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RFQ COPY

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

Request for Quotation

DEFK7045

PAGE 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
<u> </u>

CHUCK BOWMAN 304-558-2157

SH-P TO

SINGER SHEET METAL CO., INC. 510 EAST STREET PARKERSBURG, WV 26101

TYPE NAME/ADDRESS HERE

DIV ENGINEERING & FACILITIES NATIONAL GUARD ARMORY 605 26TH STREET

DUNBAR, WV 25064

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GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- 1. Awards will be made in the best interest of the State of West Virginia
- 2. The State may accept or reject in part, or in whole, any bid
- 3. All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division
- Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
- All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30
- 6. Payment may only be made after the delivery and acceptance of goods or services
- 7. Interest may be paid for late payment in accordance with the West Virginia Code.
- 8. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller
- 11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- 12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
- 13. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
- HIPAA Business Associate Addendum The West Viginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor

INSTRUCTIONS TO BIDDERS

- 1. Use the quotation forms provided by the Purchasing Division.
- 2. SPECIFICATIONS: Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- Complete all sections of the quotation form.
- 4. Unit prices shall prevail in cases of discrepancy
- 5 All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 6 BID SUBMISSION: All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

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

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Rev. 06/21/2006



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

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RFQ NUMBER DEFK7045

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RFQ COPY TYPE NAME/ADDRESS HERE 510 EAST STREET

SINGER SHEET METAL CO., INC. PARKERSBURG, WV 26101

DIV ENGINEERING & FACILITIES NATIONAL GUARD ARMORY 605 26TH STREET

DUNBAR, WV 25064

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VENDOR

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

Request for Quotation DEFK 700

DEFK7045

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304-5	58-2157	

SHIP

DIV ENGINEERING & FACILITIES NATIONAL GUARD ARMORY 605 26TH STREET

DUNBAR, WV 25064

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TYPE NAME/ADDRESS HERE
SINGER SHEET METAL CO., INC.
510 EAST STREET
PARKERSBURG, WV 26101

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB.	FREIGHT TERMS
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State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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DUNBAR, WV 25064

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Agency	Airchasing
REQ P O#	DEEL7045

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the under	rsigned, Singer Sheet Metal Company, Inc.
, 510 East St. Parkersburg W 26101	as Principal, and American Southern Insurance Company
of 18051 Jefferson Park Rd #104 Middleburg Hts Of	as Principal, and American Southern Insurance Company
Kansas with its principal office in the City of Atlanta Great West Virginia as Obligee, in the penal sum of Fight Thousand To	A, as Surety, are held and firmly bound unto the State to Hundred (\$8,250.00) 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 Department of Administration a certain bid or proposal, attached hereto Roof Replacement @ Dunbar National Guard Agmo	e Principal has submitted to the Purchasing Section of the o and made a part hereof, to enter into a contract in writing for any or any
NOW THEREFORE,	
(a) If said bid shall be rejected, or (b) If said bid shall be accepted and the Principal shall enter hereto and shall furnish any other bonds and insurance required by the agreement created by the acceptance of said bid, then this obligation of force and effect. It is expressly understood and agreed that the liability exceed the penal amount of this obligation as herein stated	into a contract in accordance with the bid or proposal attached a bid or proposal, and shall in all other respects perform the shall be null and void, otherwise this obligation shall remain in full of the Surety for any and all claims hereunder shall, in no event,
way impaired or affected by any extension of the time within which the waive notice of any such extension	
IN WITNESS WHEREOF, Principal and Surety have hereunte	set their hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these pro-	esents to be signed by their proper officers. this
6th day of <u>September</u> , 25 06.	
Principal Corporate Seal	Singer Sheet Metal Company, Inc. (Name of Principal) (Must be President or Vice President)
	Randy Lockhart - President (Title)
Surety Corporate Seal	American Southern Insurance Company (Name of Surety) Attorney-in-Fact Jeffery L. Booth
IMPORTANT Corporate seals must be affixed and a power of attorne	y must be attached

AMERICAN SOUTHERN INSURANCE COMPANY

Home Office: 200 S W 30th Street

Topeka, Kansas 66611

Mailing Address: 3715 Northside Pkwy, NW

Blda 400, Ste 800 Atlanta, Georgia 30327

GENERAL POWER OF ATTORNEY

Know all men by these Presents, that the American Southern Insurance Company had made, constituted and appointed, and by these presents does make, constitute and appoint Scott E. Stoltzner of Hoover, Alabama; Arthur S. Johnson of Atlanta, Georgia; Jessica B Gardiner of Loganville, Georgia; Mary F. Holland of Chamblee, Georgia; Donald H. Gibbs of Atlanta, Georgia; Andrew C. Heaner of Atlanta, Georgia; Richard L. Shanahan of Atlanta, Georgia; Katherine S Grimsley of Tampa, Florida; Jeffery L. Booth of Parma, Ohio; James E. Feldner of West Lake Ohio; Cheryl L. Torrao of Canton, Georgia; Garry W. Black of Murfreesboro, Tennessee; or David R. Brett of Columbia, South Carolina, EACH as its true and lawful attorney for it and its name, place and stead to execute on behalf of the said company, as surety. bonds, undertakings and contracts of suretyship to be given to all obligees provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount of the sum of \$850,000 (eight hundred fifty thousand dollars), including but not limited to consents of surety for the release of retained percentages and/or final estimates on construction contracts or similar authority requested by the Department of Transportation, State of Florida: and the execution of such undertakings, bonds, recognizances and other surety obligations, in pursuance of the presents, shall be as binding upon the Company as if they had been duly signed by the President and attested by the Secretary of the Company in their own proper persons

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted pursuant to due authorization by the Executive Committee of the Board of Directors of the American Southern Insurance Company on the 26th day of May, 1998:

RESOLVED, that the Chairman, President or any Vice President of the Company be, and that each or any of them hereby is, authorized to execute Powers of Attorney qualifying the attorney named in the given Power of Attorney to execute in behalf of the American Southern Insurance Company bonds, undertakings and all contracts of suretyship; and that any Secretary or any Assistant Secretary be, and that each or any of them hereby is, authorized to attest the execution of any such Power of Attorney, and to attach thereto the seal of the Company

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company when so affixed and in the future, with respect to any bond undertaking or contract of suretyship to which it is attached

In Witness Whereof, the American Southern Insurance Company has caused its official seal to be hereto affixed, and these presents to be signed by its President and attested by its Secretary this 16th day of May, 2006

American-Southern Insurance Company By:

STATE OF GEORGIA

SS

COUNTY OF FULTON

On this 16th day of May, 2006, before me personally came Scott G. Thompson to me known, who being by me duly sworn, did depose and say that he resides in Atlanta, in the County of Fulton, State of Georgia, at 421 Hollydale Court; that he is the President of American Southern Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed and that he signed his name thereto pursuant to due authorization

STATE OF GEORGIA

SS:

Notary Public, State of Georgia Qualified in DeKalb County

Candace T. Cheatham

COUNTY OF FULTON

Commission Expires December 7 2009

I, the undersigned, a Vice President of American Southern Insurance Company, a Kansas Corporation, DO HEREBY CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and, furthermore that the Resolution of the Executive Committee of the Board of Directors set forth in the Power of Attorney is now in force

Signed and sealed at the City of Atlanta Dated the 6th

September:

Candace

John R Huot Vice President

Number 11269

State of West Virginia Offices of the Insurance Commissioner

Certificate of Authority

Whereas, AMERICAN SOUTHERN INSURANCE COMPANY domiciled in the State of Kansas has complied with all the requirements of the laws of this State so as to entitle it to transact its appropriate business in the State of West Virginia

Therefore, I the undersigned, Insurance Commissioner of the State of West Virginia, pursuant to the authority vested in me by the laws of this State, do hereby authorize it to transact the business of insurance as defined in Chapter 33

ARTICLE 1, SECTION 10(c) -- FIRE

ARTICLE 1, SECTION 10(d) - MARINE

ARTICLE 1, SECTION 10(e) -- CASUALTY

ARTICLE 1, SECTION 10(f) (1) (2) & (3) - SURETY

of the 1931 Code of West Virginia as amended, in the State of West Virginia in accordance with the laws thereof until midnight on the 31st day of May, 2007, unless this license be sooner revoked. Pursuant to W. Va. Code 33-3-2(c), the above authorization does not allow the insurer to transact a kind of insurance in this State unless duly authorized or qualified to transact such insurance in the state or country of its domicile.

In Testimony Whereof, I have hereunto set my hand and affixed my seal of office at the City of Charleston this 1st day of June, 2006.

Jane L. Cline

Insurance Commissioner



WV File #0063

American Southern Insurance Company NAIC Company Code 10235 NAIC Group Code 587

Statutory Financial Statement

As of December 31, 2005

LIABILITIES

Total Policyholders' Surplus

Total Liabilities and Policyholders' Surplus

31,040,769

\$ 105,215,069

Bonds	\$ 53,002,082	Reserve for Losses and Loss Expense	\$ 30,767,550	
Stocks	29,024,472	Reserve for Unearned Premiums	25,603,015	
Cash and Short - Ierm Investments	9,949,824	Reserve for Expenses, Iaxes, Licenses and Fees	8,096,505	
Agents Balances or Uncollected with Reinsured Companies	0.057.174	Payable to Parents, Subsidiaries and Affiliates	273,203	
Other Assets	9,957,164	Other Liabilities	9,434,027	
Other Assets	3,281,527	Total Liabilities	\$ 74,174,300	
		POLICYHOLDERS' SURPLUS		
		Capital Stock	3,000,000	
		Surplus	28,040,769	

Bonds and stocks are valued in accordance with the basis adopted by the National Association of Insurance Commissioners (NAIC)

\$ 105,215,069

CERTIFICATE

Iotal Assets

ASSETS

The officers of this reporting entity being duly sworn, each depose and say that they are the described officers of said reporting entity, and that on the reporting period stated above, all of the herein described assets were the absolute property of the said reporting entity, free and clear from any liens or claims thereon, except as herein stated, and that this statement, together with related exhibits, schedules and explanations therein contained, annexed or referred to, is a full and true statement of all the assets and liabilities and of the condition and affairs of the said reporting entity as of the reporting period stated above, and of its income and deductions therefrom for the period ended, and have been completed in accordance with the NAIC Annual Statement Instructions and Accounting Practices and Procedures manual except to the extent that: (1) state law may differ; or, (2) that state rules or regulations require differences in reporting not related to accounting practices and procedures, according to the best of their information, knowledge and belief, respectively

State of Georgia County of Fulton

On the 7th day of March, 2006, before me came the above named officers of the American Southern Insurance Company to me personally known to be the individuals and officers described herein, and acknowledge that they executed the foregoing instrument and affixed the seal of said company thereto by authority of their office

Motary Public, Douglas County, Georgia My Commission Expires Feb 19, 2009

Helen I. Hilton, Notary Public
My Commission Expires February 19, 2009