



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

**Solicitation**

NUMBER
GSD146428

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
GUY NISBET 304-558-2596

\*314112949      304-346-0546  
 ELCO MECHANICAL CONTRACTORS LL  
 PO BOX 349  
 CHARLESTON WV 25322

VENDOR

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES DIVISION  
 BUILDING 55  
 130 STRATTON ST  
 LOGAN, WV  
 25601      304-558-2317

SHIP TO

DATE PRINTED
05/21/2014

BID OPENING DATE: 06/24/2014      BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		031-03		
AIR CONDITION UNITS (3) SPLIT SYSTEM						
REQUEST FOR QUOTATION (RFQ)						
<p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF ADMINISTRATION'S, GENERAL SERVICES DIVISION IS SOLICITING BIDS FROM QUALIFIED VENDORS FOR A ONE-TIME CONTRACT TO UPGRADE THE AIR CONDITIONING SYSTEM IN BUILDING 55 (LOGAN STATE OFFICE BUILDING) BY PROVIDING ALL EQUIPMENT, LABOR AND MATERIALS NECESSARY FOR THE INSTALLATION OF THREE (3) AIR CONDITIONING UNITS, " SPLIT SYSTEMS" IN THE PENTHOUSE OF BUILDING 55 PER THE SPECIFICATIONS AND TERMS AND CONDITIONS AS ATTACHED.</p>						
***** THIS IS THE END OF RFQ GSD146428 ***** TOTAL:						
06/24/14 12:54:06PM West Virginia Purchasing Division						

SEE ATTACHED PRICING PAGE 29

SIGNATURE <i>AA Ellis</i>	TELEPHONE 304 346 0546	DATE JUNE 24, 2014
TITLE PRESIDENT	FEIN 90-0756167	ADDRESS CHANGES TO BE NOTED ABOVE

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

**ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)**

1. **CONTRACTOR'S LICENSE:** West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor.

West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. Failure to include a contractor's license number on the bid shall result in Vendor's bid being disqualified. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: ELCO MECHANICAL CONTRACTORS, LLC  
 Contractor's License No. WV 002087

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a purchase order/contract. ✓

2. **DRUG-FREE WORKPLACE AFFIDAVIT:** W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit at the same time an affidavit that the Vendor has a written plan for a drug-free workplace policy. To comply with this law, Vendor must either complete the enclosed drug-free workplace affidavit and submit the same with its bid or complete a similar affidavit that fulfills all of the requirements of the applicable code. Failure to submit the signed and notarized drug-free workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, with the bid shall result in disqualification of Vendor's bid.

**2.1 DRUG-FREE WORKPLACE POLICY:** Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. ✓

The awarding public authority may cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

3. **DRUG FREE WORKPLACE REPORT:** Pursuant to W. Va. Code § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. For contracts over \$25,000, the public authority shall be the West Virginia Purchasing Division. For contracts of \$25,000 or less, the public authority shall be the agency issuing the contract. The report shall include:

# Project No. GSD146428

## Attachment B: Pricing Page

State of West Virginia – General Services Division

PENTHOUSE AIR CONDITIONING  
STATE OFFICE BUILDING NO. 55  
130 STRATTON STREET  
LOGAN, WEST VIRGINIA

NAME OF BIDDER: ELCO MECHANICAL CONTRACTORS, LLC

**BASE BID:** All labor, materials and associated costs to install Penthouse Air Conditioning in Building 55, 130 Stratton Street, Logan State Office Building.

SIXTY-ONE THOUSAND, FIVE HUNDRED DOLLARS

(\$61,500.00 \_\_\_\_\_).

(Total to be written in figures and words.)

In the event that the written amount and the numerical amount differ, the written amount shall prevail.

## Reference No. 1 Name:

\_\_\_\_\_ RICHARD BECKNER  
 Position: FACILITY ENGINEER  
 Address: ST. FRANCIS HOSPITAL / 333 LAIDLAY ST.  
 Telephone Number: 304-347-6500  
 Project Name: VARIOUS  
 Project Description: HVAC EQUIPMENT INSTALLATION  
 AND PIPING

## Reference No. 2 Name:

\_\_\_\_\_ GARY RICHARDS  
 Position: PLANT MAINTENANCE ENGINEER  
 Address: ARMACELL ENGINEERED FOAMS / SPENCER, WV  
 Telephone Number: 304-927-1380  
 Project Name: VARIOUS  
 Project Description: EQUIPMENT, PIPING, SERVICE

## Reference No. 3 Name:

\_\_\_\_\_ DON FENNEKEN - BB+T  
 Position: FACILITY ENGINEER  
 Address: 1007 BULLITT ST. CHAR., WV 25301  
 Telephone Number: 304-353-1594  
 Project Name: OPERATIONS CENTER UPGRADE  
 Project Description: COMPLETE HVAC RENOVATION  
 + REPLACEMENT



State of West Virginia  
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT  
West Virginia Code §21-1D-5

STATE OF WEST VIRGINIA,  
COUNTY OF KANAWHA, TO-WIT:

I, STEPHEN H. ELLIS, after being first duly sworn, depose and state as follows:

1. I am an employee of ELCO MECHANICAL CONTRACTORS, LLC; and,  
(Company Name)
2. I do hereby attest that ELCO MECHANICAL CONTRACTORS, LLC  
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code** §21-1D.

The above statements are sworn to under the penalty of perjury.

By: SH Ellis

Title: PRESIDENT

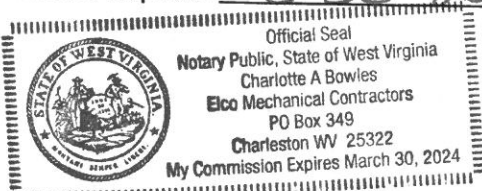
Company Name: ELCO MECHANICAL CONTRACTORS

Date: JUNE 24, 2014

Taken, subscribed and sworn to before me this 24<sup>th</sup> day of June, 2014.

By Commission expires 3-30-2024

(Seal)



Charlotte A. Bowles  
(Notary Public)

**THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.**

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Elco Mechanical Contractors, LLC

Authorized Signature: [Signature] Date: June 24, 2014

State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 24<sup>th</sup> day of June, 2014.

My Commission expires 3-30, 2024.

**AFFIX SEAL HERE**

NOTARY PUBLIC [Signature: Charlotte A. Bowles]

*Purchasing Affidavit (Revised 07/01/2012)*



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** GSD146428

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addendum No. 1 <i>WPA 6/11/14</i> | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 <i>WPA 6/16/14</i> | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3                               | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4                               | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5                               | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Eico Mechanical Contractors, LLC  
Company

William E. Costello  
Authorized Signature

June 24, 2014  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, I certify that I have reviewed this Solicitation in its entirety, understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

ELCO MECHANICAL CONTRACTORS, LLC

(Company)

SH Ellis

(Authorized Signature)

STEPHEN H. ELLIS, PRESIDENT

(Representative Name, Title)

304-346-0546

(Phone Number)

304-346-0548

(Fax Number)

JUNE 24, 2014

(Date)



**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Elco Mechanical Contractors, LLC  
of Charleston, WV, as Principal, and Great American Insurance Company  
of Cincinnati, OH, a corporation organized and existing under the laws of the State of  
OH with its principal office in the City of Cincinnati, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount Bid (\$ 5%) 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  
Air Conditioning Units (3) Split Systems Building 55, 130 Stratton Street, Logan, WV

**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  
way impaired or affected by any extension of the 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 hereunto and these presents to be signed by their proper officers, this  
24th day of June, 2014.

Principal Corporate Seal

Elco Mechanical Contractors, LLC  
(Name of Principal)  
By: [Signature]  
(Must be President or  
Vice President)  
President  
(Title)

Surety Corporate Seal

Great American Insurance Company  
(Name of Surety)  
By: [Signature]  
Kimberly L. Miles, Licensed WV Resident Agent **Attorney-in-Fact**

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

**GREAT AMERICAN INSURANCE COMPANY®**

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by this power of attorney is not more than FIVE

No. 0 20409

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
ANDREW K. TEETER KIMBERLY L. MILES	ALL OF	ALL
DOUGLAS P. TAYLOR KIMBERLY S. BURDETTE	CHARLESTON, WEST VIRGINIA	\$100,000,000
PAMELA V. LANHAM		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 6TH day of MARCH, 2014

Attest

GREAT AMERICAN INSURANCE COMPANY



*Steph L. C. B.*  
Assistant Secretary

*David C. Kitchin*  
Divisional Senior Vice President

STATE OF OHIO, COUNTY OF HAMILTON - ss:

DAVID C. KITCHIN (877-377-2405)

On this 6TH day of MARCH, 2014

, before me personally appeared DAVID C. KITCHIN, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



**Shelle Clontz**  
Notary Public, State of Ohio  
My Commission Expires 08-09-2015

*Shelle Clontz*

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

*RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.*

*RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.*

**CERTIFICATION**

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 24th day of June, 2014



*Steph L. C. B.*  
Assistant Secretary