



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

# Request for Quotation

RFQ NUMBER  
 DEFK7004

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 CHUCK BOWMAN  
 304-558-2157

RFQ COPY  
 TYPE NAME/ADDRESS HERE

*Casto Technical Services  
 540 Leow Sullivan Way  
 Charleston, WV 25322*

DIV ENGINEERING & FACILITIES  
 JOBSITE  
 SEE SPECIFICATIONS

DATE PRINTED 01/04/2007	TERMS OF SALE N/30	SHIP VIA Best Way	F.O.B. S.O.	FREIGHT TERMS
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BID OPENING DATE: 02/01/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	HR		910-36	680/hr	2,760 <sup>00</sup> /yr
<p>HEATING MAINTENANCE AND REPAIR</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, ON BEHALF OF THE AGENCY, THE WEST VIRGINIA ADJUTANT GENERAL'S DEPARTMENT DIVISION OF ENGINEERING/ FACILITIES, IS SOLICITING BIDS FROM QUALIFIED VENDORS TO PROVIDE TESTING, ADJUSTING, PREVENTATIVE MAINTENANCE, EMERGENCY SERVICE AND REPAIR OF HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEMS, AND HVAC CONTROL SYSTEMS AT THE SUMMERSVILLE ARMED FORCES RESERVE CENTER, CO A 1092D ECB, AT 3 ARMORY WAY, SUMMERSVILLE, WV 26651.</p> <p>THE CONTRACT PURPOSE IS TO PROVIDE THE CONTRACTED ASSURANCE THAT THE HVAC EQUIPMENT &amp; HVAC CONTROL SYSTEM OPERATES WITHIN THE PRESCRIBED GUIDELINES. VENDOR SHALL BE FULLY RESPONSIBLE FOR THE HVAC SYSTEM'S OPERATION, RELIABILITY AND PERFORMANCE OF ENVIRONMENTAL COMFORT, RISK MANAGEMENT, AND ENERGY EFFICIENCY TO OWNER.</p> <p>THE VENDOR SHALL PROVIDE TESTING AND SERVICING HVAC TO INCLUDE INSPECTING EQUIPMENT AND INSTALLATION FOR CONFORMANCE WITH DESIGN, ADJUSTING SYSTEM TO PROVIDE DESIGN PERFORMANCE, AND PROVIDING SUPPORT SERVICES FOR HVAC CONTROL SYSTEM. WORK SHALL INCLUDE RECORDING AND DOCUMENTING RESULTS TO OWNER.</p> <p>VENDOR TO PROVIDE CONTRACTED ASSURANCE THAT THE HVAC CONTROL SYSTEM OPERATES WITHIN THE PERFORMANCE GUIDELINES. VENDOR SHALL BE RESPONSIBLE FOR THE OPERATING RELIABILITY, AND PERFORMANCE OF THE CONTROL SYSTEM.</p>						

**RECEIVED**  
 2007 JAN 30 P 12:05  
 PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Frederic M. ...* TELEPHONE: 304-346-0549 DATE: 1/29/07  
 TITLE: Regional Account Manager FEIN: 550539186 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>VENDOR SHALL PROVIDE SCHEDULED PREVENTATIVE MAINTENANCE EMERGENCY SERVICES, AND REPAIRS, TO INCLUDE FURNISHING ALL LABOR, MATERIALS, AND EQUIPMENT TO PERFORM THE WORK.</p> <p>PLEASE SEE ADDITIONAL SPECIFICATIONS AND BID INFORMATION PER THE ATTACHED.</p> <p>EXHIBIT 1</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.</p>						

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5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS). A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: ( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR (X) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR ( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION. B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: (X) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>Costo Technical Services</u></p> <p>DATE: <u>1/29/07</u></p> <p>SIGNED: <u>Fred W. Maier</u></p> <p>TITLE: <u>Regional Account Manager</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p>						

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Buyer: CB-23	Page 008	Req. or P.O. No. DEFK7004
Spending Unit:		

Item No.	Quantity	Description	Unit Price	Amount
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Vendor Qualifications. Proven successful testing, adjusting, commissioning, preventative maintenance, emergency service and repair experience of complex Commercial HVAC equipment/systems. Vendor shall be a factory authorized service agency of commercial HVAC equipment including McQuay, Carrier, York, Trane or approved equal, and shall have factory trained/certified technicians providing services to fore mentioned equipment. Shall have a local service office within 60 miles of facility.

Pre-Bid Conference. A mandatory on site Pre-Bid Conference shall be held on - January 18, 2007 at 11:00am. Failure to attend will result in bid disqualification.

Invoicing. Preventive Maintenance shall be billed quarterly in arrears. Trouble calls, service orders, job orders shall be billed at time of completion.

Vendors:

- A. Contact Telephone Number 304-346-0549
- B. Emergency Contact Telephone Number 304-346-0549

SCOPE OF WORK REQUIREMENTS

A. Provide initial inspection of equipment within 45 days of effective date of this contract (Notice to Proceed). Note: the Vendor shall notify

Buyer: CB-23	Page: 10	Req. or P.O. No. DEFK7004
Spending Unit:		

ndor:

Item No.	Quantity	Description	Unit Price	Amount
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Number of Filters, Type and Size  
 Motor Data (Make, Frame Size and Type) Motor Horsepower and RPM  
 Motor Voltage, Phase and Hertz  
 Motor Full Load Amperage and Service Factor Measured Running Load Amps  
 of Motor Operating Airflow Rate (CFM)  
 System Static Pressure (in.wg.)  
 Fan RPM Discharge Static Pressure (in.wg.) Filter Static Pressure (in.wg.)  
 Cooling Coil / Heating Coil Static Pressure (in.wg.) Compartment to Compartment Static Pressure  
 Differentials (in.wg.) Minimum Ventilation Airflow / Outside Air Damper Position Return Airflow  
 Vortex / VFD Position

ii. Apparatus –  
 Hydronic/Refrigerant Coil Test Report  
 Unit Identification  
 Location / Area Served  
 Coil Type  
 Number of Rows  
 Fin Spacing (Fins/Inch)  
 Make and Model #  
 Face Area (Square Feet)  
 Tube Size (NPS)  
 Tube and Fin Materials  
 Circulating Arrangement (3-way or 2-way)  
 Average Airflow Velocity  
 Airflow Rate  
 Air Pressure Drop  
 Outside Air Temperature (Dry Bulb and Wet Bulb)  
 Return Air Temperature (Dry Bulb and Wet Bulb)  
 Mixed Air Temperature (Dry Bulb and Wet Bulb)

STATE OF WEST VIRGINIA  
PURCHASING CONTINUATION SHEET

Buyer: CB-23	Page 012	Req. or P.O. No. DEFK7004
Spending Unit:		

Item No.	Quantity	Description	Unit Price	Amount
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Open 2-way control valves and operate variable speed drive at 100%.

Verify pump impeller size by operating the pump with the discharge valve closed. Verify with pump manufacturer that this will not damage the pump. Convert pressure to head and correct for differences in gage locations. Note operating point on manufacturer's pump curve at zero flow and confirm impeller size. Check system resistance. With all valves open, read pressure differential across pump and mark the pump manufacturer's head-capacity curve. Adjust pump discharge valve until design water flow is achieved. If an overramping condition is experienced, discontinue test and report condition to Owner. Verify pump motor brake horsepower. Calculate the intended brake horsepower for the system based on the pump manufacturer's performance data. Record calculated brake horsepower and nameplate data on pump motor. Report flow rates that cannot be adjusted within +/- 5% of design to Owner.

- v. Compressor / Condenser
- Units – Test Report
- Unit Identification
- Location
- Unit Make and Model #

STATE OF WEST VIRGINIA  
PURCHASING CONTINUATION SHEET

Buyer: CB-23	Page 014	Req. or P.O. No. DEFK7004
Spending Unit:		

Order:

Item No.	Quantity	Description	Unit Price	Amount
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Entering Water Temperature  
(Deg.F.)  
Leaving Water Temperature  
(Deg.F.)  
Measured Flu Gas Temperature  
(Deg.F.)  
Measured Flu Gas O2 and CO2  
Level  
Calculated Boiler Operating  
Efficiency (%)

vii. Heat Exchangers – Test Report

Water Flow Rate (GPM)  
Control Valve Model (Cv)  
Entering Steam Pressure (psig)  
Entering Water Temperature  
(Deg.F.)  
Leaving Water Temperature  
(Deg.F.)  
Water Pressure Drop (psig)

C. Provide equipment performance testing in conjunction with initial inspection as described above.

D. It is required that the Vendor record all pre-inspection settings and post inspection settings of all devices in the initial inspection report. Any devices that do not have an indexed method by which the position can be recorded shall have a mark placed by a shaft, damper blade, etc, so that the balanced position can be restored in the event that repairs, such as the replacement of a damper operator, is required at some future date. This shall be by permanent marker, dated by Vendor and labeled accordingly.

E. Vendor shall provide documented test and commissioning report that shall be maintained within



STATE OF WEST VIRGINIA  
PURCHASING CONTINUATION SHEET

Buyer:	Page	Req. or P.O. No.
CB-23	016	DEFK7004
Spending Unit:		

Item No.	Quantity	Description	Unit Price	Amount
----------	----------	-------------	------------	--------

and accuracy to test/measure the operating performance of scheduled equipment and compare results to specify / industry standard tolerances. Test and calibration equipment shall be calibrated per manufacturer's recommended intervals and calibration certificate shall be documented/affixed to each instrument. Submit list of proposed test equipment.

H. Vendor shall test and ensure the function/reliability of integral safety devices such as low water cut-off, pressure limits, low refrigerant, freeze-state (hardwired and software).

I. Vendor shall provide on-site preventative maintenance, inspections, emergency service and all labor and parts, including oil, refrigerant, air filters and other materials to diagnose, repair or replace components of scheduled equipment to ensure proper function (minimum of 4 inspections per year, Quarterly).

J. The Contractor shall furnish all required parts and labor excluding repairs due to negligence, acts of God, war, power fluctuations, or conditions caused beyond the reasonable control of Vendor.

K. A documented service report shall be provided with each on-site inspection/service call shall and shall include performance checklist results for all equipment, list of adjustments, repairs or equipment replaced to include recommended further action, if required.

L. Vendor must be available (on call) twenty-four (24) hours per day, seven (7) days per week to respond to requests for emergency

Vendor:

Buyer: CB-23	Page 18	Req. or P.O. No. DEFK7004		
Spending Unit:				
Item No.	Quantity	Description	Unit Price	Amount

appropriately documented in order for another party to repeat the tests with virtually identical results for accuracy.

D. Vendor shall establish seasonal software trending of operational variables, ie., temperature, pressure, relative humidity, etc., and perform documented comparative analysis via tables and/or graphs to evaluate optimum control tuning and parameters for achieving and maintaining set point (annual minimum of 1 documented evaluation for heating and cooling season).

E. Vendor shall be required to furnish test and calibration equipment that is of sufficient quality and accuracy to test/or measure DC system accuracy/performance and compare results to specified tolerances. Test and calibration equipment shall be calibrated per manufacturer's recommended intervals and calibration certificate shall be documented/affixed to each instrument.

F. Vendor shall be responsible for inspecting and updating Operating & Maintenance (O&M) manuals to ensure "completeness" with respect to technical literature, O&M procedures, parts list, assembly diagrams and wiring diagrams. In addition, Vendor shall update/enhance O&M manuals to incorporate all pertinent technical information into a systems specific document that shall be maintained "on-site". The O&M manual shall be annually updated to include software/hardware performance checklist and calibration reports of all software/hardware equipment.

G. Vendor shall test and ensure the function/reliability of integral safety devices such as freeze-stats (hardwired and software).

H. Vendor shall provide on-site test and review of software/hardware to ensure proper function (minimum of 2 inspections per year). The Vendor shall be responsible for all needed DC system repairs and/or Equipment requiring replacement. The Vendor shall furnish all required parts and labor

STATE OF WEST VIRGINIA  
PURCHASING CONTINUATION SHEET

Buyer:	Page	Req. or P.O. No.
CB-23	020	DEFK7004
Spending Unit:		

Item No.	Quantity	Description	Unit Price	Amount
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of controls and limits; compressor cylinder UN-loaders; damper close-off; sump floats.

VI. Lubrication of equipment will follow manufactures prescribed instructions to include motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages.

VII. Painting of the exterior cabinet or shell of units for corrosion control.

B. Filter replacement is included using Extended Surface Pleated filters to be changed on a quarterly basis. Date of filter replacement shall be annotated on an adhesive label for each unit in a location that will not interfere with its operation.

Trouble calls. (Other than Scheduled Preventive Maintenance) Job labor and associated travel expenses including overtime and holidays, for unscheduled work resulting from an abnormal condition. This coverage will is 24 hours per day, seven days per week. Parts / materials procurement labor (locating, ordering, expediting, and transporting) required to repair, remove, and replace broken, worn, and/or doubtful components and /or parts. Costs shall reflect other than quarterly Preventive Maintenance visits.

STATE OF WEST VIRGINIA  
PURCHASING CONTINUATION SHEET

Buyer: CB-23	Page 122	Req. or P.O. No. DEFK7004
Spending Unit:		

Item No.	Quantity	Description	Unit Price	Amount
----------	----------	-------------	------------	--------

linkages. Replacement of filters with pleated filters meeting existing efficiency factor. Painting of the exterior cabinet or shell of units to control corrosion as needed. Digital controls are included as a part of this service. Vendor shall provide any and all needed materials, labor, tools, parts and equipment for work required. All technicians performing service on facility equipment will be certified / trained by equipment manufactures.

**Measurement:** Annual contract with four (4) quarterly visits. Each quarterly visit will be based on completion of preventive maintenance and services agreement.

**Payment:** Annual contract paid by quarterly invoice accompanied with services rendered. Fore mentioned reports and data required will be needed prior to invoicing. ALL SERVICES / PURCHASE ORDERS MUST BE INVOICED SEPARATELY.

Annual Preventive Maintenance Contract cost (\$ 2,760<sup>00</sup> / yr.)

Bid Alternate Item 1: Emergency Service calls / Trouble calls

**Unit:** Time and Materials

**Description:** Work other than scheduled preventive maintenance (bid item #1). This coverage is 24 hours per day, seven days per week. Parts, materials and labor required to repair, remove, and replace

STATE OF WEST VIRGINIA  
PURCHASING CONTINUATION SHEET

31  
Vendor:

Buyer: CB-23	Page 124	Req. or P.O. No. DEFK7004
Spending Unit:		

Item No.	Quantity	Description	Unit Price	Amount
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preformed to include building location, number and name, contract or purchase order number identification shall also accompany invoicing. A State Armory Board representative (at building location) signature verifying work complete is required with invoicing. Items listed above are required for invoicing. ALL SERVICES / PURCHASE ORDERS MUST BE INVOICED SEPARATELY.

The sum of: \$ 95.<sup>00</sup> per Hour and per person – Regular work hours

The sum of: \$ 142.<sup>50</sup> per Hour and per person – After regular work hours

The sum of: \$ 190.<sup>00</sup> per Hour and per person – Holiday work hours

Percentage markup for materials: 90 %

Points of Contact: The contract person at the Division of Engineering and Facilities shall be Charlie Mitchell, Michael J. Beckner, 1707 Coonskin Drive, Charleston, WV 25311 - Phone: (304)561-6333

**A F F I D A V I T**

025

**West Virginia Code §5A-3-10a states:**

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 the debt owned is an amount greater than one thousand dollars in the aggregate

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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.

**EXCEPTION:**

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

**LICENSING:**

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she 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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Cesto Technical Services  
 Authorized Signature: [Signature] Date: 1/29/07



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\*709043406      304-346-0549  
**CASTO TECHNICAL SERVICES INC**  
**PO BOX 627**  
**540 BROAD ST**  
**CHARLESTON WV 25322**

SHIP TO

**DIV ENGINEERING & FACILITIES**  
**JOBSITE**  
**SEE SPECIFICATIONS**

DATE PRINTED <b>01/09/2007</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **02/01/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				***** ADDENDUM NO. 1 *****		
				ADDENDUM ISSUED TO CHANGE VENDOR QUALIFICATION NOTED ON PAGE EIGHT (8) OF THE ORIGINAL RFQ ADVERTISEMENT. PLEASE STRIKE THE LANGUAGE REQUIRING THE SUCCESSFUL VENDOR "HAVE A LOCAL SERVICE OFFICE WITHIN SIXTY (60) MILES OF FACILITY", AT AFRC, SUMMERSVILLE, WV.		<i>2,700<sup>00</sup>/yr</i>
				IT IS REPLACED WITH: VENDOR MUST BE ABLE TO RESPOND TO EMERGENCY SERVICE CALLS WITHIN TWO AND ONE HALF HOURS OF INITIAL SERVICE CALL REQUEST.		
				BID OPENING DATE AND TIME REMAIN 02/01/07 AT 1:30 PM.		
				***** NO OTHER CHANGES *****		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Chuck Bowman</i>	TELEPHONE <b>304-346-0549</b>	DATE <b>1/28/07</b>
TITLE <i>Regional Account Mgr.</i>	FEIN <b>550539186</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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 SEE SPECIFICATIONS**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
<b>01/24/2007</b>				

BID OPENING DATE: **02/01/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				<b>ADDENDUM NO. 2</b>		
				<b>ADDENDUM ISSUED TO DISTRIBUTE THE MANDATORY PRE-BID SIGN IN SHEET FROM THE 01/18/07 MEETING AT THE AFRC FACILITIES IN SUMMERSVILLE, WV, AS WELL AS THE MEETING NOTES AND COMMENTS.</b>		<b>2760<sup>00</sup>/hr</b>
				<b>PLEASE NOTE THE BID OPENING DATE AND TIME REMAIN UNCHANGED AS 02/01/07 AT 1:30 PM.</b>		
				<b>NO OTHER CHANGES</b>		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Frank W. Main</i>	TELEPHONE <b>304-346-0549</b>	DATE <b>1/29/07</b>
TITLE <i>Regional Account Manager</i>	FEIN <b>550539186</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



**Addendum #2 – 19 January 2007**

**Prepared / Submitted By: Michael J. Beckner  
Facilities Manager**

**RFQ Number: DEFK7004**

**Armed Forces Reserve Center Facilities located at Summersville, West Virginia**

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This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents.

**ATTACH THIS ADDENDUM TO THE FRONT COVER OF THE PROJECT MANUAL AND  
ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM.**

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**CLARIFICATIONS/GENERAL COMMENTS:**

**Bidding Procedures**

- a. All Contractors submitting a bid are required to procure a bid packet from the State of West Virginia - Purchasing Division that contains specific instructions for submitting a bid. Contact Mr. Chuck Bowman at State Purchasing for more information.
- b. Prevailing building and construction wage rates apply to this project.
- c. Any and all questions pertaining to this project must be addressed through Chuck Bowman during the bidding phase. Chuck Bowman's phone number is (304)558-2157.

**Pre-bid Conference**

- a. A list of those attending the Pre-bid Conference is included in this addendum (Copy attached).
- b. Contractors were given the opportunity to inspect HVAC units / system.
- c. Equipment list / Drawing were supplied for the buildings during pre-bid meeting.

**Comments during Pre-Bid Meeting Minutes**

- a. To arrange additional site visits please contact Mr. Britt Nicolas or Shawn Griffith at 304-201-3870
- b. Once the successful vendor has been selected Michael J. Beckner will be primary point of contact for any questions. Phone: 304\_561\_6333 Fax: 304\_561\_6344  
Address: WV State Armory Board Attn: Michael J. Beckner, 1707 Coonskin Drive, Charleston, WV 25311
- c. The bid opening is 1 February 2007.
- d. Contractors conducted an on-site survey during pre-bid visit.

Pre-Bid Conference  
**SIGN IN SHEET**

004

[Please Print]

Request for Proposal No.: DEFK 7007 Date: 1/18/07

<u>Firm &amp; Representative Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; FAX Numbers</u>
1. <u>Casto Technical Services</u> <u>Fred W. Maier</u>	<u>540 Leon Sullivan Way</u> <u>Charleston, WV 25302</u>	T: <u>304-346-0549</u> F: <u>304-346-8920</u>
2. <u>YORK JOHNSON CONTROLS</u> <u>DARIN WILSON</u>	<u>4132 FIRST AVENUE</u> <u>NITRO, WV 25143</u>	T: <u>304-759-2716</u> F: <u>304-755-0765</u>
3. <u>A+A MECH SERVICES INC</u> <u>DAVID S. LABOWSKI</u>	<u>3760 SLEEPY HOLLOW DR</u> <u>HURRICANE WV. 25526</u>	T: <u>304-206-6007</u> F: <u>304-757-6716</u>
4. <u>Rich's Refg. Retrig.</u> <u>Rich. Oney</u>	<u>1151 Airport Rd.</u> <u>Sutton, W.V. 26601</u>	T: <u>304-765-5833</u> F: <u>304-765-2063</u>
5. <u>Rich's Refg.</u> <u>Shane Oney</u>	<u>1151 Airport Rd. Sutton WV</u>	T: <u>304-765-5833</u> F: <u>304-765-2063</u>
6. <u>H.E. Neumann</u> <u>John Jennings</u>	<u>1410 6th Avenue</u> <u>Charleston, WV 25312</u>	T: <u>304-345-5580</u> F: <u>304-345-5543</u>
7. <u>Shawn Griffith</u>	<u>3 WARMORY WAY</u> <u>SUMMERSVILLE WV</u>	T: <u>304-872-4837</u> F: _____
8. <u>Bruce Muehls</u>	<u>3 Armony way</u> <u>SUMMERSVILLE WV</u>	T: <u>304-872-4837</u> F: _____
9. <u>DEF</u> <u>LARRY DAVIS</u>	<u>1707 COOKS KIN DR</u> <u>CHARLESTON</u>	T: <u>561-6453</u> F: _____
10. <u>State Army Corps</u> <u>Michael Beckner</u>	<u>1707 COOKS KIN DR</u> <u>Charleston, WV</u>	T: <u>561-6233</u> F: <u>561-6399</u>

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

Pre-Bid Conference  
**SIGN IN SHEET**  
[Please Print]

005

Request for Proposal No.: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Firm &amp; Representative Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; FAX Numbers</u>
1. <u>Rock Branch mech</u> <u>Eric White</u>	<u>132 Harris Drive</u> <u>Poca W.V. 25159</u>	T: <u>304-755-0373</u> F: <u>304-755-5270</u>
2. _____ _____	_____	T: _____ F: _____
3. _____ _____	_____	T: _____ F: _____
4. _____ _____	_____	T: _____ F: _____
5. _____ _____	_____	T: _____ F: _____
6. _____ _____	_____	T: _____ 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.

**Casto Technical Services, Inc.  
Field Personnel Experience**

Employee	Date of Hire	Position	Training Completed
			<u>Reference Numbers</u>
Bass, Mark	8/19/1991	HVAC Technician	1-6, 9-15
Bell, Todd	4/17/2006	HVAC Installer	
Biddle, Jesse	9/29/2006	HVAC Technician Trainee	1-2,
Bird, Roy	6/22/2001	HVAC Technician	1-6, 9-13
Bishop, Richard	6/20/1983	HVAC Technician	1-6, 9-14
Blake, Larry	2/11/2002	HVAC Technician	1-6, 9-10, 13, 14
Bothwell, Gerald	6/20/1983	HVAC Technician	1-6, 9-12
Byrd, Jason	7/1/2004	HVAC Technician	1-6, 9-12
Carrico, Hugh	4/18/2005	HVAC Technician	1-8, 13-15
Christy, Gary	6/27/1994	HVAC Technician	1-12, 13-15, 18
Coiner, Gary	1/16/1989	BAS Technician	1-6, 11-15, 18
Cook, Charles	4/1/1986	HVAC Technician	1-15,
Dailey, Christian	1/31/2005	BAS Control Technician	5, 6, 11, 12
Driggs, Corey	9/3/2002	HVAC Technician	1-15,
Fewell, Bryan	9/12/1988	BAS Control Technician	5, 6, 11, 12
Ford, Isreal	8/5/2000	HVAC Technician	1-15,
Gifford, Robert	7/10/1995	HVAC Technician	1-18,
Gillenwater, Nickolas	4/11/2005	HVAC Technician	1-4,
Hood, Raymond	3/2/1981	HVAC Technician	1-18,
Hutchins, John	2/2/2003	Boiler Technician	9-10, 17
Kersey, Steve	9/27/2006	BAS Control Technician	
Knight, Michael	10/3/1990	BAS Control Technician	1-6, 11, 12, 13, 15, 18
Koontz, Gregory	4/21/1986	BAS Control Technician	1-6, 11, 12, 13, 15, 18
Kuhn, Jeffrey	11/15/1993	HVAC Technician	1-12, 13, 14
Linville, Joseph	2/24/1989	HVAC Technician	1-12, 13, 14, 15, 18
McCoy, Wes	4/16/2003	HVAC Technician	1-12, 13, 14
Mendez, Bobby	7/18/2005	HVAC Technician Trainee	1-2,
Michael, Lewis	6/20/2001	HVAC Technician	1-6, 9-12
Morgan, Brandt	4/18/1994	HVAC Technician	1-6, 9-14
Myers, Ernest	8/17/1987	HVAC Technician	1-18,
Peterson, Samuel	4/5/1991	BAS Control Technician	1-6, 11, 12, 13, 15, 18
Pierce, Christopher	4/2/1984	HVAC Technician	1-18,
Ray, Charles	2/2/2005	HVAC Installer	
Sanders, Don	4/18/2005	HVAC Technician	1-8, 13- 15
Shiple, Troy	9/1/2004	HVAC Technician	1-2,
Smith, Brinney	6/5/2006	HVAC Technician Trainee	1-2,
Smith, Philip	11/1/1982	HVAC Technician	1-18,
Starcher, James	1/29/1996	HVAC Technician	1-6, 9-13
Strawderman, Randy	8/14/2006	HVAC Technician	1-6, 9,10,13,14
Wilson, Craig	4/10/2006	HVAC Technician	1-7,
Zamberlan, Jeff	6/1/2004	HVAC Technician	1-4,

**HVAC** (Heating, Ventilating,  
and Air Conditioning)  
**BAS** (Building Automation  
Systems)

*Completion of each level of training referenced indicates that the individual is trained to perform the described service with the listed equ*

KEY: Type of Equipment	Level One	Level Two	Level Three
	Preventive Maintenance <u>Reference Number</u>	Comprehensive Service <u>Reference Number</u>	Training & Instruction <u>Reference Number</u>
Light Commercial	1	2	13
Large Commercial	3	4	14
Control Systems	5	6	15
Centrifugal Chillers	7	8	16
Boilers	9	10	17
Building Automation Systems	11	12	18

**Field Area Supervisors**

Ernie Myers	Charleston
Charlie Cook	CAMC
Chris Pierce	Beckley
Phil Smith	Huntington
Ray Hood	Wheeling / Morgantown
Corey Driggs	Parkersburg