

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

# **Hequest for**

REQ NUMBER GSD076428

KRISTA FERRELL 304-558-2596

DEPARTMENT OF ADMINISTRATION GENERAL SERVICES BLDG. 21 - ARCH MOORE COMPLEX 109 ADAMS STREET FAIRMONT, WV 26554 558-2317

ADDRESS CORRESPONDENCE TO: ATTENTION OF::

RFQ COPY TYPE NAME/ADDRESS HERE S.M. Kisner & Sons LC P.O. Box 827 1114 Speedway Fairmont, WV 26555-0827

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

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division.
- 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



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

# Request for Quotation

GSD076428

ADDRESS CORRESPONDENCE TO ATTENTION OF

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DEPARTMENT OF ADMINISTRATION **GENERAL SERVICES** BLDG. 21 - ARCH MOORE COMPLEX 109 ADAMS STREET FAIRMONT, WV 26554 558-2317

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DEPARTMENT OF ADMINISTRATION GENERAL SERVICES BLDG. 21 - ARCH MOORE COMPLEX 109 ADAMS STREET FAIRMONT, WV 26554 558-2317

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 02/27/2007 **BID OPENING DATE** 04/12/2007 BID OPENING TIME 01:30PM QUANTITY LINE UOP ITEM NUMBER UNIT PRICE AMOUNT SUCCESSFUL VENDOR SHALL FURNISH PROOF (XX) INSURANCE: DF 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. ) 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. (XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL B 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 TH 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 ACCECPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND. (XX) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR. REV. 11/00 EXHIBIT 7 DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE

304-366-4131

4-12-07

TILE Manager

55-0211220

ADDRESS CHANGES TO BE NOTED ABOVE



VENDOR

SIGNATURE

Manager

TITLE

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PAGE

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DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES
BLDG. 21 - ARCH MOORE COMPLEX
109 ADAMS STREET
FAIRMONT, WV
26554 558-2317

F.O.B FREIGHT TERMS TERMS OF SALE SHIP VIA DATE PRINTED 02/27/2007 BID OPENING DATE: BID OPENING TIME 01:30PM 04/12/2007 CAT AMOUNT QUANTITY UOP ITEM NUMBER UNIT PRICE LINE 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 SUCH COST IS UNREASONABLE IF IT I TO BE UNREASONABLE. 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS. 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 OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. MUST INDICATE IN THEIR BID IF THEY ARE ALL VENDORS SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.

55-0211220

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TELEPH904-366-4131

4-12-07

ADDRESS CHANGES TO BE NOTED ABOVE



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Manager

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DEPARTMENT OF ADMINISTRATION GENERAL SERVICES BLDG. 21 - ARCH MOORE COMPLEX 109 ADAMS STREET FAIRMONT, WV 26554 558-2317

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B FREIGHT TERMS 02/27/2007 BID OPENING DATE: 04/12/2007 BID OPENING TIME 01:30PM CAT LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT: 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 B MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV TELEPHONE: (304) 558-7890. 25305. WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID. BIDDER TO COMPLETE: . S. M. Kisner & Sons LC CONTRACTORS NAME: LICENSE NO .: 000783 CONTRACTORS 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. ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS ABOVE PARAGRAPH IS VOID AND OF NO DESCRIBED IN THE SEE REVERSE SIDE FOR TERMS AND CONDITIONS

Manager

IGNATURE

55-0211220

4-12-07

ADDRESS CHANGES TO BE NOTED ABOVE

TELEPHONE 304-366-4131



>mzoor

Manager

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Purchasing Division

Administration
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DEPARTMENT OF ADMINISTRATION **GENERAL SERVICES** BLDG. 21 - ARCH MOORE COMPLEX 109 ADAMS STREET FAIRMONT, WV 26554 558-2317

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### **GENERAL SERVICES DIVISION**

### ROOFING REPLACEMENT

## WEST VIRGINIA STATE OFFICE BUILDING BUILDING 21 – 109 ADAMS STREET Fairmont, West Virginia

### **BID OR PROPOSAL**

S. M. Kisner & Sons LC
NAME OF BIDDER
D O Bon 007
P.O. Box 827
1114 Speedway
Fairmont, WV 26555-0827
ADRESS OF BIDDER
304-366-4131
PHONE NUMBER
000783
WV CONTRACTOR'S LICENSE NO.

We, the undersigned, having examined the site and being familiar with the local conditions affecting the cost of the work and also being familiar with the general conditions to bidders, drawings, and specifications, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

### **TOTAL CONTRACT BID**

Two	hundred	three	thousand	four	hundred	dollars	
					(\$ 2	203,400.00	,
(Total to	he written i	n figures	and words )		· · · · · · · · · · · · · · · · · · ·		

When the WORK under contract has been complete and its acceptance is recommended by the OWNER, the retainage shall be released and paid to the CONTRACTOR.

122

### ADDENDUM ACKNOWLEDGE

I hereby acknowledge receipt of the following chec necessary revisions to my proposal.	ked addendum and have made the
Addendum No.	Date
1	3-28-07
I understand that failure to confirm the receipt of th bids.  A.A. A. Signature	
Signature	Date
RESPECTFULLY SUBMITTED:	
DATE: <u>4-12-07</u>	
WV VENDOR NUMBER: 709035023	
BY: A.L. Lone	4

TITLE: Manager

(Signature in ink)

FIRM NAME: S. M. Kisner & Sons LC

ADDRESS: P.O. Box 827 - 1114 Speedway Fairmont, WV 26555-0827



## Bid Bond

KNOW ALL MEN BY THESE PRESENTS. that we (Here insert full name and address or legal title of Contractor)

S.M. KISNER & SONS LC
PO BOX 627
FAIRMONT WV 26554
as Principal, hereinafter called the Principal, and
(Here insert full name and address or legal title of Surety)

ERIE INSURANCE PROPERTY & CASUALTY COMPANY 100 ERIE INSURANCE PLACE ERIE PA 16530

a corporation duly organized under the laws of the State of as Surety, hereinafter called the Surety, are held and firmly bound unto (Here insert full name and address or legal title of Owner)

State of West Virginia 2019 Washington Street East Charleston WV 25305

as Obligee, hereinafter called the Obligee, in the sum of 5% OF <code>ACCOMPANYING BID</code>

Dollars (\$ 5% OF BID

), for the payment

of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

Arch Moore Complex 109 Adams Street Fairmont WV 26554

NOW. THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this April

day of 6th

20 07

Chonda Palie (Witness) (D) . D. . S.M. KISNER & SONS, LC

(Seal)

(Title)

(Principal)

ERIE INSURANCE PROPERTY & CASUALTY COMPANY

(Surety)

(Tide) I CHRISTIPHER PALLOTTA

(Seal)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



## ERIE INSURANCE PROPERTY & CASUALTY COMPANY ERIE, PA 16530 **POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ERIE INSURANCE PROPERTY & CASUALTY COMPAN a corporation duly organized under the laws of the Commonwealth of Pennsylvania, does hereby make, constitute and appoint
J. Christopher Pallotta, Mark D. Pallotta and John Jay Pallotta
individually, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver for and on its behalf, and as its act ardeed: any and all bonds and undertakings of suretyship,
each in a penalty not to exceed the sum of five hundred thousand dollars (\$500,000.00)
And to bind the ERIE INSURANCE PROPERTY & CASUALTY COMPANY thereby as fully and to the same extent as such bonds and undertakings and other writings obligatory in the nature thereof were signed by the appropriate officer of the ERIE INSURANCE PROPERTY & CASUALTY COMPANY and sealed and attested by one other of such officers, are hereby ratifies and confirms all that its said Attorney(s)-in-Fact may do in pursuance hereof.
The Power of Attorney is granted under and by authority of the following Resolution adopted by unanimous consent of the Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY on the 8th day of May 2002 and sa Resolution has not been amended or repealed:
"Resolved, that the President, or any Senior Vice President or Vice President shall have power and authority to: (a) Appoint Attorney(s)-in-Fact and to authorize them to execute on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and, (b) To remove any such Attorney-in-Fact at any time and revoke the power and authority given to him; and
Resolved, that Attorney(s)-in-Fact shall have power and authority, subject to the terms and limitations of the Power of Attorney issued to them, to execute and deliver on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof. The corporate seal is not necessary for the validity of any bonds and undertakings, recognizances, contract of indemnity and other writings obligatory in the nature thereof."
This Power of Attorney is signed and sealed by facsimiles under and by virtue of the following Resolution adopted by the unanimous consent of the Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY and sa Resolution has not been amended or repealed:
"Resolved, that the signature of Jeffrey A. Ludrof, as President and Chief Executive Officer of the Company, and the Seal of the Company may be affixed by the following facsimiles on any Limited Power of Attorney for the execution of bonds, undertakings, recognizances, contracts and other writings in the nature thereof, and the signature of J. R. Van Gorder, as Secretary of the Company, and the Seal of the Company may also be affixed by the following facsimiles to any certificate of any such Limited Power of Attorney and only under such circumstances, shall said facsimiles be valid and binding on the Company."
IN WITNESS WHEREOF, the ERIE INSURANCE PROPERTY & CASUALTY COMPANY has caused these presents to be signed by its President and Chief Executive Officer, and its corporate seal to be hereto affixed this 8th day of May, 2002.  STATE OF PENNSYLVANIA } ss. COUNTY OF ERIE
STATE OF PENNSYLVANIA Ss. COUNTY OF ERIE
On this 8th day of May, A.D. 2002, before me personally came Jeffrey A. Ludrof, to me known, who being by me duly sworn, did depose and say: that he is President and Chief Executive Officer of ERIE INSURANCE PROPERTY & CASUALTY COMPANY, the corporation described in and which executed the above instrument; that he knows the Seal of said corporation; that the Seal affixed to the said instrument is such corporate Seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.
CERTIFICATE
CERTIFICATE  I, J. R. Van Gorder, as Secretary of the ERIE INSURANCE PROPERTY & CASUALTY COMPANY, do hereby certify that the original POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is still in full force and effect as of the date below.  In witness whereof, I have hereunto subscribed my name and affixed corporate Seal of the Company by facsimiles pursuant to the action of the Board of Directors of the Company,
a full, true and correct copy, is still in full force and effect as of the date below.  In witness whereof, I have hereunto subscribed my name and affixed corporate Seal of the Company by facsimiles pursuant to the action of the Board of Directors of the Company,