)  
 Phone: (859) 254-8224  
 Fax: (859) 231-8740

04/18/17 09:35:14  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Jessica S Chambers  
 (304) 558-0246  
[jessica.s.chambers@wv.gov](mailto:jessica.s.chambers@wv.gov)

Signature X *Steven Schmidt* FEIN # 61-0922853 DATE 4/17/17

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

**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.:** CRFQ 0608 CR2170000010

**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.

DC Elevator  
Company

Stuart Schen  
Authorized Signature

4/17/17  
Date

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

**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: D-C Elevator Company  
 Contractor's License No.: WV- 041952

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;

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Ron Rucker, Branch Manager  
(Name, Title)

RON Rucker, Branch Manager  
(Printed Name and Title)

521 Slack St, Charleston WV 25364  
(Address)

(304) 345-7222  
(Phone Number) / (Fax Number)

ron.rucker@dcelevatorco.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated 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.

DC Elevator Company  
(Company)

Steven Schmidt, Project Manager  
(Authorized Signature) (Representative Name, Title)

Steven Schmidt, Project Manager  
(Printed Name and Title of Authorized Representative)

4/17/17  
(Date)

(859) 254-8224 (859) 231-8740  
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
Elevator Maintenance

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12.3 Agency reserves the right to inspect the Elevator Maintenance to ensure that Vendor's performance is in compliance with this Contract. If Agency determines that Vendor has failed to perform in accordance with this Contract, Agency may demand that the Vendor immediately remedy the failure or consider the failure to be a default. Vendor's failure to remedy the deficient performance, if given the opportunity to do so, shall be considered a default.

13. MISCELLANEOUS:

13.1 **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: Ron Rucker

Telephone Number: (304) 345-7222

Fax Number: (304) 545-6201

Email Address: Ron.Rucker@dcelevator.com

REQUEST FOR QUOTATION  
Elevator Maintenance

**EXHIBIT C - PRICING PAGE**

**Preventive Maintenance:**

Monthly Charge	x	12 months	=	Total Yearly Charge
\$ <u>2,250</u>	x	12	=	\$ <u>27,000</u>

**Corrective Maintenance:**

Hourly Labor Rate	x	Estimated Hours	=	Total Labor Cost
\$ <u>225</u>	x	100	=	\$ <u>22,500</u>

**Parts:**

Parts Multiplier	x	Multiplier	=	Total Parts Multiplier
\$5,000.00	x	<u>1.25</u>	=	\$ <u>6,250</u>

**Inspections:**

Elevator Inspection	x	Each	=	Total Elevator Inspection
\$ <u>1,500</u>	x	1	=	\$ <u>1,500</u>

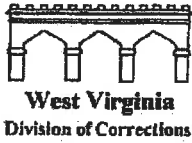
**Testing:**

Safety and Full Load Test	x	Each	=	Total Safety and Full Load Test
\$ <u>3,000</u>	x	1	=	\$ <u>3,000</u>

Total Bid Amount \* \$ 60,250

\* Total Cost is calculated by adding the Total Yearly Cost, Total Labor Cost, the Total Parts - Percentage Markup, Total Elevator Inspection, and the Total Safety and Full Load Test.

**\*If submitting through wvOASIS vendor is to enter their Total Bid Amount on the wvOASIS commodity line and must attach their Exhibit C Price Sheet.**



**STATE OF WEST VIRGINIA**  
*DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY*  
**DIVISION OF CORRECTIONS**



**JIM JUSTICE**  
**GOVERNOR**

**JIM RUBENSTEIN**  
**COMMISSIONER**

**JEFF S. SANDY, CAMS, CFE**  
**CABINET SECRETARY**

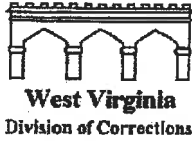
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OFFICE OF THE COMMISSIONER  
1409 GREENBRIER STREET  
CHARLESTON, WV 25311  
(304) 558-2036 TELEPHONE - (304) 558-5934 FAX

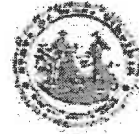
**CERTIFICATE OF UNDERSTANDING**

I hereby acknowledge that I have read, understand, and will comply with each of the rules of the security and general requirements at Correctional Centers including for construction projects from the Director of Engineering and Construction of the West Virginia Division of Corrections dated January 2, 2015. I understand that I may be subject to removal from the facility resulting from violations of any of these rules.

Company Name: DC Elevator Company  
Employee Name: Steven Schmidt  
Date: 4/17/17  
Signature: Steven Schmidt



STATE OF WEST VIRGINIA  
DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY  
DIVISION OF CORRECTIONS



JIM JUSTICE  
GOVERNOR

JIM RUBENSTEIN  
COMMISSIONER

JEFF S. SANDY, CAMS, CFE  
CABINET SECRETARY

OFFICE OF THE COMMISSIONER  
1409 GREENBRIER STREET  
CHARLESTON, WV 25311  
(304) 558-2036 TELEPHONE - (304) 558-5934 FAX

PRISON RATE ELIMINATION ACT (PREA) QUESTIONS

Please review the below questions and mark either YES or NO and fill out the information below the questions.

- 1. Have you ever engaged in sexual abuse in a prison, jail, lockup, community, confinement facility, juvenile facility, or other institution?

         X    
YES    NO

- 2. Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats, or coercion, or if the victim did not consent or was unable to consent or refuse?

         X    
YES    NO

- 3. Have you ever been civilly or administratively adjudicated to have engaged in the activity described in the above paragraph?

         X    
YES    NO

- 4. Have you been involved in any incidences of sexual harassment?

         X    
YES    NO

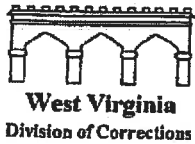
Company Name: DC Elevator Company

Employee Name: Steven Schmidt

Date: 4/17/17

Signature: Steven Schmidt





**STATE OF WEST VIRGINIA**  
*DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY*  
**DIVISION OF CORRECTIONS**



**JIM JUSTICE**  
**GOVERNOR**

**JIM RUBENSTEIN**  
**COMMISSIONER**

**JEFF S. SANDY, CAMS, CFE**  
**CABINET SECRETARY**

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OFFICE OF THE COMMISSIONER  
1409 GREENBRIER STREET  
CHARLESTON, WV 25311  
(304) 558-2036 TELEPHONE - (304) 558-5934 FAX

**NCIC SECURITY BACKGROUND CHECK INFORMATION**

The following information is required to conduct a NCIC security background check for all individuals who work for the contractors and subcontractors. All information must be written neat and clearly visibly to read:

Print Full Name: Steven Schmidt

Social Security #: [REDACTED]

Date of Birth: 10/31/82

Signature: Steven Schmidt



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

**STATE OF WEST VIRGINIA,**

**COUNTY OF Kanawha, TO-WIT:**

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

1. I am an employee of DC Elevator; and,  
(Company Name)
2. I do hereby attest that DC Elevator  
(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: Steven Schmidt  
 Signature: [Handwritten Signature]  
 Title: Project Manager  
 Company Name: DC Elevator  
 Date: 4/17/17

Taken, subscribed and sworn to before me this 17<sup>th</sup> day of April, 2017.

By Commission expires 03-02-21

(Seal)

[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

**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: DC Elevator Company

Authorized Signature: [Signature] Date: 4/17/17

State of KENTUCKY

County of FAYETTE, to-wit:

Taken, subscribed, and sworn to before me this 17<sup>th</sup> day of April, 2017.

My Commission expires 03 - 02, 2021.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

[Signature]



# D-C ELEVATOR COMPANY, INC.

"An Employee Owned Company"

## Corporate Office

124 Venture Court, Suite 1  
Lexington, KY 40511  
(859) 254-8224  
Fax (859) 231-8740

## Branch Offices

140 East Woodlawn Ave.  
Louisville, KY 40214  
(502) 363-5961  
Fax (502) 363-6026

200 Begley Court  
Hazard, KY 41701  
(606) 436-2288  
Fax (606) 436-1140

## Field Offices

7390 Tanners Gate Lane  
Florence, KY 41042  
(859) 746-8990  
Fax (859) 746-8991

3240 Lone Oak Road  
P.M.B. 153  
Paducah, KY 42003  
(270) 444-7952

An Equal Opportunity  
Employer

Member



National Association of  
Elevator Contractors

April 14, 2017

Attention: Jessica Chambers

Jessica,

We're pleased to submit our proposal for Solicitation No. CRFQ 0608 COR1700000010. Per our conversation with Philip K. Farley II, State of WV Director of Engineering and Construction for the Division of Corrections, please see the following notes that we were asked to send with bid.

Page 48 - Exhibit C – Pricing Page

- Preventive Maintenance: Charge includes travel time leaving from Charleston Office.
- Corrective Maintenance: Labor rate begins from point of time technician leaves from Charleston Office & end when mechanic returns to Charleston Office.

Page 46 – 3. Entrapment

- 3.1 Emergency Entrapment: DC elevator will not be able to arrive to jobsite within 30 minutes to free passenger trapped on elevator. From the point DC Elevator is contacted in regards to entrapment, we will be able to respond within approximately two hours.

Please feel free to call if you should require any additional information.

Sincerely,

Steven Schmidt  
Project Manager

Project: Denmark Correctional Center

# CONTRACTOR LICENSE

Authorized by the

**West Virginia Contractor Licensing Board**

**Number:** WV041952

**Classification:**

ELECTRICAL


D C ELEVATOR INC  
DBA D-C ELEVATOR COMPANY INC  
124 VENTURE COURT SUITE 1  
LEXINGTON, KY 40511

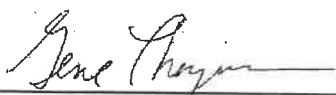
**Date Issued**

**Expiration Date**

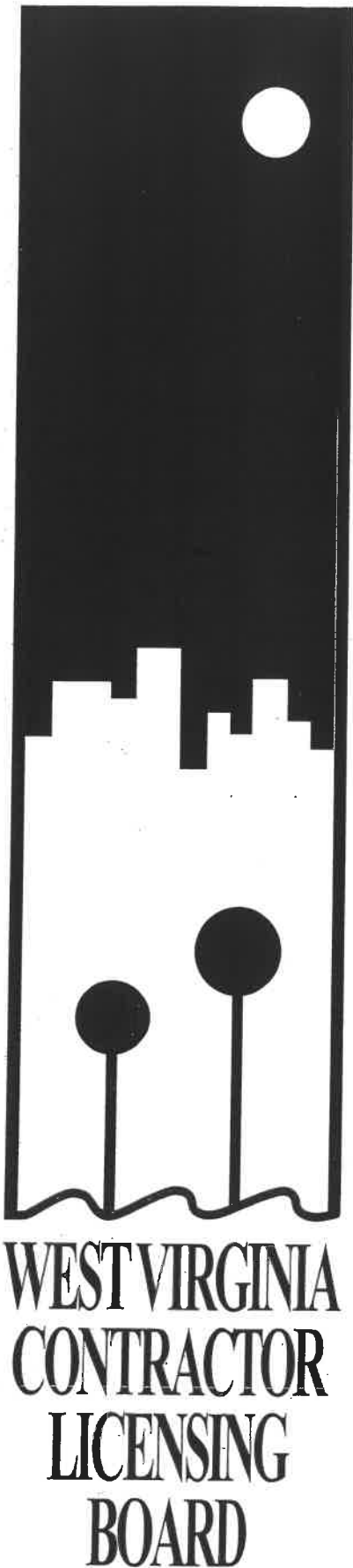
FEBRUARY 19, 2017

FEBRUARY 19, 2018

  
Authorized Company Signature

  
Chair, West Virginia Contractor  
Licensing Board

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



**WEST VIRGINIA  
CONTRACTOR  
LICENSING  
BOARD**

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

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, D C Elevator Company Inc.  
of Lexington Kentucky, as Principal, and Western Surety Company  
of Sioux Falls SD, a corporation organized and existing under the laws of the State of SD  
with its principal office in the City of Sioux Falls, SD, as Surety, are held and firmly bound unto the State  
of West Virginia, as Oblige, in the penal sum of Five Percent of Amt Bid (\$ 5% Amount Bid) 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  
Maintenance Contract at Denmar Correction  
Center, Hillsboro WV  
3 year maintenance with one year renewal

**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 Oblige 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 18th day of April, 2017.

Principal Seal

D C Elevator Company Inc.  
(Name of Principal)  
By [Signature]  
(Must be President, Vice President, or Duly Authorized Agent)  
Vice President  
(Title)

Surety Seal

Western Surety Company  
(Name of Surety)  
Mary Elliott  
Mary Elliott Attorney-In-Fact

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

# Western Surety Company

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

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

**Marty Buchanan Clark, Rebecca L Engle, Steve Simmons, Jeff Mc Intosh, Mary Elliott, Mark T Kelder, Andrea L Loson, Individually**

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

### - In Unlimited Amounts -

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

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

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 7th day of November, 2016.



WESTERN SURETY COMPANY

*Paul T. Bruflat*

Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 7th day of November, 2016, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021



*J. Mohr*

J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 18 day of April, 2017.



WESTERN SURETY COMPANY

*L. Nelson*

L. Nelson, Assistant Secretary