



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 2

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 907628

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0803

Vendor ID: 000000206219

SO Doc ID: DOT2200000009

Legal Name: PETERSBURG OIL COMPANY

Published Date: 7/22/21

Alias/DBA:

Close Date: 7/29/21

Total Bid: \$38,000.00

Close Time: 13:30

Response Date: 07/29/2021

Status: Closed

Response Time: 13:08

Solicitation Description: ADDENDUM NO_1 -HVAC
UNITS FOR GRANT COUNTY

Responded By User ID: Petersoil

Total of Header Attachments: 2

Total of All Attachments: 2

First Name: Tommy

Last Name: Coleman

Email: tcoleman@petersburgoil.

Phone: 304-257-4440

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	UPGRADE/REPLACEMENT OF EXISTING HVAC UNITS - GRANT HQ	1.00000	EA	18000.000000	18000.00

Comm Code	Manufacturer	Specification	Model #
72151207			

Commodity Line Comments: We are bidding with the option of using either manufacturer, Heil or Airtemp, with prices being identical we want to include that the option is there of using either brand. At this time with the volatile market conditions availability and prices for both have been competitive to ensure that we do have the option of either brand if

Extended Description:

UPGRADE/REPLACEMENT OF EXISTING HVAC UNITS AT GRANT COUNTY HQ - SEE SPECIFICATIONS EXHIBIT B FOR DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	INSTALL. OF NEW HVAC UNIT IN BREAK ROOM AT GRANT COUNTY HQ	1.00000	EA	20000.000000	20000.00

Comm Code	Manufacturer	Specification	Model #
72151207			

Commodity Line Comments: Same as above;
We are bidding with the option of using either manufacturer, Heil or Airtemp, with prices being identical we want to include that the option is there of using either brand. At this time with the volatile market conditions availability and prices for both have been competitive to ensure that we do have the option of either brand if

Extended Description:

"INSTALLATION OF NEW HVAC UNIT IN BREAK ROOM AT GRANT COUNTY HQ - SEE SPECIFICATIONS EXHIBIT B FOR DETAILS

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Petersburg Oil Company
of Petersburg West Virginia, as Principal, and Granite Re, Inc.
of Oklahoma City Oklahoma, a corporation organized and existing under the laws of the State of Minnesota
with its principal office in the City of Oklahoma City, as Surety, are held and firmly bound unto the State
of West Virginia, as Oblige, in the penal sum of Five percent of bid amount (\$ 5%) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
HVAC Units for Grant Co - HQ + Breakroom / Solicitation CRFQ 0803 - DOT 2200000009

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 29th day of July, 2021

Principal Seal

Petersburg Oil Company
(Name of Principal)

By Benjamin V. Hoffmann
(Must be President, Vice President, or
Duly Authorized Agent)

President
(Title)

Granite Re, Inc.
(Name of Surety)

Kenneth D. Whittington
Kenneth D. Whittington Attorney-in-Fact



Surety Seal

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.



**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**



CONTRACTOR LICENSE

Authorized by the
West Virginia Contractor Licensing Board

Number: WV014596

Classification:

ELECTRICAL
HEATING, VENTILATING & COOLING
PIPING
SIGN INSTALLATION NO ELECTRICAL
STORAGE TANK REMOVAL

PETERSBURG OIL COMPANY
DBA PETERSBURG OIL COMPANY
112 S GROVE STREET
PETERSBURG, WV 26847

Date Issued

NOVEMBER 03, 2020

Expiration Date

NOVEMBER 03, 2021


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.

**REQUEST FOR QUOTATION
HVAC UNITS FOR GRANT COUNTY HQ - 05210364**

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

12. MISCELLANEOUS:

- 12.1. **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: Tommy Coleman

Telephone Number: 304-257-2827

Fax Number: 304 257 2252

Email Address: tcoleman@petersburgoil.com

EXHIBIT A – Pricing Page

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.

Tommy Coleman, HVAC Manager
(Name, Title)
Tommy Coleman, HVAC Manager
(Printed Name and Title)
112 S. Grove St., Petersburg, WV 26847
(Address)
304-257-2827, 304-257-2252
(Phone Number) / (Fax Number)
+coleman@petersburgoil.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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Petersburg Oil Company
(Company)

Benjamin V. Hatterman
(Authorized Signature) (Representative Name, Title)

Benjamin V. Hatterman President
(Printed Name and Title of Authorized Representative)

6/29/21
(Date)

304-257-4440 304-257-2252
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO DOT2200000009

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 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.

Petersburg Oil Company
Company


Authorized Signature

7/29/21
Date

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

EXHIBIT A - Pricing Page

05220021 - HVAC UNITS AT GRANT COUNTY HQ

Item Number	Quantity	Unit of Measure	Description	Unit Price	Total
001	1	EA	UPGRADE/REPLACEMENT OF EXISTING HVAC UNITS AT GRANT COUNTY HQ - SEE SPECIFICATIONS EXHIBIT B FOR DETAILS		18,000 ⁰²
002	1	EA	INSTALLATION OF NEW HVAC UNIT IN BREAK ROOM AT GRANT COUNTY HQ - SEE SPECIFICATIONS EXHIBIT B FOR DETAILS		20,000 ⁰²
				GRAND TOTAL	\$38,000.00

VENDOR NAME	Petersburg Oil Company
VENDOR ADDRESS	112 S. Grove St
PHONE #	304-257-2827
EMAIL	tc Coleman @petersburgoil.com
SIGNATURE	



Proc Folder: 907628		Reason for Modification:	
Doc Description: ADDENDUM NO_1 -HVAC UNITS FOR GRANT COUNTY HQ AND BREAKROOM		ADDENDUM NO_1 - To answer Vendor Questions	
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-07-21	2021-07-29 13:30	CRFQ 0803 DOT2200000009	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name: Petersburg Oil Company

Address: 112 S. Grove St

Street: Petersburg

City:

State: WV **Country:** US **Zip:** 26847

Principal Contact: Tommy Coleman

Vendor Contact Phone: 304-257-2827 **Extension:**

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor Signature X  FEIN# 550681108 DATE 7/29/21

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