



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
GSD086422

PAGE
1

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

VENDOR

*727134951 412-690-5151
AMERICAN NATIONAL SKYLINE INC
3221 LIBERTY AVE

PITTSBURGH PA 15201

SHIP TO

DEPARTMENT OF ADMINISTRATION
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/14/2008				

BID OPENING DATE: 06/10/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		910-81		
WINDOW CLEANING SERVICES FOR AGENCY-OWNED BLDGS						
REQUEST FOR QUOTATION						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH WINDOW CLEANING SERVICES FOR VARIOUS STATE OWNED OFFICE BUILDINGS PER THE ATTACHED SPECIFICATIONS.						
TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 05/27/2008 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE. QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING DATE/TIME AND IN ANY FORMAT.						
EXHIBIT 5						
NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 60 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. THE AGENCY WILL ISSUE A WRITTEN NOTICE TO PROCEED TO THE VENDOR.						

RECEIVED

2008 JUN -9 A 9:53

PURCHASING DIVISION
STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	412 690-5151	6-6-08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
ADMINISTRATIVE MGR.	37-1460287	

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



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<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>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</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. 9/98</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p>						

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SIGNATURE	TELEPHONE	DATE
	412 690-5151	6-6-08
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DIVISION MANAGER	37-1460287	

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:						
() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR						
() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR						
() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.						
B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:						
() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY						

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SIGNATURE	TELEPHONE	DATE
<i>Andrew M. Mgr.</i>	412 690-5151	6-6-08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
	37-1460287	

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PRECEDING SUBMISSION OF THIS BID; OR () BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA</p>						

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SIGNATURE	TELEPHONE	DATE
<i>Adviser's Mgr.</i>	412 690-5151	6-6-08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
	37-1460287	

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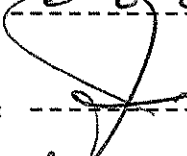
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06/10/2008

BID OPENING TIME

01:30PM

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CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.							
			BIDDER:	AMERICAN NATIONAL SKYLINE, INC.			
			DATE:	6-6-08			
			SIGNED:				
			TITLE:	DIVISION MANAGER			
* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)							
NOTICE							
A SIGNED BID MUST BE SUBMITTED TO:							
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130							

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	412 690-5151	6-6-08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Division Manager	37-1406287	

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THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER: KRISTA FERRELL-FILE 21						
RFQ. NO.: GSD086422						
BID OPENING DATE: 06/10/2008						
BID OPENING TIME: 1:30 PM						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
(412) 690-2422						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
JERRY L. KIPER						
***** THIS IS THE END OF RFQ GSD086422 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>[Signature]</i>	412 690-5151	6-6-08	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
Assistant Manager	37-1406287		

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REQUEST FOR QUOTATIONS
#GSD086422
WINDOW CLEANING SERVICES

The Department of Administration, General Services Division is seeking qualified Contractors to perform Window Cleaning Services on selected properties owned by the Department of Administration on a one-time basis. The selected contractor will be responsible to comply with the following specifications and complete schedule of work within a 60 day period from receipt of a Notice to Proceed.

1. Contractor will furnish all Labor, Materials, Equipment, Rigging, tools, permits or other material as needed to complete the work outlined on the cleaning specifications/schedule.
2. Contractor is responsible to pay prevailing wage for the job classification suited to the performance of the work as outlined by the Department of Labor and for the county of location of the facility specified. Such compensation is subject to payroll verification of payment at the discretion of the agency.
3. Successful vendor is required to furnish documentation of method and cleaning agents (eg, MSDS sheets) for specific type of surfaces. Some buildings are designated "green buildings" with special window tinting. It is the Contractor's responsibility to identify the appropriate best Industry practice or method for each building to avoid damage to the windows or framing. Contractor will be liable for any such damage to window coverings, tinting or framing from improper cleaning methods.
4. Contractor must obtain an authorized signature of the Agency designee on the service ticket document. Schedule of work will be coordinated and approved by GSD prior to work being initiated. Work is to be accomplished during normal business hours (generally from 7:00am to 5:00pm, but this may vary slightly in certain buildings) unless approved in writing by GSD in advance.
5. State of West Virginia reserves the right to accept or reject all proposals in part or as a whole based on the needs of the State of West Virginia.
6. Potential Contractors may contact the General Services Division Operations Manager to arrange Pre- bid Inspections of Buildings prior to Bid Opening Date: David Parsons (304) 558-0689. These inspections are not mandatory, but are strongly suggested. Technical questions arising from said inspections must be presented in writing to the Senior Buyer, Purchasing Division by the vendor, prior to the assigned deadline for such questions.

DEPARTMENT OF ADMINISTRATION, GENERAL SERVICES DIVISION
WINDOW CLEANING SCHEDULE OF SERVICE/BID FORM

(Each listed bid is for the one-time cleaning of all the windows in the given building.)

Building	Outside Only	(Optional Inside)
1 CAPITOL-EAST WING-CHARLESTON,WV	\$ 4,000.00	\$ 3,200.00
1 CAPITOL-WEST WING-CHARLESTON,WV	\$ 4,000.00	\$ 3,200.00
3 DMV BUILDING CAPITOL COMPLEX CHARLESTON,WV	\$ 3,800.00	\$ 2,880.00
4 112 CALIFORNIA AVENUE CHARLESTON,WV	\$ 1,540.00	\$ 1,440.00
5 HIGHWAYS CAPITOL COMPLEX CHARLESTON,WV	\$ 3,080.00	\$ 2,160.00
6 EDUCATION-CAPITOL COMPLEX CHARLESTON,WV	\$ 3,800.00	\$ 2,160.00
7 CONFERENCE CENTER CHARLESTON,WV	\$ 300.00	\$ 300.00
8 GOVERNOR'S MANSION CHARLESTON WV	\$ 1,600.00	\$ 1,200.00
17 FINANCE DEPT-2101 WASHINGTON ST CHARLESTON,WV	\$ 770.00	\$ 360.00
15 PURCHASING-2019 WASHINGTON ST CHARLESTON,WV	\$ 180.00	\$ 180.00
21 109 ADAMS ST FAIRMONT,WV	\$ 1,540.00	\$ 820.00
22 TAX & REVENUE LEE & DICKINSON CHARLESTON,WV	\$ 1,180.00	\$ 720.00
23 BECKLEY OFFICE 407 NEVILLE ST BECKLEY,WV	\$ 1,200.00	\$ 800.00
32 WORK FORCE CENTER-2699 PARK AVENUE HUNTINGTON,WV	\$ 1,200.00	\$ 800.00
34 100 MUNICIPAL PLAZA WEIRTON,WV	\$ 800.00	\$ 800.00
36 ONE DAVIS SQUARE-321 CAPITOL ST CHARLESTON,WV	\$ 1,540.00	720.00
37 DEP- 610 57 TH STREET-KANAWHA CITY CHARLESTON,WV	\$ 3,800.00	\$ 2,880.00
TOTAL COST :	\$ 34,330.00	\$ 24,620.00
TOTAL BID :	\$ 58,950.00	
(Outside + Inside)		

ANSI of Pa
3221 Liberty Ave
Pittsburgh, Pa. 15201

RFQ No. 65Δ086422

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed 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: AMERICAN NATIONAL SKYLINE, Inc.

Authorized Signature: _____ Date: 6-6-08