



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 4

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1392442

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0803

Vendor ID: VS0000014990 

SO Doc ID: DOT2400000083

Legal Name: VERTEX ROOFING CONTRACTORS INC

Published Date: 4/12/24

Alias/DBA:

Close Date: 4/25/24

Total Bid: \$115,000.00

Close Time: 13:30

Response Date: 04/25/2024 

Status: Closed

Response Time: 10:26

Solicitation Description: 05240206- Roof Sealer for equipment building.

Responded By User ID: neckley02 

Total of Header Attachments: 4

First Name: Nicole

Total of All Attachments: 4

Last Name: Eckley

Email: nicole@vertexroofinc.com

Phone: 7037942121



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

**State of West Virginia
 Solicitation Response**

Proc Folder: 1392442
Solicitation Description: 05240206- Roof Sealer for equipment building.
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-04-25 13:30	SR 0803 ESR04252400000006375	1

VENDOR
 VS0000014990
 VERTEX ROOFING CONTRACTORS INC

Solicitation Number: CRFQ 0803 DOT2400000083
Total Bid: 115000 **Response Date:** 2024-04-25 **Response Time:** 10:26:17
Comments:

FOR INFORMATION CONTACT THE BUYER
 John W Estep
 304-558-2566
 john.w.estep@wv.gov

Vendor Signature X	FEIN#	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	05240206- Roof Sealer for equipment building.	1.00000	EA	115000.000000	115000.00

Comm Code	Manufacturer	Specification	Model #
25174100			

Commodity Line Comments:

Extended Description:

05240206- Roof Sealer for equipment building.

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Vertex Roofing Contractors, Inc.
of 12050 Cadet Court Manassas VA 20109 as Principal, and Old Republic Surety Company
of P O Box 1635 Milwaukee WI 53201, a corporation organized and existing under the laws of the State of WI
with its principal office in the City of Milwaukee as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount Bid (\$ --5%--) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
Roof Coating for Equipment Building

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 25th day of April, 2024.

Principal Seal

Vertex Roofing Contractors, Inc.
(Name of Principal)

By Nicole Eckel
(Must be President, Vice President, or
Duly Authorized Agent)

Vice President
(Title)

Surety Seal



Old Republic Surety Company
(Name of Surety)

Benjamin L. Mathews
Benjamin L. Mathews, 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.



OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint: **CATHERINE MATHEWS, ANTHONY PUNG, BENJAMIN L. MATHEWS of COLUMBIA, MD**

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary, or (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent, or (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 18th day of August, 2022

Karen J. Haffner
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

Alan Pavlic
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 18th day of August, 2022, personally came before me, Alan Pavlic and Karen J Haffner to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say, that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson
Notary Public

My Commission Expires: September 28, 2026

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



60-0060

Signed and sealed at the City of Brookfield, WI this 25th day of April, 2024

Karen J. Haffner
Assistant Secretary

DRSC 2282 (3-08)

CONSTRUCTION UNDERWRITERS LLC



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

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

1. I am an employee of Vertex Roofing Contractors Inc.; and,
(Company Name)
2. I do hereby attest that Vertex Roofing Contractors 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: Jonathan Zimmer

Signature:

Title: President

Company Name: Vertex Roofing Contractors Inc.

Date: 04/24/2024

STATE OF ^{NS}~~WEST~~ VIRGINIA,
 COUNTY OF Prince William, TO-WIT:
 Taken, subscribed and sworn to before me this 24 day of April, 2024.
 By Commission expires March 31, 2028

(Seal)

(Notary Public)

NICOLE FAYE ECKLEY
 NOTARY PUBLIC
 REG. #7517451
 COMMONWEALTH OF VIRGINIA
 MY COMMISSION EXPIRES 03/31/2028

State of West Virginia
Purchasing Division

CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

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: DOT2400000083

Contract Purpose: Equipment office Roof Coating

Agency Requesting Work: Departemnt of Highways

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:	<u>Vertex Roofing Contractors Inc.</u>	Vendor Telephone:	<u>703-794-2121</u>
Vendor Address:	<u>12050 Cadet Ct</u>	Vendor Fax:	<u>N/A</u>
	<u>Manassas VA 20109</u>	Vendor E-Mail:	<u>jon@vertexroofinc.com</u> <u>nicole@vertexroofinc.com</u>

REQUEST FOR QUOTATION
05240206 ROOF COATING FOR EQUIPMENT BUILDING

GENERAL CONSTRUCTION SPECIFICATIONS (No AIA Documents)

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways to establish a contract for the following:

Cleaning, Drying, and Sealing of Equipment Office Building Roof, approximately 15,000 sq ft., with Gasco SF-2000 Seam Sealer or Equal as specified in Exhibit B

The Vendor shall furnish all materials, labor, and equipment necessary to complete all Construction Services. The Vendor shall furnish any incidental work, materials, labor, and equipment that are necessary to complete the Construction Services, even if such incidental work is not explicitly included in the Project Plans.

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 and in the Project Plans as defined below.

2.1 “Construction Services” means Cleaning, Drying, and Sealing of Equipment Office Building Roof, approximately 15,000 sq ft., with Gasco SF-2000 Seam Sealer or Equal as specified in Exhibit B as more fully described in the Project Plans.

2.2 “Pricing Page” means the pages contained in wvOASIS, attached hereto as Exhibit A, or included in the Project Plans upon which Vendor should list its proposed price for the Construction Services.

2.3 “Solicitation” means the official notice of an opportunity to supply the State with Construction Services that is published by the Purchasing Division.

2.4 “Project Plans” means documents developed by an architect, an engineer, the Agency, or another design professional, which are attached hereto as Exhibit B, that provide detailed instructions on how the Construction Services are to be performed. In the event that Project Plans contain drawings or other documents too large to attach in Exhibit B, Vendors can obtain copies in accordance with Section 9 of these Specifications.

3. **ORDER OF PRECEDENCE:** This General Construction Specifications document will have priority over, and supersede, anything contained in the Project Plans.

4. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

4.1. Experience: Vendor, or Vendor’s supervisory staff assigned to this project, must have successfully completed at least 5 projects that involved work similar to that described in these specifications or the Project Plans. Compliance with this experience requirement will

REQUEST FOR QUOTATION
05240206 ROOF COATING FOR EQUIPMENT BUILDING

be determined prior to contract award by the State through references provided by the Vendor upon request, through knowledge or documentation of the Vendor's past projects, through confirmation of experience requirements from the architect assisting the State in this project, or some other method that the State determines to be acceptable. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement may be requested after bid opening and prior to contract award.

5. **CONTRACT AWARD:** The Contract is intended to provide Agency with a purchase price for the Construction Services. The Contract will be awarded to the lowest qualified responsible bidder meeting the required specifications. If the Pricing Pages contain alternates/add-ons, the Contract will be awarded based on the grand total of the base bid and any alternates/add-ons selected.
6. **SELECTION OF ALTERNATES:** Pursuant to W. Va. Code § 5-22-1(f), any solicitation of bids shall include no more than five alternates. Alternates, if accepted, shall be accepted in the order in which they are listed on the bid form. Any unaccepted alternate contained within a bid shall expire 90 days after the date of the opening of bids for review. Determination of the lowest qualified responsible bidder shall be based on the sum of the base bid and any alternates accepted.
7. **PERFORMANCE:** Vendor shall perform the Construction Services in accordance with this document and the Project Plans.
8. **SUBSTITUTIONS:** Any substitution requests must be submitted in accordance with the official question and answer period described in the INSTRUCTIONS TO VENDORS SUBMITTING BIDS, Paragraph 4. Vendor Question Deadline. Vendors submitting substitution requests should submit product brochures and product specifications during the official question and answer period.
9. **PROJECT PLANS:** The checked box will apply to Project Plans for this solicitation.
 - x **No Additional Project Plan Documents:** There are no additional Project Plans other than those attached hereto as Exhibit B or any subsequent addenda modifying Exhibit B.
 - Additional Project Plan Documents:** There are additional Project Plan documents other than those attached as Exhibit B. Copies of the additional Project Plan documents not attached as Exhibit B can be obtained by contacting the entity identified below.

REQUEST FOR QUOTATION
05240206 ROOF COATING FOR EQUIPMENT BUILDING

10. CONDITIONS OF THE WORK

10.1. Permits: The Vendor shall procure all necessary permits and licenses to comply with all applicable Federal, State, or Local laws, regulations and ordinances of any regulating body.

10.2. Existing Conditions: If discrepancies are discovered between the existing conditions and those noted in the specifications, Vendor must immediately notify the Agency's representative. Vendor must also immediately notify the Agency if suspected hazardous materials are encountered.

10.3. Standard Work Hours: The standard hours of work for this Contract will be decided after award of the contract between the vendor and WV DOH. Any work outside of the standard hours of work must be approved in advance at the Agency's sole discretion. Authorization of work outside of the standard hours of work will not entitle Vendor to additional compensation.

10.4. Project Closeout: Project Closeout shall include the following:

10.4.1. Final Cleanup: Vendor shall perform the final cleanup activities listed below, along with any other final cleanup activities normally associated with the work performed under this Contract, prior to final inspection:

10.4.1.1 Vendor must remove any empty buckets or materials from roof upon completion.

10.4.2. Final Inspection: Vendor shall participate in a final inspection with the Agency's project manager. The purpose of the final inspection will be to identify deficiencies that need to be remedied prior to Agency's final acceptance of the work. Vendor shall at all times be obligated to perform in accordance with the Contract and must take all actions necessary to ensure that work complies with requirements of Contract prior to final acceptance. Final acceptance does not waive or release Vendor from its obligation to ensure that work complies with the Contract requirements. Vendor shall submit any warranty documents to the Agency project manager at final inspection.

11. 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:

REQUEST FOR QUOTATION
05240206 ROOF COATING FOR EQUIPMENT BUILDING

- 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: Nicole Eckley

Telephone Number: 703-794-2121

Fax Number: N/A

Email Address: nicole@vertexroofinc.com

REQUEST FOR QUOTATION
05240206 ROOF COATING FOR EQUIPMENT BUILDING

EXHIBIT A – Pricing Page

Cleaning, drying, and sealing roof of Equipment office building at:
WVDOH D-5 HQ

2120 Northwestern Turnpike

Burlington WV 26710

DATE: 04/24/2024

VENDOR NAME: Vertex Roofing Contractors Inc.

AUTHORIZED SIGNATURE:  _____

The aforementioned, hereinafter called Vendor, being familiar with and understanding the bidding documents and also having examined the site and being familiar with all local conditions affecting the project hereby proposes to furnish all labor, equipment, supplies, and transportation and to perform all work in accordance with the bidding documents within the time set forth for the sum of:

BASE BID:

For the lump sum of: \$ 115,000.00

(show amount in numbers)

One Hundred Fifteen Thousand

(show amount in words)

(In the event of a difference between the written amount and the number amount, the written amount shall govern).

CONTRACT AWARD:

The contract shall be awarded to the vendor that provides the lowest overall lump sum cost

REQUEST FOR QUOTATION
05240206 ROOF COATING FOR EQUIPMENT BUILDING

EXHIBIT B – PROJECT PLANS

13) GENERAL REQUIREMENTS:

- a) **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below:

Cleaning, Drying, and Sealing of Equipment Building Roof, approximately 15,000 sq ft., located at 2120 NWTPKE, Burlington, WV 26710 with Gasco SF-2000 Seam Sealer or Equal

- (1) Existing Roof System is to remain in place.
- (2) Safety Rail Equipment is to be installed around perimeter.
- (3) Existing Roof must be power washed prior to Sealer installation to remove all dirt and debris.
- (4) Vendor must allow adequate time after cleaning for roof to dry before installing Sealer.
- (5) Vendor must provide a 15-year Material and Watertight Warranty or longer.
- (6) “Or Equal” product is defined as a Seam Sealer with a 15-year Material and Watertight Warranty or longer.
- (7) GacoFlex S-4200 or equivalent should be used as coating along with the Gaco SF-2000 sealer.



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

State of West Virginia
 Centralized Request for Quote
 Construction

Proc Folder: 1392442			Reason for Modification: ADDENDUM NO_1 Attach Pre-Bid Sign-in Sheets
Doc Description: 05240206- Roof Sealer for equipment building.			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-12	2024-04-25 13:30	CRFQ 0803 DOT2400000083	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000014990
Vendor Name : Vertex Roofing Contractors Inc.
Address : 12050
Street : Cadet CT
City : Manassas
State : VA **Country :** USA **Zip :** 20109
Principal Contact : Jonathan Zimmer
Vendor Contact Phone: 703-794-2121 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature  **FEIN#** 45-37-44003 **DATE** 04/24/2024

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

ADDITIONAL INFORMATION

ADDENDUM NO_1

Addendum No_1 issued to publish and distribute the attached information to the Vendor Community.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways to establish a contract for the following: Cleaning, Drying, and Sealing of Equipment Office Building Roof, approximately 15,000 sq ft., with Gasco SF-2000 Seam Sealer or Equal as specified in Exhibit B. Per the Bid Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO | **SHIP TO**

DIVISION OF HIGHWAYS		DIVISION OF HIGHWAYS	
DISTRICT FIVE		DISTRICT FIVE	
PO BOX 99		2120 NORTHWEST TURNPIKE	
BURLINGTON	WV	BURLINGTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	05240206- Roof Sealer for equipment building.	1.00000	EA	115,000.00	\$115,000.00

Comm Code	Manufacturer	Specification	Model #
25174100			

Extended Description:

05240206- Roof Sealer for equipment building.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Pre-Bid 1:00pm D5 HQ , Burlington,WV	2024-04-11
2	Tech Questions due by 10:00am	2024-04-18

	Document Phase	Document Description	Page
DOT240000083	Final	05240206- Roof Sealer for equipment building.	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

**State of West Virginia
 Centralized Request for Quote
 Construction**

Proc Folder: 1392442		Reason for Modification:	
Doc Description: 05240206- Roof Sealer for equipment building.		ADDENDUM NO_1 Attach Pre-Bid Sign-in Sheets	
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-12	2024-04-25 13:30	CRFQ 0803 DOT2400000083	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 :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
 John W Estep
 304-558-2566
 john.w.estep@wv.gov

Vendor Signature X **FEIN#** **DATE**

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

ADDITIONAL INFORMATION

ADDENDUM NO_1

Addendum No_1 issued to publish and distribute the attached information to the Vendor Community.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways to establish a contract for the following: Cleaning, Drying, and Sealing of Equipment Office Building Roof, approximately 15,000 sq ft., with Gasco SF-2000 Seam Sealer or Equal as specified in Exhibit B. Per the Bid Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS		DIVISION OF HIGHWAYS	
DISTRICT FIVE		DISTRICT FIVE	
PO BOX 99		2120 NORTHWEST TURNPIKE	
BURLINGTON	WV	BURLINGTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	05240206- Roof Sealer for equipment building.	1.00000	EA	115,000.00	\$115,000.00

Comm Code	Manufacturer	Specification	Model #
25174100			

Extended Description:

05240206- Roof Sealer for equipment building.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Pre-Bid 1:00pm D5 HQ , Burlington,WV	2024-04-11
2	Tech Questions due by 10:00am	2024-04-18

SOLICITATION NUMBER: CRFQ DOT2400000083

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2400000083 ("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

Additional Documentation:

Attach Pre-Bid Sign-in Sheets

Bid Opening remains 04/25/2024 at 1:30pm

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.

Pre-Bid Conference SIGN IN SHEET

[Please Print]
CRQF DB03 DOT24X83

Request for Proposal No.: 05240206/CRQS DOT24X43 Date: 4/11/24

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FAX Numbers</u>
1. <u>Brandi Biser</u> <u>WV DOH</u>	_____	T: <u>681-320-2062</u> F: _____
2. <u>VERTEX ROOFING INC.</u> <u>JOE COTTER</u>	<u>JOE@VERTEXROOF INC.COM</u>	T: <u>703-794-2121</u> F: _____
3. <u>HITE ASSOCIATES</u> <u>ADAM R. WARNICK</u>	<u>AWARNICK@THE BELT GROUP</u> <u>.COM</u> ←	T: <u>301 729 0920</u> F: _____
4. <u>Red Hand Construction LLC</u> <u>Jeremy Reynolds</u>	<u>RedhandConstruction@gmail.com</u>	T: <u>304-270-7457</u> F: _____
5. <u>Katie Vance</u> <u>WVDOH</u>	_____	T: <u>681-320-2010</u> F: _____
6. <u>Josh Clauze</u> <u>WVDOH</u>	_____	T: <u>304-813-8044</u> F: _____
7. _____	_____	T: _____ F: _____
8. _____	_____	T: _____ F: _____
9. _____	_____	T: _____ F: _____
10. _____	_____	T: _____ F: _____

Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.

12050 Cadet Court
Manassas, VA 20109

Cell 703-565-6683
Office 703-794-2121
Joe@VertexRoofinc.com



VERTEX
Roofing Contractors, Inc.



ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT240000083

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.

Vertex Roofing Contractors Inc.

Company



Authorized Signature

04/24/2024

Date

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