

Request for Quotation

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BVH360

PAGE 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

JOHN ABBOTT

304-558-2544

*709043406 304-346-0549 CASTO TECHNICAL SERVICES INC 540 LEON SULLIVAN WAY PO BOX 627 CHARLESTON WV 25322

WEST VIRGINIA VETERANS HOME

512 WATER STREET
BARBOURSVILLE, WV
25504 736-1027

DATE PRINTED TERMS OF SALE SHIP VIA FOR FREIGHT TERMS 12/01/2009 BID OPENING DATE: 12/29/2009 BID OPENING TIME 01:30PM CAT NO. LINE OUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT b001 LS 910-36 1 HVAC MAINTENANCE SERVICES PPEN-END CONTRACT TO PROVIDE HVAC MAINTENANCE SERVICES 2009 DEC 29 PM 1: 20 TO THE BARBOURSVILLE VETERANS HOME, PER THE SPECIFI-CATIONS AND BID FORM. WYPURCHASING DWSON EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISTONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE DRIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERTODS SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE 304.346.0549 12/29/09 5505391186 ADDRESS CHANGES TO BE NOTED ABOVE WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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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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512 WATER STREET BARBOURSVILLE, WV

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

CASTO TECHNICAL SERVICES INC

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CHARLESTON WV 25322

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512 WATER STREET BARBOURSVILLE, WV

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512 WATER STREET BARBOURSVILLE, WV

25504 736-1027

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D-TW 512 WATER STREET BARBOURSVILLE, WV

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540 LEON SULLIVAN WAY

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ADDRESS CORRESPONDE -CE TO ATTENTION JOHN ABBOTT B04-558-2544

WEST VIRGINIA VET ERANS HOL SHIP

512 WATER STREET

BARBOURSVILLE, WV 25504

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CHARLESTON WV

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VENDOR

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

Request for Quotation

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RFQ NUMBER BVH3 6 0

PAGE 5

ADDRESS CORRESPONDENCE TO ATTENTION OF:
JOHN ABBOTT
304-558-2544

*709043406 304-346-0549 CASTO TECHNICAL SERVICES INC 540 LEON SULLIVAN WAY PO BOX 627 CHARLESTON WV 25322

WEST VIRGINIA VETERANS HOME

512 WATER STREET BARBOURSVILLE, WV 25504 736-1027

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Request for Quotation

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WEST VIRGINIA VETERANS HOME

512 WATER STREET BARBOURSVILLE, WV 25504 736-1027

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Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF JOHN ABBOTT 304-558-2544

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*709043406 304-346-0549 CASTO TECHNICAL SERVICES INC 540 LEON SULLIVAN WAY PO BOX 627 CHARLESTON WV 25322

WEST VIRGINIA VETERANS HOME

512 WATER STREET
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Request for Quotation

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VENDOR

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

CASTO TECHNICAL SERVICES INC

540 LEON SULLIVAN WAY

CHARLESTON WV 25322

304-346-0549

Request for Quotation

RFQ NUMBER BVH360

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WEST VIRGINIA VETERANS HOME

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BVH360 HVAC MAINTENANCE SPECIFICATIONS

- 1 This contract will cover testing, adjusting, preventive maintenance, emergency services and repairs of heating ventilation and air conditioning (HVAC) system).
- Pre-Bid Conference: A mandatory on site Pre-Bid Conference shall be held on 12/15/2009 at 10:0 AM at West Virginia Veterans Home, Administration Building, 512 Water Street, Barboursville, WV. Failure to attend will result in bid disqualification.
- 3. The purpose of this contract is to provide contracted assurance that the HVAC equipment operates within the prescribed guidelines. Vendor shall be fully responsible for the HVAC system's operation, reliability and performance to ensure environmental comfort and energy efficiency to the owner and to minimize risk.
- 4. Renewal. Shall be in accordance with the Terms and Conditions of this contract and shall be limited to three successive one year periods. Vendor is responsible to notify the Owner of its intent to renew within 60 days of termination of the contract with a letter of intent.
- 5. Qualifications:
 - a. Vendor Qualifications. Proven successful testing, adjusting, commissioning, preventative maintenance, emergency service and repair experience of complex Commercial HVAC equipment/systems. Vendor should be a factory trained/certified to service commercial HVAC equipment including, Carrier, York, Trane, or approved equal, and shall have factory trained/certified technicians providing services to fore mentioned equipment.
- 6 Invoicing Quarterly in arrears.
- 7. Vendors:

a. Contact Telephone Number:

304.346.0549

b. Emergency Contact Telephone Number: 304 346.0549

8. SCOPE OF WORK REQUIREMENTS

a. Vendor shall provide onsite Preventive Maintenance Services and inspections. Vendor shall be responsible to provide all labor materials and equipment to ensure contract agreement is fulfilled. This includes but limited to items ensuring OSHA requirements are observed, lifting equipment to access HVAC and components thereof, and any other type of testing or calibrating instrument needed to fulfill contractual obligations.

- b. The Contractor shall furnish all required parts and labor excluding repairs due to negligence, acts of God, war, power fluctuations, or conditions caused beyond the reasonable control of Vendor. Vendor is responsible for demonstrating or providing reasonable proof for exception.
- c. A documented service report shall be provided with each on-site inspection/service call and shall include performance checklist results for all equipment, list of adjustments, repairs or equipment replaced to include recommended further action, if required.
- d. Vendor must respond to calls for emergency service within twenty-four (24) hours of notification. Emergency phone numbers shall be included within the bid.

9. Preventive maintenance

Job labor and associated travel expenses required to clean, alignment, calibration, tighten, adjustments, lubricate, and paint equipment. Activities include:

- a. Cleaning shall consist of coil surfaces (coils to be cleaned annually); fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; and condenser.
- b. Alignment of equipment belt drives; drive couplings; air fins.
- c. Calibrating safety controls; temperature and pressure controls.
- d. Tightening shall include but not limited to electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections.
- e. Adjusting belt tension; refrigerant charge; super heat; fan RPM, water chemical feed and feed rate; burner fuel/air ratios; gas pressure, set point of controls and limits; damper close-off.
- f. Lubrication of equipment will follow manufactures prescribed instructions to include motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages
- g. Painting of the exterior cabinet or shell of units for corrosion control
- 10. Preventive Maintenance quarterly visits time line shall be established by the Owner and the successful bidder at the time of the award of the contract.
- 11. Filters and Filter service is included using correct filters specified by the manufacturer to be changed on a quarterly basis. Filters in the Packaged

- Terminal Air Conditioning units shall be cleaned quarterly and/or replaced as necessary
- 12 Packaged Terminal Air Conditioning units shall be removed and cleaned annually. All units do not need to be serviced in a single quarter, as long as a yearly rotating schedule is maintained.
- 13. Trouble calls: (Other than Scheduled Preventive Maintenance) Job labor and associated travel expenses including overtime and holidays, for unscheduled work resulting from an abnormal condition. This coverage is 24 hours per day, seven days per week. Parts / materials procurement, labor (locating, ordering, expediting, and transporting) required to repair, remove, and replace broken, worn, and/or doubtful components and /or parts. Parts will be reimbursed on actual cost plus the mark-up above cost and shall be supported by actual invoices showing the cost(s). Costs shall reflect other than quarterly Preventive Maintenance Services visits.
- 14. Payment: Annual contract paid by quarterly invoice accompanied with services rendered. Fore mentioned reports and data required will be needed prior to invoicing. Dates of service, contract purchase order number, type of service provided, unit name / location / description and cost descriptions shall be clearly annotated on all invoices. No truck charges, misc charges or any other charge not agreed upon in this contract will not be acceptable. Failure to do so will only delay payment.

EMERGENCY SERVICE CALLS/TROUBLE CALLS

Unit:

Time and Materials

Description:

Work other than scheduled Preventive Maintenance Services listed above. This coverage is 24 hours per day, seven days per week. Parts, materials and labor required to repair, remove, and replace broken, worn, and/or doubtful components and /or parts. Vendor shall provide any and all needed materials, labor, tools, parts and equipment for work required. Parts will be reimbursed on actual cost plus mark-up above cost and shall be supported by actual invoices showing the cost(s). Vendor shall mail or fax a proposal repair estimate to include cost prior to completing work for items over \$1000.00. For items under \$999.00 approval via phone is acceptable. Contact name and number is: Donna Hicks or Mark Filipek at (304) 736-1027. Address is: 512 Water St., Barboursville, WV 25504.

Measurement:

Cost to restore HVAC equipment to its original intended operating

purpose.

Payment:

Labor / percentage markup for materials (Example: \$25 per hour / per person and 15% markup for parts and materials) shall be invoiced separately from Preventive Maintenance Services contract. Fore mentioned reports, data required and / or service reports will be needed prior to invoicing. INVOICES SHALL BE ITEMIZED. Dates of service, contract purchase order number, type of service provided, unit name / location / description and cost descriptions shall be clearly annotated on all invoices. No truck charges, miscellaneous charges or anv other charge not agreed upon in this contract will not be acceptable. Contractor shall also provide copies of their cost of materials as verification of mark up. Failure to do so will only delay payment.

Points of Contact: The contract persons at the West Virginia Veterans Home shall be Donna Hicks, Fiscal Supervisor or Mark Filipek, Maintenance Supervisor at 512 Water Street, Barboursville, WV 25504 – Phone 304-736-1027

ATTACHMENT A

This contract includes all HVAC equipment located at the West Virginia Veterans Home. It is the responsibility of the vendor to obtain a complete equipment inventory and verify equipment quantities.

- 1. One (1) HVAC Trane 13 ton Building J Rooftop
- 2. One (1) HVAC Armstrong 150,000 BTU Building H
- 3. One (1) HVAC Armstrong 150,000 BTU Building D Rooftop Kitchen Break Room
- 4. One (1) HVAC Carrier 10 ton Building D Rooftop Kitchen Break Room
- 5. One (1) Goodman A60-00 Heat Pump-A/C Building J Lower Level

PACKAGED TERMINAL AIR CONDITIONING UNITS

- 1 Forty-Six (46) Islandaire Heat/Cool thru wall units Building B
- 2. Forty-three (43) Islandaire Heat/Cool thru wall units Building C
- 3. Seventy-three (73) Islandaire Heat/Cool thru wall units Building D
- 4. Eleven (11) Islandaire Heat/Cool thru wall units Spares Shop
- 5 Nineteen (19) Trane Hot Water A/C Administration Building

PORTABLE AIR CONDITIONERS

- 1. One (1) Kenmore 11,600 BTU Guard Shack
- 2. One (1) Kenmore 11,600 BTU Building C Room 20
- 3. One (1) Carrier 21,000 BTU Building E First Floor Office
- 4. One (1) Carrier 21,000 BTU Building E First Floor Storage Area

_#	Description	Estimated Annual Usage	* Unit Price	Extended Pr	
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	REGULAR WORK HOURS	80 Hrs.	\$ 178,00	\$ 6240.	
	AFTER REGULAR WORK HOURS	40 Hrs.	\$ 117.00	\$ 4680,	
	HOLIDAY WORK HOURS	20 Hrs.	\$ 156.00	\$ 3120.	
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STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder

Lecrtify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated

Vendor's Name: Casto Technica	1 Services
Authorized Signature: Olker B Con	Date: 12/29/09
Purchasing Affidavit (Revised 01/01/09)	

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts) West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

DIVISION	n will make the determination of the Resident Vendor Preference, if applicable.
1. 	Application is made for 2.5% resident vendor 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 headquarters 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 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; or,
2.	Application is made for 2.5% resident vendor 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 preceding submission of this bid; or,
	Application is made for 2.5% resident vendor preference for the reason checked: 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 Bidder's 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; or,
	Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
requirem against s	nderstands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the ents for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty uch Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency ted from any unpaid balance on the contract or purchase order
authorize he requir	ssion of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and sthe Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid red business taxes, provided that such information does not contain the amounts of taxes paid nor any other information by the Tax Commissioner to be confidential.
Jnder pe	enalty of law for false swearing (West Virginia 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: Casto Technical	Signed: WWW b. Law
Date: 12/29/09	Title: Legional Acct. Manage
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^{*}Check any combination of preference consideration(s) indicated above which you are entitled to receive