



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

February 6, 2009

Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

RECEIVED

2009 FEB 12 AM 10:00

WV PURCHASING
DIVISION

RE: Expression of Interest Architectural and Engineering Services
West Virginia Department of Health and Human Resources
Bureau of Public Health, Office of Laboratory Services

Dear Selection Committee:

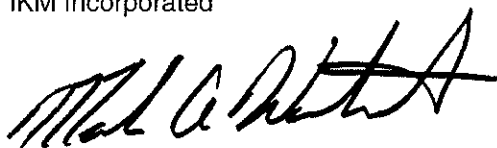
The planning, programming and design of laboratory spaces requires an A/E team that has proven experience with this complex project type. As experts in designing Spaces of Discovery, we are looking forward to working with the User Groups to understand the key issues with this project and then to create custom solutions to meet your current and future facilities needs.

IKM has built an extensive portfolio of laboratory design having completed similar projects of all sizes and complexity. For example, the University of Pittsburgh McGowan Institute was one of the first research buildings in the United States to achieve a LEED Gold rating from the U.S. Green Building Council. The Hillman Cancer Center contains over 3 acres of flexible research space, and the Allegheny County Health Department, Clack Laboratory is just one of a few BSL Level-3 labs in the region. Please see our complete list of lab projects in Section 2 of this statement of qualifications.

In addition, IKM has completed numerous projects in the state of West Virginia so we are very familiar with the fire code and building code review process. We have completed projects for Putnam General Hospital, West Virginia University, Concord University, WVU, Mon General Hospital, the Department of Energy, the VAMC in Clarksburg and medical office and ambulatory facilities in Martinsburg.

We understand that every project has a budget. We will work closely with you to ensure that your budget and schedule are met. The enclosed information carefully responds to your request for qualifications. If you have any questions about our firm or our experience, please feel free to contact me. We look forward to working with you on this project. Thank you.

Sincerely,
IKM Incorporated



Mark A. Witouski
Vice President

IKM Incorporated

One PPG Place
Pittsburgh, PA 15222
T: 412-281-1337
F: 412-281-4639

www.ikminc.com



architecture
planning
interior design

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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130