



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:
 GSD076423

PAGE:
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 KRISTA FERRELL
 304-558-2596

Indoor Air Technologies
 Attention: Robert Melton
 33 W Main Street
 Victor, NY 14564

SHIP TO
 DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES
 BLDG. 22 - TAX AND REVENUE
 1001 LEE STREET
 CHARLESTON, WV
 25301 558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/07/2007				
BID OPENING DATE: 03/21/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED AT THE MANDATORY PRE-BID MEETING AND THOSE QUESTIONS RECEIVED PRIOR TO THE FEBRUARY 28, 2007 DEADLINE FOR QUESTIONS. QUESTIONS CONCERNING THE ACTUAL SUBMISSION OF A VENDOR'S BID MAY STILL BE SUBMITTED TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION. ALSO TO EXTEND THE BID OPENING DATE.		
				BID OPENING DATE IS EXTENDED TO: 03/21/2007 BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	JB		936-10	N/A	N/A
				DUCT CLEANING SERVICES, PER ATTACHED		
				***** THIS IS THE END OF RFQ GSD076423 *****		TOTAL \$23,800.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *President* TELEPHONE: 585-924-2010 DATE: 3/14/07

TITLE: *President* FEIN: 46-1550919 ADDRESS CHANGES TO BE NOTED ABOVE

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

**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.
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 Virginia 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

RFQ#: GSD076423
ADDENDUM NO. 1
Answers to Technical Questions

The Pre-Bid Meeting was held at 10:00 on Wednesday February 28, 2007. The following comments were noted from the meeting.

1. Wage Rates: Wage Rates should be based on Class II Laborer for Kanawha County. Submit Certified Payrolls with each
2. Missing Contract Documents: Contractors were informed of missing pages from the original proposal. These pages were noted on Page 2 of the Request for Quotations (011) and include Specification Section 15890 pages 1 thru 6 and five Drawings (M-1 thru M-5). These missing pages will be included in Addenda 1. These pages are attached. They are also available in PDF format by submitting a request to the buyer (Krista Ferrell) at kferrell@wvadmin.gov. These PDF files will be sent by email to those vendors requesting them.
3. Asbestos: Ceiling tiles were installed after asbestos was banned from building materials. Owner will verify that ceiling tiles do not contain asbestos prior to the start of Construction. If found, asbestos will be remediated under a separate contract prior to the Duct Cleaning Contractor beginning work.
4. Time of work: Contractors requested use of evening/night shifts for the cleaning operations. This is being considered, a final decision has not been made, but since each contractor has a different preference, work hours and security arrangements will be resolved with the submission of the project schedule.
5. Parking: No parking is available on the site. Owner suggested contractors discuss parking with the adjacent private parking lot.
6. Note that building extends under the sidewalk on the Dickenson Street side. Use care in placing loads or outriggers when cleaning exterior grilles.
7. Water Access: A Janitor's Closet is located on each floor. The contractor will be responsible for running hose from the Janitor's Closet to the Mechanical Rooms.
8. Air hose access from exterior – access will be provided.
9. Toilet Room Exhausts: Toilet Room Exhaust ductwork will be included in the cleaning project.
10. Access Doors: Access doors are not required at all cleaning access locations. Access doors will be required at all fire dampers, turning vanes, VAV boxes and at least every fifty feet of ductwork. Other access points required for cleaning can be patched.
11. Electrical Connection: Power connections shall be coordinated with the General Services Building Manager. Power will be available on each floor.

- Contractor to provide extension cords for equipment. Note that Computers and other power sensitive equipment are located throughout the building.
12. Dimensions of Building: The Building is approximately 109 feet (east and west sides) by 98 feet (north and south sides) with a slight trapezoidal shape.
 13. Elevator Access: The elevator replacement contract work will be substantially complete prior to the beginning of the duct cleaning contract and elevator access will be available. To minimize potential damage to new elevator cabs, we ask that the contractor use the freight elevator.
 14. No air balance will be required. Contractor shall mark all damper positions prior to starting cleaning and return the dampers to their original position at the conclusion of cleaning operations.
 15. VAV boxes can be cleaned in place and do not have to be removed.
 16. In the meeting the ductwork was described as being approximately 75% metal/unlined.
 17. Owner will provide clean filters to be installed at completion of each floor or sub-area. Belt replacement is not part of this contract.
 18. Final inspection: Final Inspection requirements are included in the Specification Section 15890. See Paragraph 3.5 on page 15890-6.
 19. Following the meeting a building walk-thru was conducted.
 20. Contact numbers for the Building Manager will be provided before proceeding with the work. Do not call the Building Manager with questions prior to the Bid. All questions must be routed through Krista Ferrell in the West Virginia Purchasing Division.

END OF PRE-BID MINUTES

ADDITIONAL QUESTIONS:

- 1.) IS THE ORIGINAL WORKING HOURS TIMELINE (8AM-5PM) GOING TO REMAIN OR CHANGE AS REQUESTED BY THE OTHER BIDDERS DURNING THE PRE-BID MEETING.

THIS QUESTIONS IS ANSWERED IN THE ABOVE MINUTES.

- 2.) GENERAL EXHASUT IS TO BE CLEANED THROUGHOUT THE BUILDING. DOES THIS INCLDUDE THE RESTROOM EXHAUST?

REST ROOM EXHAUST WILL BE CLEANED UNDER THIS PROJECT.

3.) IS THE OFFICIAL CLASSIFICATION FOR THE HVAC SYSTEM CLEANING LISTED AS LABOR, CLASS II IN WEST VIRGINIA?

WAGE RATES: SEE ITEM 1 UNDER THE PRE-BID MINUTES.

4.) WILL WE BE COATING THE INTERIOR SURFACES OF THE HVAC UNITS? SUPPLY PLENUM/DUCTWORK? RETURN?

DUCT COATING: INCLUDE DUCT COATING OF LINES DUCTS AND AIR HANDLING EQUIPMENT IN THE BID. THIS INCLUDES BOTH SUPPLY AND RETURN SYSTEMS.

5.) DOES THE SCOPE OF WORK REQUIRE SANITIZING THE HVAC UNITS? SUPPLY PLENUM/DUCTWORK? RETURN?

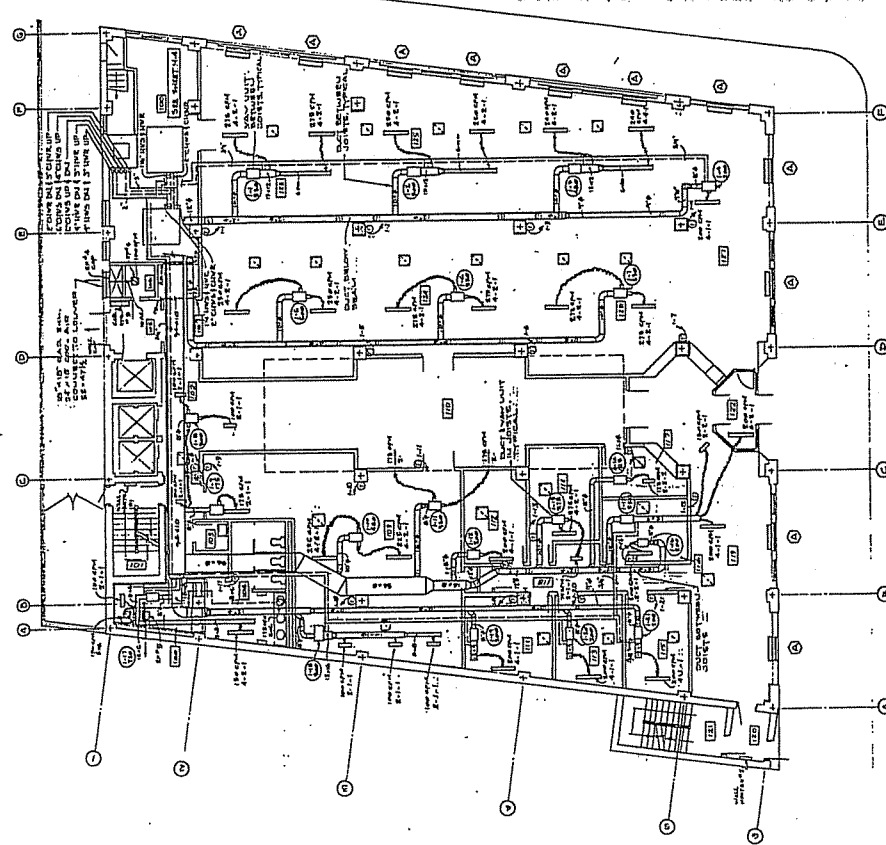
SANITIZING IS INCLUDED IN THE SPECIFICATION AND SHOULD BE DONE FOR ALL DUCTWORK AND INTERIOR SURFACES OF DUCTWORK AND HVAC EQUIPMENT.

6.) SECTION 1.6 QUALITY ASSURANCE, SUBSECTION A, NOTE 1 STATES "EMPLOY A STAFF OF ASCS CERTIFIED BY A NATIONALLY RECOGNIZED CERTIFICATION PROGRAM". THIS WOULD MEAN THAT ALL TECHNICIANS PERFORMING WORK WILL BE ASCS CERTIFIED. HOW WILL THE VEDNORS, AS BID SUBMITTERS, BE INSURED THAT OUR COMPETITION SUBMITTING BIDS FOR THIS PROJECT HAVE THE CAPABILITY TO STAFF 100% ASCS TECHNICIAN'S AND IF AWARDED, WHO IN YOUR ASSOCIATION WILL VERIFY AND PROVIDE THE RESULTS.

THE PERSON SUPERVISING THE WORK FOR THE CONTRACTOR MUST BE ASCS CERTIFIED. WHILE HAVING OTHER CERTIFIED STAFF IS ACCEPTABLE, IT IS NOT A REQUIREMENT. THE GSD PROJECTS/ENGINEERING SECTION WILL BE CHECKING THE CERTIFICATION OF THE LOW BIDDER PRIOR TO PROCEEDING WITH THE PROJECT.

IMPORTANT NOTE:

Mechanical Drawings: M-1 through M-5, included in this addendum, are available in PDF format. To receive these documents by email, please send a request to Krista Ferrell in the West Virginia Purchasing Division at kferrell@wvadmin.gov. Please include your name, company name, phone number, and email address in your request.



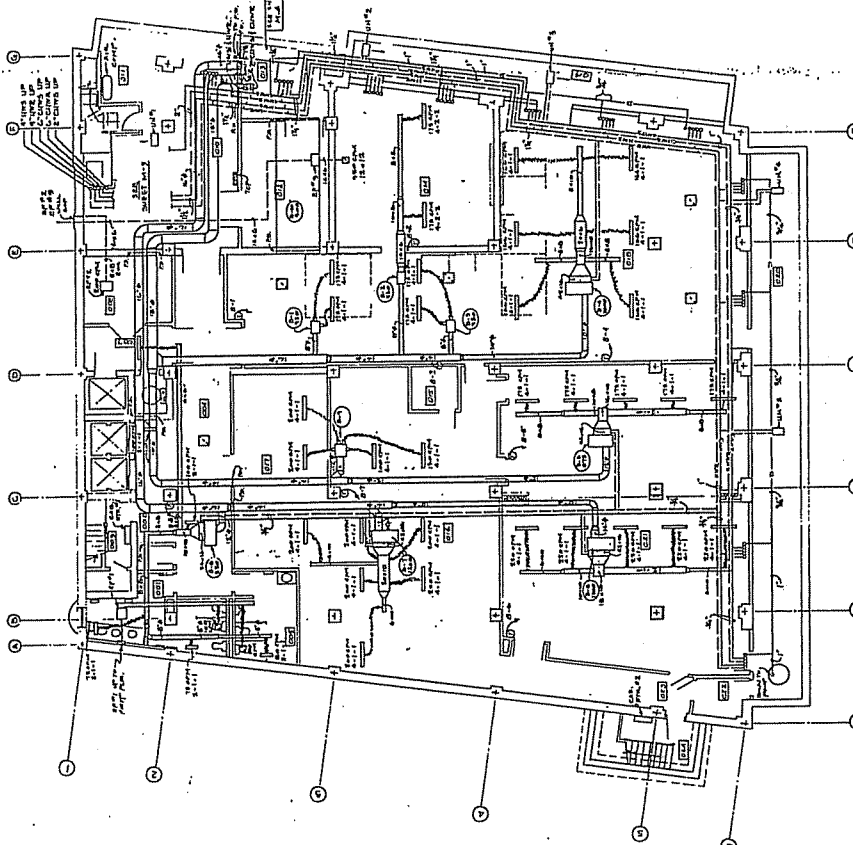
CONSULTING ENGINEER
 APRIL 20, 1939

BASMENT (FIRST FLOOR) PLAN - H.V.A.C.
 REMODELING THE FORMER COYAL SICHATSON BUILDING
 107 & DISTANCE B. CHARLESTON, W.V.
 WEST VIRGINIA STATE BUILDING COMMISSION, BUILDING 02
 (West Virginia State Department, former Ordnance Center)

IRVING EDWARDS & ASSOCIATES
 ARCHITECTS
 107 DISTANCE B. CHARLESTON, W.V. 25307
 CHARLESTON, W. VA. 25307
 REGISTERED PROFESSIONAL ARCHITECTS
 LICENSE NO. 102
 107 DISTANCE B. CHARLESTON, W.V. 25307
 CHARLESTON, W. VA. 25307
 403 CAPITAL ST. No. 1511, Charleston, W.V. 25303

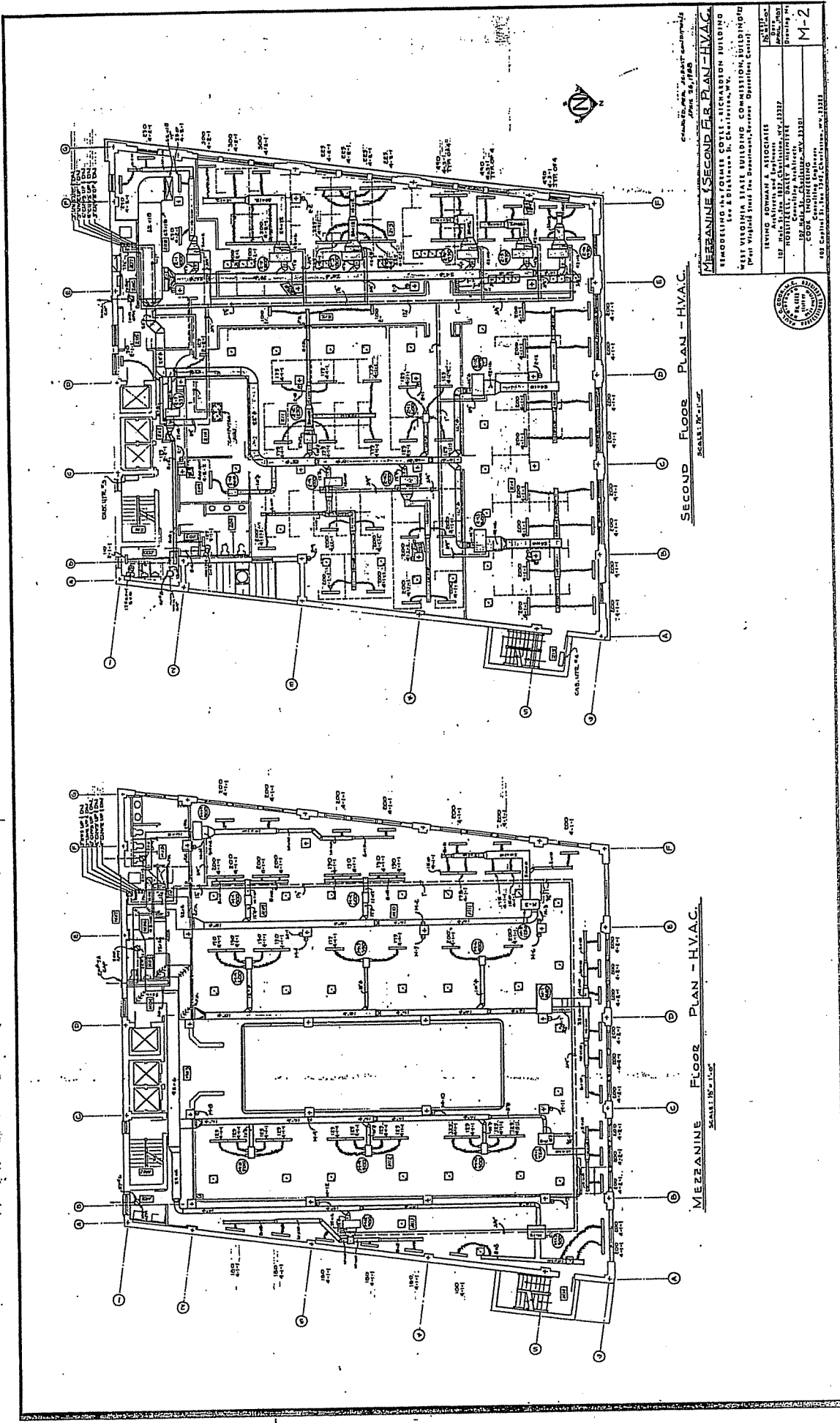
M-1

FIRST FLOOR PLAN - H.V.A.C.
 SCALE: 1/8" = 1'-0"



NOTE: ALL DUCTS SPRING TO FLOOR
 AND FROM DUCTS ARE 18" DIA.

BASMENT FLOOR PLAN
 SCALE: 1/8" = 1'-0"



SECOND FLOOR PLAN - HVAC.
SCALE: 1/8" = 1'-0"

MEZZANINE FLOOR PLAN - HVAC.
SCALE: 1/8" = 1'-0"

CREATED BY: J. J. WATSON, ARCHITECT
DATE: 10/15/54

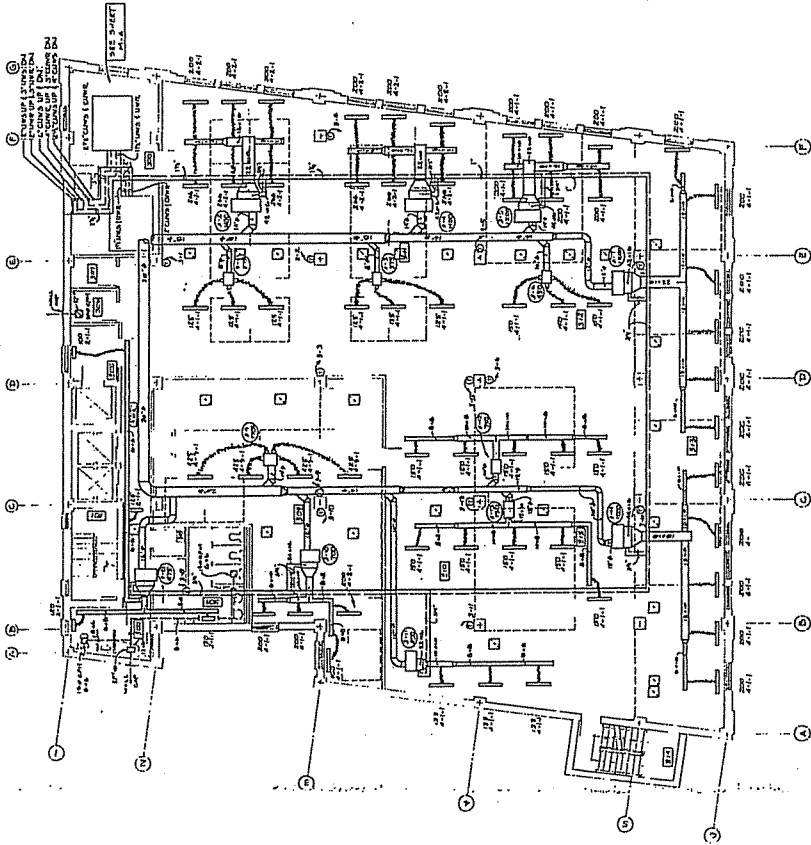
MERZANINE (SECOND) FLOOR PLAN - HVAC.
 REMODELING AND FORMAL COLLEGE - RICHARDSON BUILDING
 100 S. BROADWAY, N. CHARLOTTE, N.C.

WEST VIRGINIA STATE BUILDING COMMISSION, BUILDING
 Dept. Virginia Tech. Inc. Department, Extension, Operation, Control

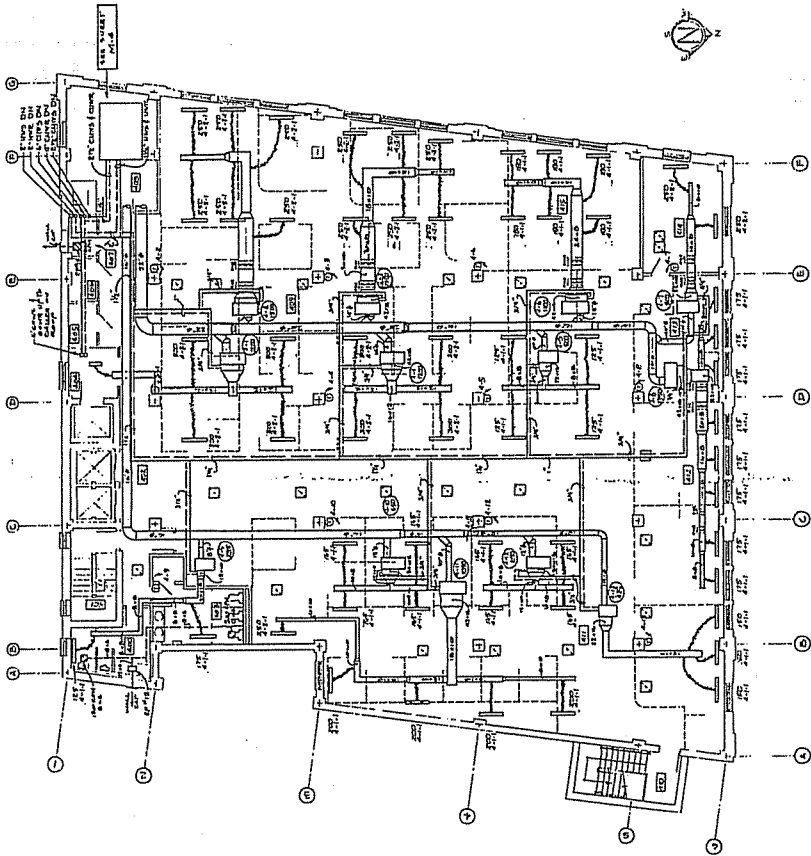
IRVING ADKINS & ASSOCIATES
 ARCHITECTS
 107 S. W. 11th St., CHARLOTTE, N.C. 28202
 Drawing No. 100-1000
 SHEET NO. 100-1000
 OF 100-1000
 CONTRACT NO. 100-1000



M-2



THIRD FLOOR PLAN
SCALE: 1/8" = 1'-0"



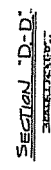
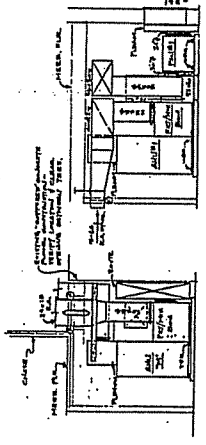
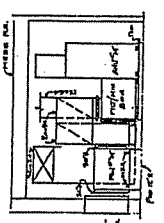
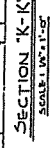
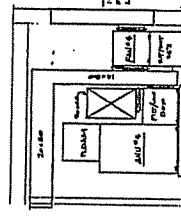
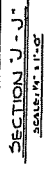
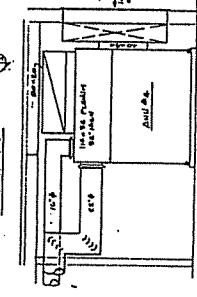
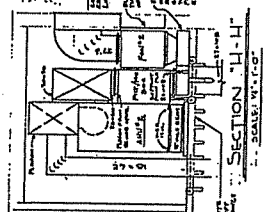
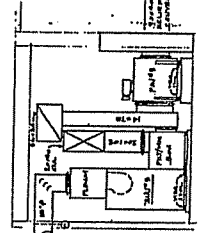
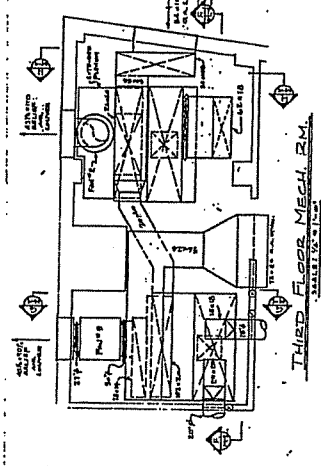
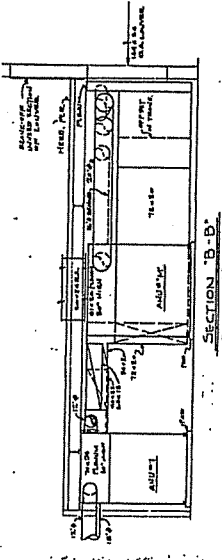
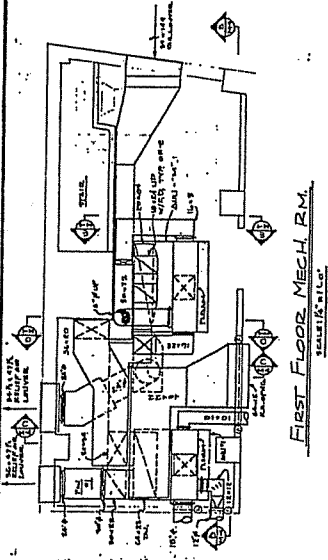
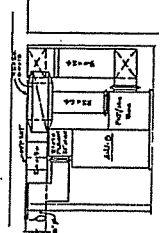
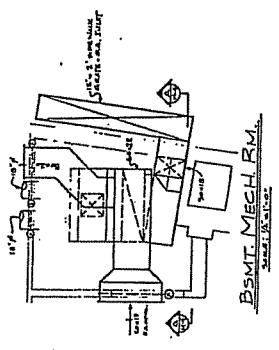
FOURTH FLOOR PLAN
SCALE: 1/8" = 1'-0"

CHANGED PER ARCHITECT'S CORRECTIONS
APRIL 24, 1978

THIRD & FOURTH FLOOR PLAN - HVAC
 SHADLEIGH & HUGHES ARCHITECTS FOR BUILDING
 100 E. BROADWAY, CHARLOTTE, N.C.
 7815 VIRGINIA STATE BUILDING COMMISSION BUILDING
 1000 W. WYOMING STREET, DEPARTMENT OF TRANSPORTATION
 OPERATIONS CENTER

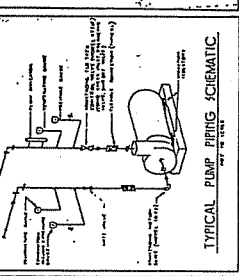
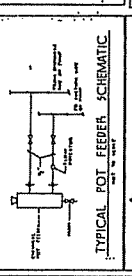
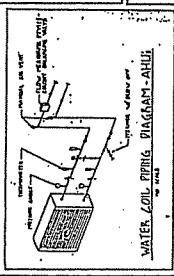
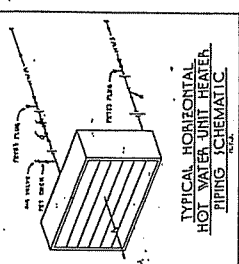
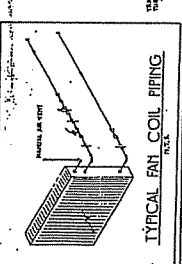
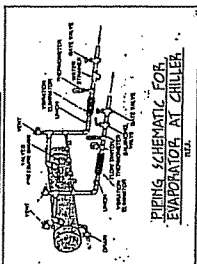
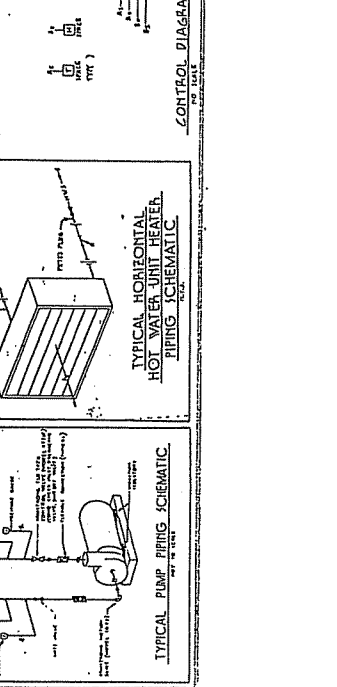
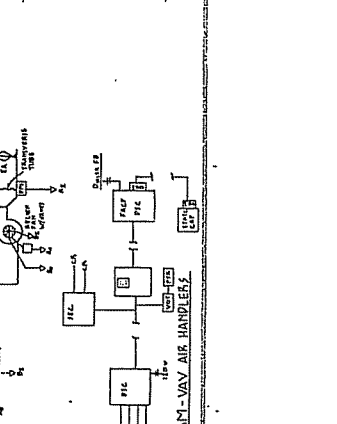
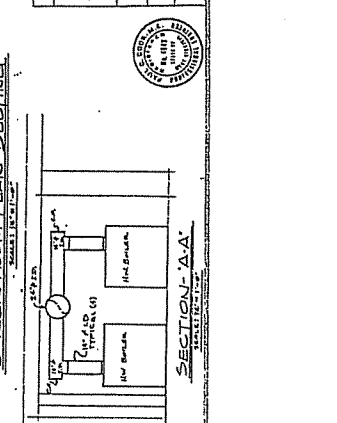
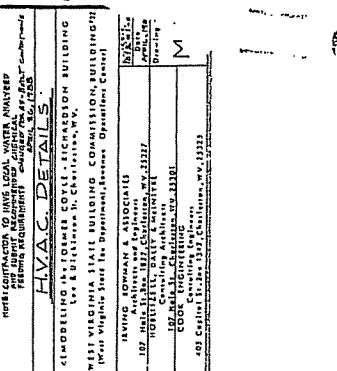
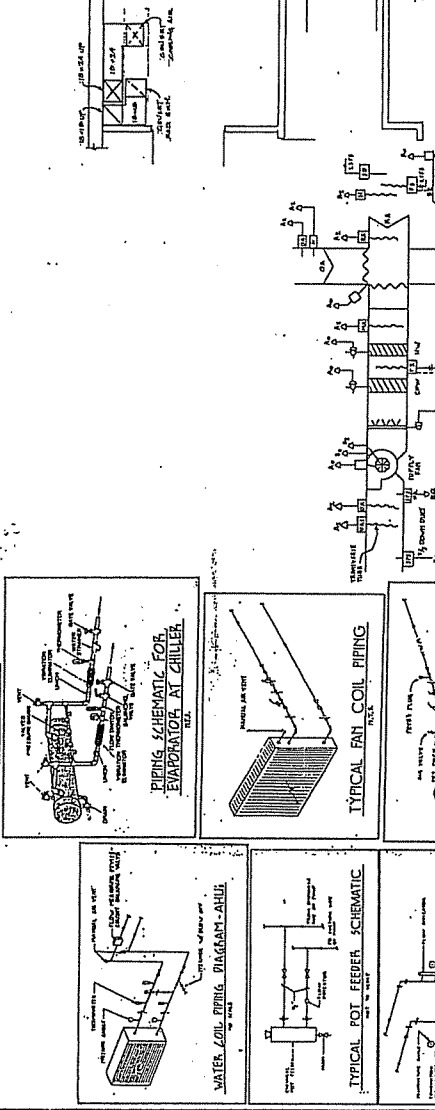
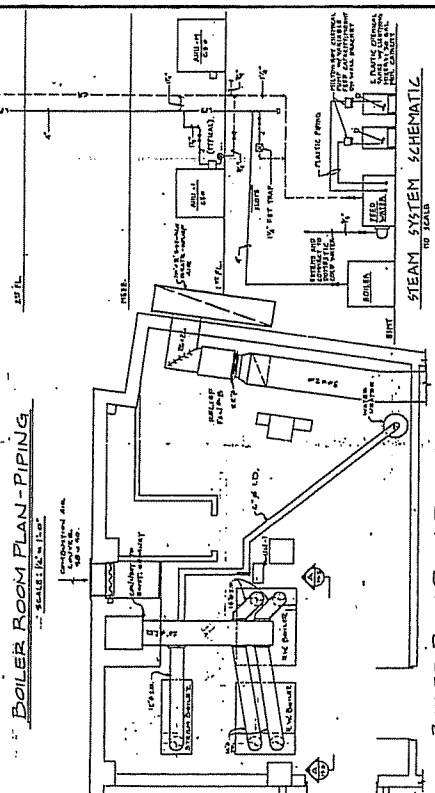
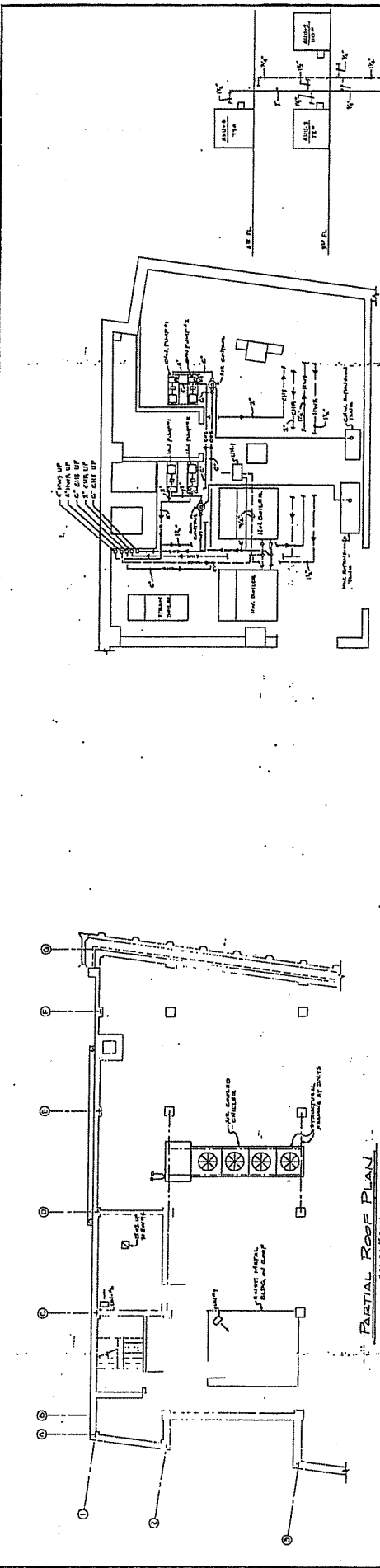


WILLIAM L. SHADLEIGH
 PROFESSIONAL ENGINEER
 NO. 23281
 STATE OF NORTH CAROLINA
 M-3



CHANGE PER ARCHITECT APPROVAL
 APRIL 24, 1968
H.V.A.C. DETAILS
 RINDOLLING INC. FORMER COLE-REICHARDSON BUILDING
 105 & DISTRICTS B. CHARLESTON, W.V.
 1001 Virginia State Department, Bureau Operations Center
 IRVING EDWARDS & ASSOCIATES
 ARCHITECTS
 107 BELLEVILLE, BELLEVILLE, MISSOURI
 102 BELLEVILLE, BELLEVILLE, MISSOURI
 COOR. REGISTERED
 482 Capitol St., St. Louis, Missouri, W.V. 25123





NOTICE: THIS PLAN IS THE PROPERTY OF THE ARCHITECT AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.

H.V.A.C. DETAILS

CHARLES E. JOHNSON & ASSOCIATES
ARCHITECTS AND ENGINEERS
107 HUNTERS LANE, SUITE 100
ROSELAND, CALIFORNIA 94568
PH: (925) 436-1111
FAX: (925) 436-1112

WEST VIRGINIA STATE BUILDING COMMISSION BUILDING
107 HUNTERS LANE, SUITE 100
ROSELAND, CALIFORNIA 94568
PH: (925) 436-1111
FAX: (925) 436-1112

SECTION - AA
SCALE 1/8" = 1'-0"

CONDENSER PUMP
EVAPORATOR PUMP
CONDENSER CHILLER
EVAPORATOR



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
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 304-558-2596

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TYPE NAME/ADDRESS HERE

Indoor Air Technologies, Inc.
 33 West Main St.
 Victor NY 14564

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES
 BLDG. 22 - TAX AND REVENUE
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02/14/2007				

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DUCT CLEANING SERVICES, PER ATTACHED						
REQUEST FOR QUOTATION						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF ADMINISTRATION'S GENERAL SERVICE DIVISION IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH DUCT CLEANING SERVICES FOR THE TAX AND REVENUE BUILDING LOCATED AT 1001 LEE STREET IN CHARLESTON, WEST VIRGINIA (BUILDING #22) PER THE ATTACHED SPECIFICATIONS.						
A MANDATORY PRE-BID MEETING WILL BE HELD ON FEBRUARY 28, 2007 AT 10:00 AM AT THE BUILDING #22. VENDORS ARE ASKED TO ASSEMBLE AT THE LEE STREET ENTRANCE PRIOR TO THE MEETING. ALL PRIME/GENERAL CONTRACTORS WISHING TO BID ON THIS PROJECT MUST ATTEND THIS MEETING. SUBCONTRACTORS AND MATERIAL SUPPLIERS ARE WELCOMED TO ATTEND BUT ATTENDANCE IS NOT MANDATORY. PRIME/GENERAL CONTRACTORS FAILING TO ATTEND THIS MEETING WILL BE DISQUALIFIED FROM BIDDING ON THIS PROJECT. NO ONE PERSON MAY REPRESENT MORE THAN ONE VENDOR.						
TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115, VIA EMAIL AT KFERRELL@WVADMIN.GOV, OR BY MAIL AT THE ADDRESS LISTED IN THE BODY OF THIS RFQ. TECHNICAL QUESTIONS MAY ALSO BE SUBMITTED ORALLY OR IN WRITING DURING						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE _____ TELEPHONE 585-924-2010 DATE 3/14/07

TITLE President OFFIN 16-1550919

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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 Virginia 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. *N/A*
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




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
 GSD076423

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ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

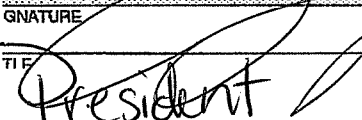
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 TYPE NAME ADDRESS PART

INDOOR AIR TECHNOLOGIES
 33 W. Main Street Victor, NY 14564
 Phone: 585-924-2010 Fax: 585-924-2135

SHIP TO
 DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES
 BLDG. 22 - TAX AND REVENUE
 1001 LEE STREET
 CHARLESTON, WV
 25301 558-2317

DATE PRINTED 02/14/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 03/14/2007	BID OPENING TIME			01:30PM

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE MANDATORY PRE-BID MEETING. DEADLINE FOR ALL TECHNICAL QUESTIONS IS MARCH 02, 2007 AT 5:00 PM. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED AFTER THE DEADLINE BY FORMAL ADDENDUM. QUESTIONS CONCERNING THE ACTUAL SUBMISSION OF A VENDOR'S BID MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING DATE AND IN ANY FORMAT.</p> <p>EXHIBIT 5</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 120 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>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.</p> <p>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)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR 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.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE:  TELEPHONE: 585-924-2010 DATE: 3/14/07
 TIF: President 16-155 0919



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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33 W. Main Street Victor, NY 14564

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>() BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A PERFORMANCE AND LABOR & MATERIAL BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>() MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p>						

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SIGNATURE _____ TELEPHONE 585 924-2010 DATE 3/14/07

President 16-1550919



State of West Virginia
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BID OPENING DATE: 03/14/2007	BID OPENING TIME			01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
EXHIBIT 7						
DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS						
IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.						
FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.						
IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING						

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President 116-1550919



State of West Virginia
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ADDRESS CORRESPONDENCE TO ATTENTION OF
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DEPARTMENT OF ADMINISTRATION
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BID OPENING DATE: 03/14/2007		BID OPENING TIME		01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY</p>						

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SIGNATURE

TELEPHONE

DATE

OFFICE

TELEPHONE

President

16-1550919

585-924-2010 3/14/07



State of West Virginia
 Department of Administration
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 Charleston, WV 25305-0130

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ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

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INDOOR AIR TECHNOLOGIES

33 W. Main Street Victor, NY 14564

Phone: 585-924-2010 Fax: 585-924-2135

DEPARTMENT OF ADMINISTRATION
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/14/2007				

BID OPENING DATE: 03/14/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.						
REV. 11/96						
EXHIBIT 10						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NOS.:						
NO. 1				3/7/07		
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.						
				<i>[Signature]</i>	SIGNATURE	
				Indoor Air Technologies	COMPANY	
				3/14/07	DATE	

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SIGNATURE TELEPHONE 585-924-2010 DATE 3/14/07

President 66-1550919



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

**Request for
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ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

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INDOOR AIR TECHNOLOGIES

33 W. Main Street Victor, NY 14564

Phone: 585-924-2010 Fax: 585-924-2135

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES
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 CHARLESTON, WV
 25301 558-2317

DATE PRINTED 02/14/2007	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 03/14/2007	BID OPENING TIME			01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	REV. 11/96					
				CONTRACTORS LICENSE		
	WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.					
	WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.					
	BIDDER TO COMPLETE:					
	CONTRACTORS NAME: <i>Indoor Air Technologies Inc.</i>					
	CONTRACTORS LICENSE NO.: <i>Exempt from provisions of the West Virginia Contractor Licensing Law Please See attached Certificate</i>					
	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT					
	APPLICABLE LAW					
	THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.					

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SIGNATURE _____ TELEPHONE 585-924-2010 DATE 3/14/07

President 16-1550919



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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ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ TYPE: **FAST**

INDOOR AIR TECHNOLOGIES

33 W. Main Street Victor, NY 14564

Phone: 585-924-2010 Fax: 585-924-2135

DEPARTMENT OF ADMINISTRATION
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 BLDG. 22 - TAX AND REVENUE
 1001 LEE STREET
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DATE PRINTED 02/14/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 03/14/2007	BID OPENING TIME			01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</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> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KF-21</p> <p>REQ. NO.: GSD076423</p> <p>BID OPENING DATE: 03/14/2007</p>						

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SIGNATURE

TELEPHONE

DATE

President

116-1550919

585-924-2010 3/14/07



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
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Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
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DATE PRINTED	TERMS OF SALE	SHIP VIA	FGE	FREIGHT TERMS
02/14/2007				

BID OPENING DATE: 03/14/2007 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID. ----- 585 924-2135 ----- PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: ----- Rebecca S. Melton ----- ***** THIS IS THE END OF RFQ GSD076423 ***** TOTAL: <u>\$23,800.00</u>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: _____ TELEPHONE: 585-924-2010 DATE: 3/14/07

President 16-1550919

Building 22 - Duct Cleaning
Project No. GSD 076423

REQUEST FOR QUOTATIONS

DUCT CLEANING SERVICES

BUILDING 22 - 1001 LEE STREET

Charleston, West Virginia

Location: Tax & Revenue Building
(formerly Coyle & Richardson Building)
1001 Lee Street
Charleston, West Virginia

For: State of West Virginia
General Services Division
1900 Kanawha Blvd; East
Charleston, West Virginia 25305

All inquiries for specification clarification shall be addressed to:

Krista Ferrell, Senior Buyer
Purchasing Division
P. O. Box 50130
Charleston, West Virginia 25305-0130
Fax: (304) 558-4115
Kferrell@wvadmin.gov

The Acquisition and Contract Administration Section of the Purchasing Division "State" for the West Virginia General Services Division is soliciting quotations to provide Duct Cleaning Services.

Scope:

The work consists of the cleaning HVAC duct work, HVAC equipment and louvers. Cleaning is defined as all work necessary to remove dirt and debris from ductwork, diffusers, louvers, mechanical equipment and appurtenances and the disposal of associated refuse. The successful contractor shall be required keep the work area clean on a daily basis and remove debris from the site at a minimum of twice weekly.

Building 22 - Duct Cleaning
Project No. GSD 076423

Work under this Contract includes the replacement of dirty or damaged ceiling tiles with new ceiling tiles to be provided by the Owner. Cleaning of the ceiling plenum is not included, other than removing dirt or debris resulting from the duct cleaning process. This contract includes cleaning all HVAC systems including small subsystems, diffusers, grilles, dampers, VAV boxes, blower assemblies, coils, condensate drains, filter areas, hot & cold decks, and other equipment. Work also includes cleaning outside air make-up ductwork and louvers, including those louvers located below the sidewalk and on the side of the building.

Contractor will be provided with the construction plans of the HVAC system. As part of this contract Contractor shall note deviations from the construction drawings, locations of access panels, adjustment dampers, smoke and fire dampers, and other as-built conditions.

Work shall be conducted as a single project with work phased on a floor-by-floor or on an HVAC subsystem basis. Work on each floor shall be substantially complete and inspected prior to beginning the next floor or air subsystem. Submit a schedule showing the cleaning sequence, commencement and completion dates for each proposed floor or subsystem. The schedule shall be reviewed and approved by the Owner prior to commencement of the work. Coordinate the schedule around Owner's work requirements.

Furnish all materials, labor, and equipment necessary to complete all work as indicated by these specifications. Intent is that the completed work consists of a fully completed duct cleaning project. Furnish any incidental work, materials, labor and equipment that are necessary to complete the work, even if such incidental work is not explicitly included in the contract documents.

This Request for Quotations also incorporates the attached Specification "Section 15890 - Air Duct Cleaning" and five attached Mechanical Floor Plan Drawings for Building 22.

Pre-Bid Meeting:

A mandatory pre-bid meeting for this project is scheduled for February 28 at 10:00 a.m. at the site. Contractors attending the meeting shall assemble at the Lee Street entrance prior to the meeting.

Building 22 - Duct Cleaning
Project No. GSD 076423

Definitions:

- A. The Department of Administration, General Services Division, Room MB-60, State Capitol, Charleston, West Virginia shall be hereinafter called the "Owner"
- B. The service organization contracted by these specifications shall hereinafter be called the "Contractor".
- C. "The Contract", as hereinstated, shall mean the agreement between the Owner and the Contractor to provide the services as herein specified.
- D. "Owners Representative", as herein stated, shall be defined as that person so designated by the Director of the General Services Division.
- E. "Architect/Engineer", as stated in the Contract shall refer to the General Services Division.

Contract Period:

The Contract shall be substantially completed within 120 calendar days from the issuance of the written Notice to Proceed. In accordance with the 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 the project within the contract period. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other additional remedy to which the State or Agency may have legal cause for action including further damages against the vendor.

Reference Requirement:

The qualified contractor shall have at least three years experience performing such work on projects of a similar size and type. Bidders shall supply at least three references indicating their capabilities to perform such work. References shall include the name, location, ownership and use of the building in addition to the name, address and telephone number of a contact person with the building's owner familiar with the duct cleaning work.

Building 22 - Duct Cleaning
Project No. GSD 076423

Payment:

The Contractor shall submit two copies (one original and one copy) of current invoices once each month on AIA forms G702 and G703. Invoices shall be signed in blue ink. Deliver invoices to:

General Services Division
1900 Kanawha Blvd. East
Building 1, Room MB-60
Charleston, West Virginia 25305

Payments shall be made monthly based on the percentage of work completed. A five percent (5%) retainage will be deducted until the substantial completion of the entire contract. Progress payments shall not be made when the total value of the work performed since the last estimate amounts to less than Five Hundred (\$500.00) dollars.

Submit the proposed invoice to the General Services Division - Projects / Engineering Section for approval of format prior to submission of first invoice.

Supplementary General Conditions:

1. The relationship of the Contractor to the Owner shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Contract. The Contractor as an independent contractor is solely liable for the acts and omissions of its employees and agents. The Contractor shall be responsible for selecting, supervising and compensating any and all individuals employed pursuant to the terms of this contract. Neither the Contractor nor any employees or subcontractors of the Contractor shall be deemed to be employees of the State for any purposes whatsoever. The wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred obligations and licensing fees, etc., and the filing of all necessary documents, forms and returns pertinent to all of the foregoing are the Contractor's responsibility. The Contractor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes, and employer income tax returns. The Contractor shall not assign, convey, transfer, sub-contract, or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership association or entity without expressed written consent of the agency.

Building 22 - Duct Cleaning
Project No. GSD 076423

2. Indemnification: The Contractor agrees to indemnify, defend, and hold harmless the State and the Owner, their officers, and employees from and against (1) any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Contractor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or deposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; (3) Any failure of the Contractor, its officers, employees or sub-contractors to observe State and Federal laws, including but not limited to labor and wage laws.

3. This Contract shall be governed by the laws of the State of West Virginia. The Contractor further agrees to comply with the Civil Rights Act of 1964 and all other applicable Federal, State, and local Government regulations.

4. The Contractor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State, or municipal, along with all regulations, and ordinances of any regulating body.

5. The Contractor shall pay any applicable sales, use, or personal property taxes, arising out of this Contract and the transactions contemplated thereby. Any other taxes levied upon this Contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the Contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this Contract

6. Contractor shall be responsible for parts and materials as follows:
- A. The Contractor shall supply all tools, tool accessories, personal safety equipment, and supplies necessary to execute the responsibilities of this Contract.
 - B. Contractor shall furnish a warranty of twelve (12) months for labor and materials.

Bid Bond:

A five percent (5%) Bid Bond is required for submission of the bid. Bonds may be provided in the form of a certified check, irrevocable letter of credit, or bond furnished by a solvent surety company authorized to do business in the state of West Virginia.

The successful bidder shall furnish a performance bond and labor/material bond for one hundred (100%) percent of the amount of the contract prior to contract award. Bonds may be provided in the form of a certified check, irrevocable letter of credit, or bond furnished by a solvent surety company authorized to do business in the state of West Virginia. A letter of credit submitted in

Building 22 - Duct Cleaning
Project No. GSD 076423

lieu of a performance and labor/material bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable in lieu of the performance bond or labor/material bond.

Insurance:

Contractor shall provide evidence to the Owner of adequate coverage for Public Liability and Property Damage Insurance (\$250,000 minimum) to protect the Owner from any claim of damage, which might arise from any accident or carelessness during the life of this contract. Insurance limits shall meet insurance requirements for state projects, available from the WV Purchasing Division. All employees engaged in work under this contract shall be covered by West Virginia Worker's Compensation Insurance.

Wage Rates:

All employees engaged in the work of this contract shall be paid at least the minimum wage scales for the various trade classifications as established by the State Commissioner of Labor for the county where the work is being performed. All employees will be shown a copy of the wage scale for this particular area and a copy will be posted in a conspicuous place on the jobsite.

Vendor's Number:

The State of West Virginia will consider bids from all qualified vendors including those who do not have a current vendors certificate. Prior to the award of a contract, vendors must have a vendor's certificate and obtained a vendor's number from the Purchasing Division. Application for such certificate and vendor's number may be obtained from the Purchasing Director, Department of Finance and Administration, 2019 Washington Street, East; Charleston, West Virginia 25305. Application forms are also available from the Division of Purchasing website at www.state.wv.us/admin/purchase.

Submittals:

All submittals for this project shall be reviewed and approved by the General Services Division Projects/Engineering Section.

Building 22 - Duct Cleaning
Project No. GSD 076423

Project Closeout:

1. Closeout documents shall be submitted in bound format prior to final application payment.
2. Final cleanup shall be completed prior to final acceptance.
3. Submit As-Built Drawings and record documents.
4. Submit records of quality assurance testing.
5. Submit "Affidavit of Payment of Debts and Claims."

Final Inspection:

The Final Inspection will be conducted by an Architect / Engineer from the General Services Division, Projects / Engineering Section.

Work found to be in accordance with the Contract Documents will be accepted as complete for final acceptance. Unacceptable work, or work not in accordance with the Contract Documents shall be removed, replaced, changed or cleaned as required to meet requirements of Contract Documents prior to final acceptance. Final Acceptance does not waive or release Contractor to conform with the Contract Documents.

The date of Substantial Completion shall be determined by the Architect/Engineer conducting the final inspection based on all work being complete for final acceptance or substantially complete to permit beneficial use by the Owner. Final payment shall not be made until all work is finally accepted.

Award Criteria:

The State will award this Contract to the contractor meeting the experience requirements with the lowest overall project bid.

Limits of Work

Work areas will be limited to those spaces required for access to ductwork and mechanical equipment.

Some mechanical room space may be utilized for temporary (overnight) storage of equipment and tools. Coordinate storage needs with the GSD Building Manager.

Owner and Agency office spaces shall remain in use during this contract. Contractor shall work

Building 22 - Duct Cleaning
Project No. GSD 076423

with the Building Manager to coordinate the temporary access to work areas, the movement of furniture and portable partitions and otherwise provide for the Contractor needs to access ductwork. Contractor shall minimize disruption to individual work stations.

Use of Facilities

Contractor shall be permitted reasonable use of building utilities including power, water and sanitary sewage disposal as required for conducting the work. Coordinate the location of service connections or use of receptacle with the building manager to avoid overloading existing circuits

Contractor Schedule:

Provide proposed construction schedule indicating building floors and floor areas to be worked.

Waste Removal

Contractor to make arrangements for the collection and disposal of Contractor's waste and construction related debris. Debris shall be removed on a regular basis (Minimum twice weekly).

Contractor Visitor Badges

Building 22 is a secure facility. All Contractor personnel must present contractor photo ID badges prior to entering the building. Photo ID badges can be obtained from the General Services Division in the Main Capital Complex. Contractor employees will be subject to a security check as part of issuance. Contractor shall return all issued photo ID badges at completion of the work.

All Contractor personnel on-site must sign in and out of the building at the building's main entrance on a daily basis.

018

Building 22 - Duct Cleaning
Project No. GSD 076423

Work Restrictions:

Work shall be generally performed inside the existing building during normal business working hours of 8:00 am to 5:00 pm, Monday through Friday, except state recognized holidays.

Non-smoking building: Smoking is not permitted within the building or near entrances, operable windows or outdoor air intakes.

Parking

No parking is available on the site. The Contractor is responsible for providing all off-site parking required for the project. This includes parking for refuse dumpsters if required by the project.

Building Access

The building is available from 7:00 am to 7:00 pm. Extended work hours may be acceptable if approved by the Owner. This building is a secure location. Access to the building shall be coordinated with the Owner's Protective Services Division. Contractor's personnel shall use the front entrance when entering or leaving the building. The rear service doors may be utilized for loading/unloading equipment and supplies. Contractor shall not leave open doors unattended and shall lock doors when not in use.

As-Built Documents:

The Contractor will be provided with a set of the construction plans of the HVAC system. The original construction plans are for informational purposes only. The Owner does not warrant the accuracy or completeness of these drawings and is not responsible for deviations from these original plans. Note that small HVAC units may have been added since the original plans were prepared to provide additional cooling.

As part of this contract the Contractor shall note deviations from the construction drawings, locations of access panels, adjustment dampers, smoke and fire dampers, and other as-built conditions. Provide a copy of these marked up drawings as part of the final project documentation.

Building 22 - Duct Cleaning
Project No. GSD 076423

019

Codes:

All work is to be performed in compliance with applicable Federal and State codes including but not limited to the International Building Code, International Mechanical Code, Life Safety Code, NEC, OSHA, UL, ANSI, ASME and related standards.

Workmanship:

Contractor shall complete all work in a neat and workmanlike manner. All work shall be done using new materials in a manner that meets commercial quality standards. Work shall be neat, true, plumb and square, as applicable.

Warranty:

Contractor shall warranty work for a period of one year from the date of Substantial Completion.

A F F I D A V I T

020

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 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: Rebecca S. MeltonAuthorized Signature: Date: 3/14/07

N/A

Agency _____
REQ. P.O.# _____

BID BOND

021

KNOW ALL MEN BY THESE PRESENTS That we, the undersigned _____
of _____ as Principal, and _____
of _____ a corporation organized and existing under the laws of the State of _____
with its principal office in the City of _____, as Surety are held and firmly bound unto the State
of West Virginia as Obligee, in the penal sum of _____ (\$ _____) 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

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
wise impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
give notice of any such extension

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this
_____ day of _____ 20____

Principal Corporate Seal

(Name of Principal)

By _____
(Must be President or
Vice President)

(Title)

Corporate Seal

(Name of Surety)

Attorney-in-Fact

TANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance Corporate seals must be affixed
of attorney must be attached

BID BOND PREPARATION INSTRUCTIONS

N/A

AGENCY _____ (A)
 RFQ/RFP# _____ (B)

022

Bid Bond

- (A) WV State Agency
(Stated on Page 1 "Spending Unit")
Request for Quotation Number (upper right corner of page #1)
 - (C) Your Company Name
 - (D) City, Location of your Company
 - (E) State, Location of your Company
 - (F) Surety Corporate Name
 - (G) City, Location of Surety
 - (H) State, Location of Surety
 - (I) State of Surety Incorporation
 - (J) City of Surety Incorporation
 - (K) Minimum amount of acceptable bid bond is 5% of total bid You may state "5% of bid" or a specific amount on this line in words
 - (L) Amount of bond in figures
 - (M) Brief Description of scope of work
 - (N) Day of the month
 - (O) Month
 - (P) Year
 - (Q) Name of Corporation
 - (R) Raised Corporate Seal of Principal
 - (S) Signature of President or Vice President
 - (T) Title of person signing
 - (U) Raised Corporate Seal of Surety
 - (V) Corporate Name of Surety
 - (X) Signature of Attorney in Fact of the Surety
- NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____ (C) of _____ (D) _____ (E) as Principal, and _____ (F) of _____ (G) _____ (H), a corporation organized and existing under the laws of the State of _____ (I) with its principal office in the City of _____ (J), as Surety, are held and firmly bound unto The State of West Virginia, as Obligee, in the penal sum of _____ (K) (\$ _____ (L)) 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 _____ (M)

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 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 time within which the Obligee may accept such bid: and said Surety does hereby waive notice of any such extension

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this _____ (N) day of _____ (O), 20 _____ (P)

Principal Corporate Seal _____ (Q)
 (Name of Principal)
 By _____ (S)
 (Must be President or Vice President)
 _____ (T)
 Title
 _____ (U)
 Surety Corporate Seal _____ (V)
 (Name of Surety)
 _____ (X)
 Attorney-in-Fact

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Corporate seals must be affixed, a power of attorney must be attached.

West VA Admin Bldg.

WEST VIRGINIA DIVISION OF LABOR
Building Construction Wage Rates

FILED

2007 JAN -2 PM 4:05

Kanawha County
2007

OFFICE WEST VIRGINIA
SECRETARY OF STATE

CLASSIFICATION	BASIC HOURLY RATE	FRINGE BENEFITS
ASBESTOS & LEAD ABATEMENT WORKER	19.25	7.73
BOILERMAKER	31.44	15.56
BRICKLAYER	25.34	13.27
BRICKLAYER - POINTER\CAULKER\CLEANER	25.34	13.27
CARPENTER	24.19	12.94
CARPET LAYER	24.19	12.94
CEMENT MASON	25.17	10.66
DRYWALL HANGER	24.19	12.94
ELECTRICIAN	29.38	12.79
ELEVATOR HELPER	24.38	15.07
ELEVATOR MECHANIC	34.83	15.07
GLAZIER	25.99	5.32
INSULATOR	27.83	13.26
IRON WORKER ERECTOR *	24.21	14.96
IRON WORKER FENCE ERECTOR *	24.21	14.96
IRON WORKER JOURNEYMAN *	24.21	14.96
IRON WORKER REINFORCING *	24.21	14.96
IRON WORKER SHEETER *	24.21	14.96
IRON WORKER STRUCTURAL *	24.21	14.96
LABORER CLASS I *	21.77	9.62
LABORER CLASS II *	20.93	9.62
LABORER CLASS III *	20.31	9.62
LATHER	24.19	12.94
MARBLE FINISHER	19.00	8.58
MARBLE SETTER	25.34	13.27
MILLWRIGHT	27.34	13.03
OPERATING ENGINEER I *	26.61	15.43
OPERATING ENGINEER II *	26.26	15.43
OPERATING ENGINEER III *	25.26	15.43
OPERATING ENGINEER IV *	20.66	15.43
PAINTER	21.43	10.12
PILEDRIVER	24.44	12.94
PLASTERER	27.39	9.43
PLUMBER/FITTER	26.09	13.71
ROOFER\HEATED COAL TAR PRODUCT	25.66	9.48
ROOFER\WATER DAMP PROOFER	24.30	9.48
SHEET METAL WORKER	23.66	15.08
SOFT FLOOR LAYER	24.19	12.94

WEST VIRGINIA DIVISION OF LABOR
Building Construction Wage Rates

Kanawha County
2007

CLASSIFICATION	BASIC HOURLY RATE	FRINGE BENEFITS
SPRINKLER FITTER	27.65	12.90
STONE MASON	25.34	13.27
TEAMSTER CLASS A *	21.80	12.21
TEAMSTER CLASS B *	21.86	12.21
TEAMSTER CLASS C *	21.96	12.21
TEAMSTER CLASS D *	22.19	12.21
TEAMSTER CLASS E *	22.46	12.21
TEAMSTER CLASS F *	21.47	12.21
TEAMSTER CLASS G *	21.58	12.21
TEAMSTER CLASS H *	21.74	13.27
TERRAZZO - TILE SETTER	25.34	8.58
TERRAZZO- TILE FINISHER	19.00	

NOTE: The allowable ratio of apprentice to journeyman employed in any craft shall not be greater than the prevailing ratio of the locality. The allowable ratio is applied on a daily basis. Contact the Federal Bureau of Apprenticeship and Training for additional information at (304) 347-5794.

* To apply the wage rates properly use Appendix I, II, III, IV and V.

APPRENTICE SCHEDULE

Kanawha County
2007

CRAFT	INTERVAL	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
BOILERMAKER	6 months	70	75	80	85	87.5	90	92.5	95		
BRICKLAYER	1000 hrs	50	60	70	80	90	90				
CARPENTER	Yearly	60	70	80	90						
CEMENT MASON	500 hrs	60	65	70	75	80	85	90	95		
ELECTRICIAN	Percent	40	45	50	55	70	85				
ELECTRICIAN	Hours to	1000	2000	3500	5000	6500	8000				
ELEVATOR MECHANIC	Yearly	50	55	65	70	80					
GLAZIER	1000 hrs	50	55	60	70	80	90				
INSULATOR	Yearly	50	60	70	80						
IRONWORKER	6 months	60	70	75	80	85	90				
LABORER	1000 hrs	60	70	80	90						
MARBLE SETTER	1000 hrs	50	60	70	80	90	90				
MILLWRIGHT	6 months	60	60	65	70	75	80	85	90	95	95
OPERATING ENGINEER	Yearly	75	80	85							
PAINTER	1000 hrs	50	55	60	70	80	90				
PILEDRIVER	Yearly	60	70	80	90						
PLASTERER	500 hrs	50	55	60	65	70	75	80	85	90	95
PLUMBER & FITTER	6 months	50	55	60	65	70	75	80	85		
ROOFER	1000 hrs	49	54	59	76	79	85	95			
SHEET METAL WKR.	Yearly	45	50	60	70	80					
SPRINKLER FITTER	6 months	50	50	55	60	65	70	75	80	85	90
STONE MASON	1000 hrs	50	60	70	80	90	90				
TERRAZZO SETTER	1000 hrs	50	60	70	80	90	90				
TILE SETTER	1000 hrs	50	60	70	80	90	90				

NOTE: For Carpet Layer, Drywall Hanger, Soft Floor Layer and Lather use Carpenter Schedule

APPRENTICE RATIO: Contact Federal Bureau of Apprenticeship and Training at (304) 347-5794.

SECTION 15890 - AIR DUCT CLEANING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes cleaning of the following existing duct systems:
 - 1. Supply system.
 - 2. Return system.
 - 3. Exterior Grilles and Louvers

1.3 DEFINITIONS

- A. ASCS: Air system cleaning specialist.
- B. NADCA: National Air Duct Cleaners Association.
- C. SMACNA: Sheet Metal and Air Conditioning Contractors' National Association.

1.4 SUBMITTALS

- A. Qualification Data: For ASCS certification.
- B. Contractor shall submit to the Owner all material Data Safety Sheets (MSDS) for all chemical products proposed to be used in the cleaning process. Maintain a copy of all current MSDS documentation and safety certificates at the site at all times, as well as comply with all other site documentation requirements of applicable OSHA programs and this specification.
- C. Field quality-control test reports.

1.5 DOCUMENTS

- A. Drawings : The Owner shall provide the HVAC cleaning contractor with one set of project HVAC drawings or PDF drawing files.
- B. Contractor shall maintain the set of drawings, noting deviations found from the original design documents, additions of duct mounted access doors or other system modifications.
- C. Damaged system components found during the inspection or execution of the work shall be documented and brought to the attention of the Owner.

1.6 QUALITY ASSURANCE

A. ASCS Qualifications: A certified member of NADCA

1. Certification: Employ a staff of ASCSs certified by a nationally recognized certification program.
2. Supervisor Qualifications: Certified **as an ASCS by NADCA**.
3. Experience: Submit records of experience in the field of HVAC systems cleaning.
4. Equipment, Materials, and Labor: Have equipment, materials, and labor required to perform specified services.

B. Comply with current published standards of NADCA.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:

1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, manufacturers specified.

2.2 SHEET METAL MATERIALS

A. Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for acceptable materials, material thicknesses, and duct construction methods, unless otherwise indicated.

B. Galvanized-Steel Sheet: Lock-forming quality; complying with ASTM A 653/A 653M and having minimum G60 coating designation; ducts shall have mill-phosphatized finish for surfaces exposed to view.

2.3 DUCT-MOUNTING ACCESS DOORS

A. General Description: Fabricate doors airtight and suitable for duct pressure class.

B. Rectangular Duct Door: Double wall; fabricated of galvanized sheet metal with insulation fill and thickness as indicated for duct pressure class. Include vision panel where indicated. Include 1-by-1-inch butt or piano hinge and cam latches.

1. Frame: Galvanized-steel sheet; with bendover tabs and foam gaskets.
2. Provide number of hinges and locks as follows:
 - a. Less Than 12 Inches Square: Secure with two sash locks.
 - b. Up to 18 Inches Square: Two hinges and two sash locks.
 - c. Up to 24 by 48 Inches: Three hinges and two compression latches with handles.
 - d. Sizes 24 by 48 Inches and Larger: Four hinges and two compression latches with handles.

- C. Round Duct Door: Double wall; fabricated of galvanized sheet metal with insulation fill and 1-inch thickness. Include cam latches. Galvanized-steel sheet; with spin-in notched frame.
- D. Seal around frame attachment to duct and door to frame with neoprene or foam rubber.
- E. Insulation: Fibrous-glass board to match duct.

2.4 FLEXIBLE CONNECTORS

- A. General Description: Flame-retardant or noncombustible fabrics, coatings, and adhesives complying with UL 181, Class 1.
- B. Metal-Edged Connectors: Factory fabricated with a fabric strip 3-1/2 inches wide attached to 2 strips of 2-3/4-inch wide, 0.028-inch thick, galvanized-steel sheet or 0.032-inch thick aluminum sheets. Select metal compatible with ducts.
- C. Indoor-System, Flexible-Connector Fabric: Glass fabric double coated with neoprene.
 - 1. Minimum Weight: 26 oz./sq. yd.
 - 2. Tensile Strength: 480 lbf/inch in the warp and 360 lbf/inch in the filling.
 - 3. Service Temperature: Minus 40 to plus 200 deg F.

2.5 FLEXIBLE DUCTS

- A. Insulated-Duct Connectors: UL 181, Class 1, material to match existing, supported by helically wound, spring-steel wire; fibrous-glass insulation; and vapor barrier film.
 - 1. Pressure Rating: 10-inch wg positive and 1.0-inch wg negative.
 - 2. Maximum Air Velocity: 4000 fpm.
 - 3. Temperature Range: Minus 10 to plus 160 deg F.
- B. Flexible-Duct Clamps: Stainless-steel band with cadmium-plated hex screw to tighten band with a worm-gear action, in sizes 3 through 18 inches to suit duct size.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine systems to determine appropriate methods, tools, and equipment required for performance of work.
- B. If applicable, prepare written report listing conditions detrimental to performance of work.

3.2 CLEANING

- A. Engage a qualified ASCS to clean the following systems:
 - 1. Supply system.
 - 2. Return system.

3. Exhaust system.
 4. Exterior Grilles and Louvers
- B. Mark position of dampers and air-directional mechanical devices before cleaning.
- C. Use duct-mounted access doors, as required, for physical and mechanical entry and for inspection. The Contractor shall utilize existing service openings already installed in the HVAC system whenever possible.
1. If necessary, install additional duct-mounting access doors to comply with duct cleaning standards.
 2. Disconnect and reconnect flexible ducts as needed for cleaning and inspection. Replace damaged and deteriorated flexible ducts.
 3. Disconnect and reconnect flexible connectors as needed for cleaning and inspection. Replace damaged and deteriorated flexible connectors.
 4. Replace damaged fusible links on fire and smoke dampers. Replacement fusible links shall be same rating as those being replaced.
 5. Remove and reinstall ceiling components to gain access for duct cleaning. Clean ceiling components after they have been removed and replaced.
- D. Mark position of dampers and air-directional mechanical devices before cleaning, and restore to their marked position on completion.
- E. Ceiling Tiles: The contractor may remove and reinstall ceiling tiles to gain access to the HVAC systems during the cleaning process. Replace damaged or dirty tiles with new tiles provided by the Owner.
- F. Particulate Collection and Odor Control:
1. Where venting vacuuming system inside building, use HEPA filtration with 99.97 percent collection efficiency for 0.3-micron size (or greater) particles.
 2. When venting vacuuming system outside building, use filtration to contain debris removed from the HVAC system and locate exhaust down wind and away from air intakes and other points of entry into building.
 3. Measures shall be employed to control odors and/or mist vapors during the cleaning process.
- G. Clean the following metal-duct system components by removing visible surface contaminants and deposits:
1. Air outlets and inlets (registers, grilles, and diffusers).
 2. Supply, return, and exhaust fans including fan housings, plenums (except ceiling supply and return plenums), scrolls, blades or vanes, shafts, baffles, dampers, and drive assemblies.
 3. Air-handling-unit internal surfaces and components including mixing box, coil section, air wash systems, condensate drain pans, humidifiers and dehumidifiers, filters and filter sections, and condensate collectors and drains.
 4. Coils and related components.
 5. Return-air ducts, dampers, and actuators, except in ceiling plenums and mechanical room.
 6. Supply-air ducts, dampers, actuators, and turning vanes.
 7. Dedicated exhaust and ventilation components.
- H. Mechanical Cleaning Methodology:
1. Clean metal-duct systems using mechanical cleaning methods that extract contaminants from within duct systems and remove contaminants from building.

2. Use vacuum-collection devices that are operated continuously during cleaning. Connect vacuum device to downstream end of ducts so areas being cleaned are under negative pressure.
 3. Use mechanical agitation to dislodge debris adhered to interior duct surfaces without damaging integrity of metal ducts or duct liner.
 4. Clean fibrous-glass duct liner with HEPA vacuuming equipment, and do not permit duct liner to get wet. Replace fibrous-glass duct liner that is damaged, deteriorated, or delaminated or that has friable material, mold, or fungus growth.
 5. Clean coils and coil drain pans according to NADCA 1992. Keep drain pan operational. Rinse coils with clean water to remove latent residues and cleaning materials; comb and straighten fins.
 6. Provide operative drainage system for washdown procedures.
 7. Biocidal Agents and Coatings: Apply biocidal agents if fungus is present; use according to manufacturer's written instructions after removal of surface deposits and debris.
- I. Cleanliness Verification:
1. Verify cleanliness after mechanical cleaning and before application of treatment, including biocidal agents and protective coatings.
 2. Visually inspect metal-duct systems for contaminants.
 3. Where contaminants are discovered, reclean and reinspect duct systems.

3.3 DUCT ACCESSORIES INSTALLATION

- A. Install duct accessories according to applicable details in SMACNA's "HVAC Duct Construction Standards--Metal and Flexible" for metal ducts.
- B. Provide duct accessories of materials suited to duct materials; use galvanized-steel accessories in galvanized-steel and fibrous-glass ducts, stainless-steel accessories in stainless-steel ducts, and aluminum accessories in aluminum ducts.
- C. Install duct-mounting access doors where access doors do not currently exist to allow for the cleaning of ducts, accessories, and terminal units as follows:
1. On both sides of duct coils.
 2. Downstream from volume dampers, turning vanes, and equipment.
 3. Adjacent to fire or smoke dampers; reset or install new fusible links.
 4. Before and after each change in direction, at maximum 50-foot spacing.
 5. On sides of ducts where adequate clearance is available.
- D. Install the following sizes for duct-mounting, rectangular access doors:
1. One-Hand or Inspection Access: 8 by 5 inches.
 2. Two-Hand Access: 12 by 6 inches.
 3. Head and Hand Access: 18 by 10 inches.
 4. Head and Shoulders Access: 21 by 14 inches.
 5. Body Access: 25 by 14 inches.

3.4 CONNECTIONS

- A. Reconnect ducts to fans and air-handling units with existing flexible connectors after cleaning ducts and flexible connectors. Replace existing damaged and deteriorated flexible connectors.

- B. For fans developing static pressures of 5-inch wg and higher, cover replacement flexible connectors with loaded vinyl sheet held in place with metal straps.
- C. Reconnect terminal units to supply ducts with existing flexible ducts or replace damaged and deteriorated existing flexible ducts with maximum 12-inch lengths of new flexible duct.
- D. Reconnect diffusers or light troffer boots to low-pressure ducts with existing flexible ducts or replace damaged and deteriorated existing flexible ducts with maximum 60-inch lengths of flexible duct clamped or strapped in place.
- E. Reconnect existing and new flexible ducts to metal ducts with draw bands.

3.5 FIELD QUALITY CONTROL

- A. Gravimetric Analysis: Sections of metal-duct system, chosen randomly by Owner, may be tested for cleanliness according to NADCA vacuum test gravimetric analysis.
 - 1. If analysis determines that levels of debris are equal to or lower than suitable levels, system shall have passed cleanliness verification.
 - 2. If analysis determines that levels of debris exceed suitable levels, system cleanliness verification will have failed and metal-duct system shall be recleaned and reverified.
- B. Verification of Coil Cleaning: Cleaning shall restore coil pressure drop to within 10 percent of pressure drop measured when coil was first installed. If original pressure drop is not known, coil will be considered clean only if it is free of foreign matter and chemical residue, based on thorough visual inspection.
- C. Report results of tests in writing. Note areas of the system found to be damaged or in need of repair.
- D. Ductwork shall be tested and inspected on a floor by floor basis or sub-system by sub-system basis. Each floor or sub-system shall be approved by Owner's Representative prior to proceeding with the next section.
- E. If necessary provide video inspection equipment for required inspections.

END OF SECTION 15890

WEST VIRGINIA DIVISION OF LABOR

749-B Building 6, Capitol Complex • Charleston, West Virginia 25305

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JOE MANCHIN, III
Governor



DAVID W. MULLINS
Commissioner

WEST VIRGINIA CONTRACTOR LICENSING BOARD

Building 6, Room B-749, Capitol Complex
Charleston, West Virginia 25305

March 6, 2007

EXEMPTION FROM THE REQUIREMENTS OF THE CONTRACTOR LICENSING ACT

The following company has demonstrated through a letter of explanation that due to the nature of business being conducted, the company is exempt from provisions of the West Virginia Contractor Licensing Law.

Indoor Air Technologies
33 West Main Street
Victor, NY 14564

TYPE OF WORK PERFORMED....

"Company will clean the duct work in buildings ONLY."

This exemption does not apply to work, which is subject to State Building Codes and National Fire Protection Association codes.

This exemption expires: March 6, 2008

A handwritten signature in black ink that reads "Fran Cook".

Fran Cook
Deputy Commissioner

* To renew this exemption, please fax it to (304) 558-2273 to the attention of AMY *

3 References



INDOOR AIR TECHNOLOGIES

# 1	
PROJECT NAME & LOCATION	HVAC Duct Cleaning Platte County Courthouse/Juvenile building
DATE COMPLETED	Jan-07
CLIENT NAME & ADDRESS	County Of Platte 415 Third St. Platte City, MO 64079
CLIENT CONTACT PERSON & #	Mr. John Kempt 816-858-3334
# 2	
PROJECT NAME & LOCATION	Tarrant County Corrections Center Air Conveyance System Cleaning Fort Worth, TX
DATE COMPLETED	Apr-06
CLIENT NAME & ADDRESS	Tarrant County Purchasing Department 100 N. Lamar Fort Worth, TX 76102
CLIENT CONTACT PERSON & #	Mr. Carl Voss 817-884-1132
A/E OR PM CONTACT PERSON & #	Mr. Billie Patton 817- 884-2854
# 3	
PROJECT NAME & LOCATION	Georgia Institute of Technology Duct Cleaning-Hemphill Ave. Atlanta, GA
DATE COMPLETED	May-06
CLIENT NAME & ADDRESS	711 Marietta St. Atlanta, GA 30332
CLIENT CONTACT PERSON & #	Mr. James West 404-894-5092

Please see section 7 and 8 of our binder for more references.



JOE MANCHIN III
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.
CABINET SECRETARY

DAVID TINCHER
DIRECTOR

Date: March 21, 2007

RFQ: GSD076423

Project: Duct Cleaning Tax and Revenue Building

The supplemental information for this quote is too large to scan. To view these documents in their entirety, please contact Krista Ferrell at 304-558-2596 for an appointment.

Thank you for your interest in this project.

Sincerely,

A handwritten signature in cursive script that reads "Krista S. Ferrell".

Krista S. Ferrell

Senior Buyer

File 21

West Virginia Purchasing Division

Indoor Air Technologies