

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 DRS070870

ADDRESS CORRESPONDENCE TO ATTENTION OF

KRISTA FERRELL

304-558-2596

DIV OF REHABILITATION SERVICES WV REHABILITATION CENTER ATTENTION: RECEIVING

INSTITUTE, WV 25112

766-4621

ADDRESS CHANGES TO BE NOTED ABOVE

RFQ COPY TYPE NAME/ADDRESS HERE ELCO MECHANICAL CONTRACTORS P.O. Box 349 CHARLESTON WU 25322

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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.
- 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.
- 4. 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.
- 5. 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.
- 14. 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.
- 3. 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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Department of Administration
Purchasing Division
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DATE

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DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 02/27/2007 BID OPENING DATE: 04/05/2007 BID OPENING TIME 01:30PM CAT. QUANTITY UOP ITEM NUMBER UNIT PRICE LINE AMOUNT: IN THE BOD OF THIS RFQ. TECHNICAL QUESTIONS MAY ALSO BE SUBMITTED DURING THE MANDATORY PRE-BID MEETING. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 03/22/2007 ALL TECHNICAL QUESTIONS RECEIVED, AT 5:00 PM EST. IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE. EXHIBIT 5 NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN <u>30</u> CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED. CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN. WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT) ANY REFERENCES MADE TO ARBITRATION OR ARBITRATION: INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED. WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE

SEE REVERSE SIDE FOR TERMS AND CONDITIONS



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### **REQUEST FOR QUOTATION**

## **CLOSED CIRCUIT COOLER REPLACEMENT**

### DRS070870

REQUESTS FOR QUOTATION FOR THE REPLACEMENT OF THE CLOSED CIRCUIT COOLER LOCATED AT THE WEST VIRGINIA REHABILITATION CENTER, FRP BLDG., BARREN DRIVE, INSTITUTE, WV

- I. General Specifications. Work performed must be done after normal business hours and/or on weekends. Detailed project scope is as follows:
  - A. Drain the existing cooler and piping as required.
  - B. Disconnect piping, wiring, drains and ductwork from the closed circuit cooler.
  - C. Remove and dispose of existing closed circuit cooler.
  - D. Furnish and install new closed circuit cooler equal to or better than the existing Baltimore Aircoil closed circuit cooler designed to cool at a minimum 198GPM of water from 103 degrees to 91 degrees at a 76 degree wet bulb temperature (1/2" ESP), complete with centrifugal fan and counter-flow forced draft design and the following specifications:
    - Constructed of heavy gauge G235 hot-dip galvanized steel
    - 1 SP/1WD energy efficient fan motor at 15HP, 230/460V/3ph/60Hz,
       1750 RPM
    - PVC spray water distribution system with ABS spray nozzles
    - PVC moisture eliminators
    - Centrifugal spray pump with galvanized steel suction and discharge lines and (1) 3/4HP ODP pump motor 230/460V/3ph/60Hz, 3450
       RPM
    - V-type spray water sump
    - Steel suction strainer hot dip galvanized after fabrication
    - Float actuated make-up valve
    - Overflow, drain and make-up connections
    - Leak-proof access door hot dip galvanized after fabrication
    - Heavy gauge galvanized steel coil casing

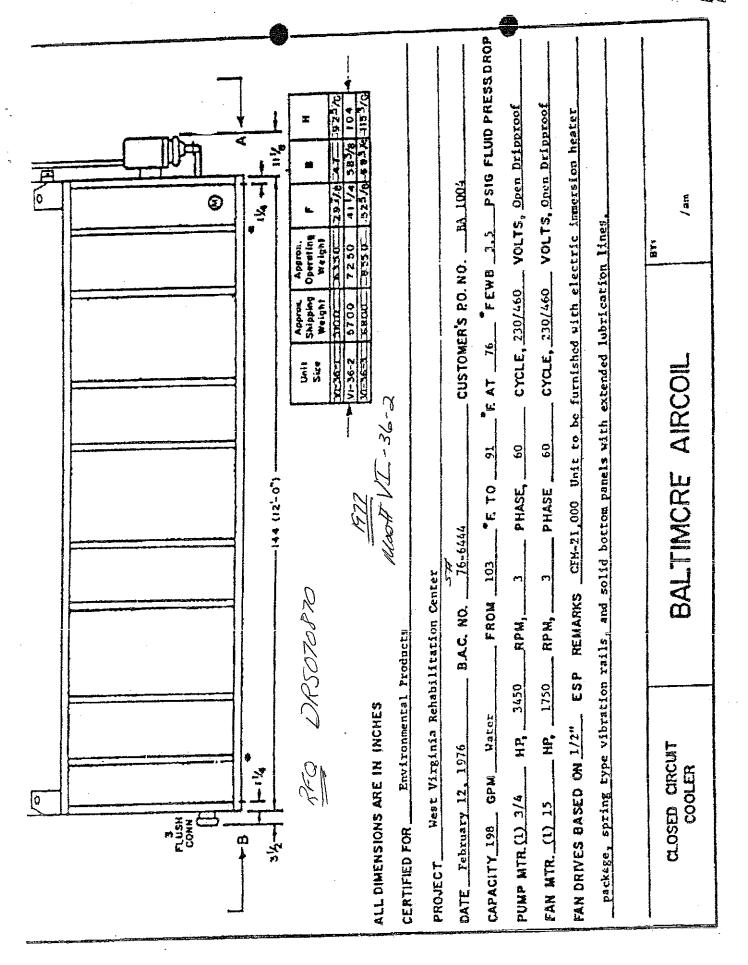
- Heavy gauge, welded pan section hot dip galvanized after fabrication
- Heavy gauge steel fan section hot dip galvanized after fabrication
- All bolted assembly
- Fan inlets and V-belt drive protected by guards that meet OSHA standards
- 21,000 CFM airflow capacity
- Electric pan heater package with thermostat and low water cut-out switch. Heater, thermostat, and low water cut-out switch are to be factory mounted. Pan heater voltage at 230/460V/3ph/60Hz
- Discharge hood with dampers; low silhouette discharge hood (add approximately 18" to height of standard unit) with factory mounted 120V/1ph/60Hz "On-Off" actuator and linkage. Actuator includes auxiliary end switch for field interlocks
- Factory insulation on hood and coil casing to include one inch layer of Armaflex insulation (or equivalent) factory installed on exterior of coil section. Insulation to be provided with a factory applied protection coat of paint to match unit finish
- E. Furnish required hoisting and rigging to set new closed circuit cooler.
- F. Provide and install required power and control wiring to new closed circuit cooler fan, pump, and dampers.
- G. Insulate exterior piping complete with weatherproof jacket.
- H. Provide electric heat tracing on exterior piping and required power wiring.
- I. Check, test, and start-up closed circuit cooler.
- J. Provide training to Division of Rehabilitation Services maintenance personnel on new equipment.
- K. Furnish three (3) each copies of both the owner's manuals and parts manuals for all new equipment.

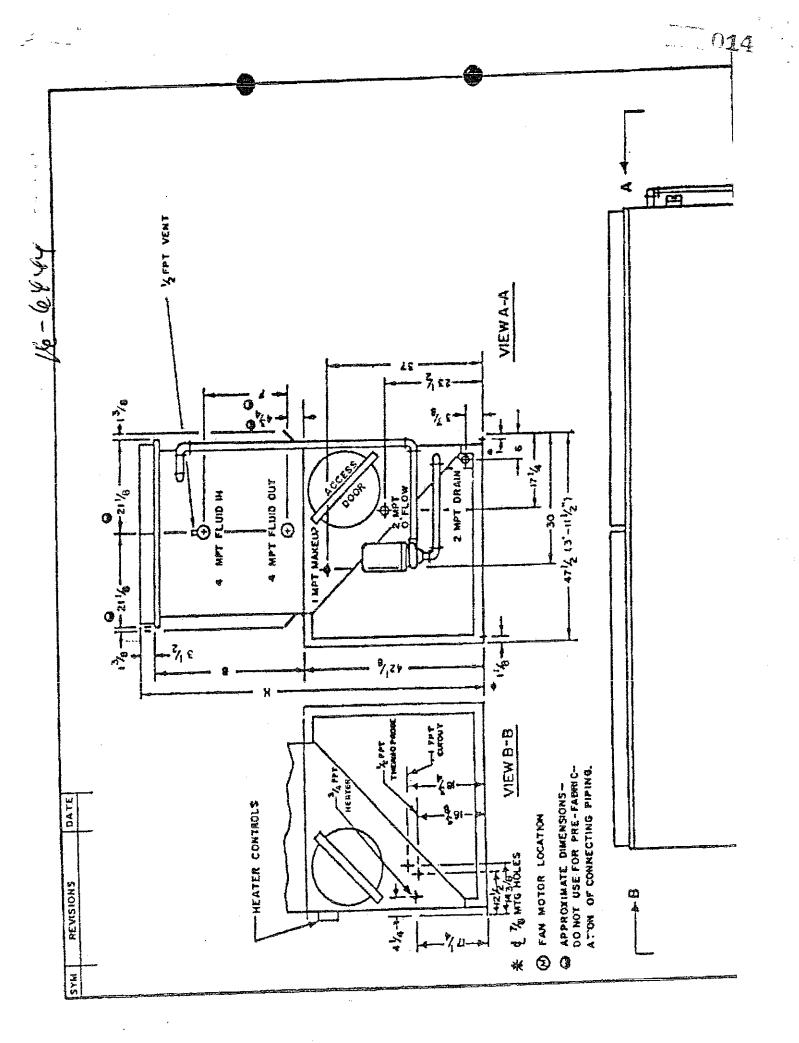
#### II. Additional Information

A. Bid shall include a one year parts and labor warranty. Vendors may provide any additional warranty information available for the tower offered.

- B. Bids should include an anticipated delivery schedule once the purchase order has been issued. Notice to Proceed will be issued for installation upon shipping of the unit.
- C. According to West Virginia State Code 5A-3-4(8), vendor agrees that liquidated damages shall be imposed at the rate of \$100.00 per day for failure to complete project within 30 days of notice to proceed. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue to any other additional remedy to which the State or Agency may have legal cause for action including further damages against the Vendor. Vendor will NOT be penalized for inclement weather days.

rehabcooler.doc





## AFFIDAVIT

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 exceed 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 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: ELCO MECHANICAL (	CONTRACTORS
	Date: April 5 2007
Authorized Signature: Jowelof J	Date. 1910
No Debt Affidavit (Revised 10/13/06)	

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### **BID BOND**

KNOW ALL MEN BY TH	IESE PRESENTS, That we, the unc	dersigned, Elco Mechanical Contractors, Inc.
		322, as Principal, and <u>Fidelity and Deposit Company</u>
of Maryland of P 0 Box 1884	Pittsburgh, PA 15230, a co	prporation organized and existing under the laws of the State of
Maryland with its principa	al office in the City of Baltimore	as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in th	e penal sum of (5%) Five percer	nt of amount\$bid) for the payment of which,
well and truly to be made, we join	itly and severally bind ourselves, ou	r heirs, administrators, executors, successors and assigns.
The Condition of the abo	ove obligation is such that whereas t	the Principal has submitted to the Purchasing Section of the
Department of Administration a co	ertain bid or proposal, attached here	eto and made a part hereof, to enter into a contract in writing for
Closed Circuit Coo	ler Replacement	-
WV Rehabilitation	Center, FRP Bldg., Institute,	WV
NOW THEREFORE,		
(a) If said bid shall be re	eiected or	
(b) If said bid shall be a	ccepted and the Principal shall ente	er into a contract in accordance with the bid or proposal attached
hereto and shall furnish any other	· bonds and insurance required by the	he bid or proposal, and shall in all other respects perform the shall be null and void, otherwise this obligation shall remain in full
		ity of the Surety for any and all claims hereunder shall, in no event,
exceed the penal amount of this of		,
		rees that the obligations of said Surety and its bond shall be in no e Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension		e Obligee may accept such bid, and said others does hereby
•		
	•	to set their hands and seals, and such of them as are corporations
have caused their corporate seals	to be affixed hereunto and these p	resents to be signed by their proper officers, this
5th_day ofApril	, 20 07 .	
Principal Corporate Seal		Elco Mechanical Contractors, Inc.
¥+	•	(Name of Principal)
•		By Ronald J
		/(Myst be President or Vice President)
	,	VICE TRESIDENT
	·	(Tide)
Surety Corporate Seal		Fidelity and Deposit Company of Maryland
		(Name of Surety)
		By: 01.
		Attorney-in-Fact
IMPORTANT Courts and a second	hands would be lieghted in Mis-4 Mis-	Douglas P. Taylor, Licensed WV Resident
	bonds must be licensed in vvest virg hed, and a West Virginia agent mus	ginia to transact surety insurance. Corporate seals must be affixed, it sign or countersign.

# Power of Attorney FIDELITY AND DEPOSIT COMPANY OF MARYLAND

KNOW ALL MEN BY THESE PRESENTS: That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by FRANK E. MARTIN JR., Vice President, and GREGORY E. MURRAY, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof does hereby nominate, constitute and appoint Andrew K. TEETER, Janis K. PEACOCK, Kimberly L. WILES, Douglas P. TAYLOR, Donna J. PRICE and Pamela V. LANHAM, all of Charleston, West-Virginia, EACH is true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its before a surely, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds of undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes as in they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons. This power of attorney revokes that issued on behalf of Andrew K. TEETER, Janis K. PEACOCK, Kimberly L. MILES, Douglas P. TAYLOR, Donna J. PRICE, dated July 2, 2004.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2, of the By-Laws of said Company, and is now in force.

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 11th day of November, A.D. 2004.

ATTEST:

FIDELITY AND DEPOSIT COMPANY OF MARYLAND

Trank & Marte



Greget. Minny

Gregory E. Murray Assistant Secretary

By: Frank E. Martin Jr.

Vice President

State of Maryland City of Baltimore }

On this 11th day of November, A.D. 2004, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, came FRANK E. MARTIN JR., Vice President, and GREGORY E. MURRAY, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself deposeth and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

HOLLO SELLEN

Maria D. Adamski

Notary Public

My Commission Expires: July 8, 2007

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### EXTRACT FROM BY-LAWS OF FIDELITY AND DEPOSIT COMPANY OF MARYLAND

"Article VI, Section 2. The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents, Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertaking, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages,...and to affix the seal of the Company thereto."

#### CERTIFICATE

I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2, of the By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed."

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate scal of the said Company,

2007

this	5th	day of	April	
				Gerald 7. Halon

Assistant Secretary

#### EXTRACT FROM BY-LAWS OF FIDELITY AND DEPOSIT COMPANY OF MARYLAND

"Article VI, Section 2. The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents, Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertaking, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages,...and to affix the seal of the Company thereto."

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			人。 <b>たんかった</b>		7 4
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day of April 2007

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this

Assistant Secretary