



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 09 - Construction

Proc Folder: 39916

Doc Description: House & Senate Chamber Air Handler Renovation Addendum 4

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2014-12-11	2014-12-16 13:30:00	CRFQ 0211 GSD1500000011	5

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

Dougherty Company, Inc.  
 P.O. Box 1828  
 Charleston, WV 25327  
 304-925-6664

12/16/14 13:23:17  
 West Virginia Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Guy Nisbet  
 (304) 558-2596  
 guy.l.nisbet@wv.gov

Signature X

FEIN # 32-0007333

DATE 12/16/14

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	House & Senate Chamber Air Handler Renovations	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
40101709			

**Extended Description :**

Specifications attached to the Solicitation.

GSD150000011	<b>Document Phase</b> Final	<b>Document Description</b> House & Senate Chamber Air Handler Renovation Addendum 3	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

West Virginia Department of General Services  
1900 Kanawha Blvd. E, - Building 1, Room MB-60  
Charleston, WV 25305

November 18, 2014 at 10:00 AM. EST.

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.



All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

- 4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding. Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: December 1st, 2014 @ 10:00 am, EST.

Submit Questions to: Guy Nisbet, Buyer Supervisor  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: Guy.L.Nisbet@WV.Gov

- 5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
- 6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile. The bid delivery address is:

Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:  
BUYER:  
SOLICITATION NO.:  
BID OPENING DATE:  
BID OPENING TIME:  
FAX NUMBER:

In the event that Vendor is responding to a request for proposal, and chooses to respond in a manner other than by electronic submission through wvOASIS, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, if Vendor does not submit its bid through wvOASIS, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: December 16th, 2014 at 1:30 PM. EST.  
Bid Opening Location: Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
10. **ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
12. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
13. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
14. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
15. **PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.
16. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the

same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

## GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
  
2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
  - 2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
  - 2.2. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
  - 2.3. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.
  - 2.4. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.
  - 2.5. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
  - 2.6. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.7. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
  - 2.8. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on \_\_\_\_\_ and extends for a period of \_\_\_\_\_ year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ ninety (90) calendar \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional \_\_\_\_\_ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.



4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
  - Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
  - Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
  - Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
  - One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

- BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
- PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.
- LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

- MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.
- INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$1,000,000.00 \_\_\_\_\_ or more.

**Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.



The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

As outlined in Section 3.2 of the Specifications.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

**11. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \$500.00 per day

for time beyond the 90 calendar days allowed for this project.

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

- 12. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Award Document, upon receipt.
- 13. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.
- 15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 16. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 17. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 18. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 19. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable law.
- 20. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with

prevailing wage requirements and determining when prevailing wage requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

21. **ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
22. **MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.
23. **WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
24. **SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
25. **ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
26. **WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
27. **STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
28. **BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

**29. CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.

**30. DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code §§ 29B-1-1 et seq. and the competitive bidding laws found West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. A legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Additionally, pricing or cost information will not be considered exempt from disclosure and requests to withhold publication of pricing or cost information WILL NOT BE HONORED.

Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

**31. LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor 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 agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**32. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

**33. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**34. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but



not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

- Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater.

For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.



**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: Dougherty Company, Inc.

Contractor's License No. WV 034016

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a Award Document.

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. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

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 shall 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. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

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:

- (1) Information to show that the education and training service to the requirements of West Virginia Code § 21-1D-5 was provided;
- (2) The name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- (3) The average number of employees in connection with the construction on the public improvement;
- (4) Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor should utilize the attached Certified Drug Free Workplace Report Coversheet when submitting the report required hereunder. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

4. **AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the AIA A101-2007 and A201-2007 or the A107-2007 documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.
5. **SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, The apparent low bidder on a contract for the construction, alteration, decoration, painting or improvement of a new or existing building or structure valued at more than \$250,000.00 shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. This provision shall not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects. Additionally, if no subcontractors who will perform more than \$25,000.00 of work are to be used to complete the project, it will be noted on the subcontractor list.
  - a. **Required Information.** The subcontractor list shall contain the following information:
    - i. Bidder's name
    - ii. Name of each subcontractor
    - iii. License numbers as required by W. Va. Code § 21-11-1 et. seq.
    - iv. Notation that no subcontractor will be used to perform more than \$25,000.00 of work, when applicable
  - b. **Submission.** The completed subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. Failure to submit the subcontractor

list within one business day after the deadline for submitting bids shall result in disqualification of the bid.

c. Substitution of Subcontractor. Written approval must be obtained from the State Spending Unit before any subcontractor substitution is permitted. Substitutions are not permitted unless:

- i. The subcontractor listed in the original bid has filed for bankruptcy;
- ii. The subcontractor in the original bid has been debarred or suspended; or
- iii. The contractor certifies in writing that the subcontractor listed in the original bill fails, is unable, or refuses to perform his subcontract.

6. **GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

## REQUEST FOR QUOTATION

### House & Senate Chamber Air Handler Renovation

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#### SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia General Services Division (GSD) to establish a construction contract to renovate the air handlers serving the House and Senate Chambers located in (Senate) Room MB-44 and (House) MB-76 of the Main Basement, Building 1, 1900 Kanawha Blvd., Charleston, WV.

The Vendor shall furnish all materials, labor, and equipment necessary to complete all work as indicated by these specifications.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in Section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Services”** means providing all labor, materials and equipment necessary to remove and properly dispose of the existing generator, provide and install the new generator and bring the generator room into code compliance.
  - 2.2 **“Pricing Section”** means the pages, contained in wvOASIS or attached hereto as Exhibit “A” upon which the Vendor should list its proposed price for the Contract Services.
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.4 **“Agency Representative”** means the person designated by the Director of the General Services Division as having authority to act on behalf of the General Services Division.
  - 2.5 **“Testing”** shall be defined as a function test upon the completion of ordered services to ensure equipment is returned to normal operating mode or to determine if additional repairs are required.
  - 2.6 **“AMCA”** means Air Movement and Control Association.
  - 2.7 **“TEFC”** means Totally Enclosed Fan Cooled.
  - 2.8 **“TEAO”** means Totally Enclosed Air Over.
  - 2.9 **“NEMA”** means National Electrical Manufacturers Association.
  - 2.10 **“VFD”** means Variable-frequency drive.
  - 2.11 **“CFD”** means Computational Fluid Dynamics.
  - 2.12 **“AHU”** means Air Handling Unit.

## REQUEST FOR QUOTATION

### House & Senate Chamber Air Handler Renovation

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2.13 "OEM" means Original Equipment Manufacturer.

2.14 "ABB" is an industry standard for motors and controls.

2.15 "CFM" cubic feet per minute.

2.16 "BMS" building management system.

2.17 "p.c.f" pounds per cubic feet.

### 3. QUALIFICATIONS – The vendor shall have the minimum qualifications.

3.1 The Vendor must provide references for at least three (3) distinct contracts documenting the successful completion of Huntair Fanwall Technology (or equal) and the provision of warranty services for the type of mechanical plenum, fan, coil, piping and controls construction specified in the enclosed bid specifications. References should include the name, location of the building in addition to the name, address and telephone number of a contact person with the building's owner familiar with the work. This information should be provided with Attachment "B".

3.2 Work under this Contract may only be performed by a mechanic who has first provided documentation of certifications and/or licensure for the following:

- 3.2.1 Electricians – WV Master Electricians License
- Plumbers - WV Master Plumbers License
- HVAC - EPA 608 Certification and Apprentice Certification or completion of HVAC Vocational Program prior to January 1, 2006.

The above documentation should be provided with the bid upon bid submission. This information will be required before Contract award.

### 4.1 MANDATORY REQUIREMENTS: Mandatory Contract Item Requirements:

Contract Item must meet or exceed the mandatory requirements listed below.

#### 4.1.1 Supply Fans: Basis of Design - Huntair Fanwall Technology (or Equal)

4.1.1.1 Fans shall be aluminum airfoil, Class III, direct drive arrangement and shall be individually housed.

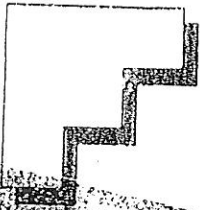
4.1.1.2 Fans shall be certified by AMCA (Air Movement and Control Association) for performance. Bid package will include all specifications to include fan curve data and AMCA Certification for fans the vendor chooses to employ.

# Refrigerant Transition and Recovery Certification Program Certificate of Completion



Air Conditioning Contractors of America

FERRIS STATE  
UNIVERSITY



Woodrow L. Gill Jr.

has been certified as  
Universal

technician as required by  
40 CFR Part 82, Subpart F

Certification Number

EPA Program Approval: October 15, 1989

## Certification Types

- Type I - Small Appliances
- Type II - High Pressure and Very High Pressure Appliances
- Type III - Low Pressure Appliances
- Universal - Type I, II, and III

This card is issued by:  
Ferris State University  
1020 East Maple Street  
Big Rapids, Michigan 49307-1649  
(616) 592-3774



West Virginia Division of Labor  
**PLUMBER LICENSE**



License #

[REDACTED]

Classification

**MASTER**

Expiration Date

2/18/2015

Issued To:

**BRIAN W SMITH**

[REDACTED]

WV

[REDACTED]

*John R. Jenkins Jr.*  
(Authorized Signature)

Issued under the provision of West Virginia Code  
§21-14, Supervision of Plumbing Work.

[REDACTED]  
PETERS, DAVID A.  
[REDACTED]

**ELECTRICIAN LICENSE**

CLASS: MASTER

ISSUED: 4/30/2014    EXP DATE: 6/30/2015

RESTRICTIONS: *See back*





## REQUEST FOR QUOTATION

### House & Senate Chamber Air Handler Renovation

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**4.1.1.3** Fans shall be housed in a fan housing or cell assembly.

**4.1.1.3.1** Fan housing, or "cell", shall be constructed of aluminum with perforated inner liner, melamine insulation, with solid or perforated outer panels as required by application.

**4.1.1.4** Fan motor shall be mounted within the housing on an adjustable slide rail base. *(This will be site verified).*

**4.1.1.4.1** Fan/Motor assembly must be capable of either horizontal or vertical application.

**4.1.1.4.2** Each fan/motor assembly shall be dynamically balanced to meet AMCA standard 204-96, for fan application class BV-5, to meet or exceed the rotational imbalance Grade .55, producing a maximum rotational imbalance of 0.022" per second peak, filter in.

**4.1.1.4.3** "Filter in" measurement indicates that the specified balance grade must be achieved at the submitted design operating speed for the fans.

**4.1.1.4.4** Fan and motor assemblies submitted for approval incorporating larger than 251T frame shall be balanced in three octagonal planes to demonstrate compliance with the G.55 requirement with a maximum rotational imbalance of 0.022" per second peak, filter in.

**4.1.1.4.5** Fan and motor assemblies shall be designed for application in multiple fan arrays.

#### **4.1.2 Backdraft Dampers:**

**4.1.2.1** Each fan applied in multiple fan applications shall be provided with an integral back flow prevention device that prohibits recirculation of air in the event a fan, or multiple fans, becomes disabled. Bid Package shall include all manufacturer specifications to include the ability of fans to restrict backflow. This information should be provided with your bid submission. This information will be required before Purchase Order is issued.

## REQUEST FOR QUOTATION

### House & Senate Chamber Air Handler Renovation

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**4.1.2.1.1** The system effect for the submitted back flow prevention device shall be indicated as a separate line item SP loss in the submitted fan selection data.

**4.1.2.2** Manufacturers other than the basis of design being submitted must provide independent lab certification of fan testing that indicates the system effects attributed to the submitted back flow prevention device in the submitted close coupled mounting arrangement at the inlet of the fan. The above documentation should be provided with the bid upon bid submission. This information will be required before Contract award.

**4.1.2.2.1** Fans submitted with discharge dampers will not be approved.

**4.1.2.3** Back draft damper performance data that is based on an AMCA ducted inlet and ducted discharge mounting configuration will not be accepted.

**4.1.2.4** Submitted backflow prevention device data must be reflective of close coupled mounting at the intake of the fans per the project design documents.

**4.1.2.5** Motorized dampers or other motorized devices submitted as alternates for backflow prevention are not acceptable.

#### **4.1.3 Fan Airflow Monitoring:**

**4.1.3.1** Fans shall have non-invasive, zero pressure drop, flow a/o pressure sensing taps installed in the fan inlet cone for airflow monitoring capability as specified.

#### **4.1.4 Motors:**

**4.1.4.1** All motors shall be standard foot mounted type, TEFC or TEAO motors selected at the specified operating voltage, RPM and efficiency as specified.

**4.1.4.2** Motors shall meet the requirements of NEMA MG-1, Part 30 and 31, section 4.4.2.

**4.1.4.3** Motors shall be manufactured by Baldor, Siemens, Dayton, General Electric, Toshiba (or equal).

## REQUEST FOR QUOTATION

### House & Senate Chamber Air Handler Renovation

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- 4.1.4.4 Substituted motors shall be available in standard size ½ HP increments as nameplate HP ratings from 1.5 HP through 12 HP.
- 4.1.4.5 Provide Fanwall Technology permanent magnet (PM) motors.
- 4.1.4.6 The motor running off a VFD shall have tested performance efficiencies equal to those listed; for example: a 3 HP motor efficiency @ nominal speed = 93.0%; @ 2/3 speed = 92.5%; @ ½ speed = 90.5% and 1/3 speed = 84.0%.
- 4.1.4.7 The motor shall incorporate conical rotor and stator geometry to concentrate axial flux paths and utilize all ferrite magnets.
- 4.1.4.8 The motor shall have compact bobbin-type winding (end turns on the windings are not permitted).
- 4.1.4.9 The motor shall have NEMA T frame foot mounting and comply with NEMA MG-1 dimensional requirements.
- 4.1.4.10 External rotor motors are not permitted
- 4.1.4.11 The motor shall be UL Listed and authorized to apply the UL mark.
- 4.1.4.12 The motor windings shall have a minimum voltage spike resistance rating of 2400V.
- 4.1.4.13 Each motor in the Fanwall (or equal) unit shall be driven off a dedicated variable frequency drive that is programmed and tested at the factory.
- 4.1.4.14 Acceptable drives are the Fanwall Technology Drive, ABB ACS355 or equal and Yaskawa V1000 (or equal).
- 4.1.4.15 The motor shall have permanently lubricated sealed or double-shielded ball bearings.
- 4.1.4.16 The motor shall incorporate a means to mitigate induced shaft currents to prevent electrical arcing across bearing races and balls via a contacting grounding sticks.
  - 4.1.4.16.1 Fiber type grounding devices are not permitted.

## REQUEST FOR QUOTATION

### House & Senate Chamber Air Handler Renovation

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4.1.4.17 All motors shall include permanently sealed bearings and shaft grounding means to protect the motor bearings from electrical discharge machining due to stray shaft current.

#### **4.1.5 Multiple Fan Arrays:**

4.1.5.1 The fan array shall consist of a 2 Wide X 3 High Array, Size 20, 55% Wheel, 4 HP 4-pole Toshiba motor (or equal) housed fans or "cells", spaced in the air way tunnel cross section of the new supply air plenum fabricated to the end section of the existing air handler to provide a uniform air flow (Maximum 20,000 ACFM) and velocity profile across the entire air tunnel cross section and components therein.

4.1.5.2 Each fan and motor assembly shall be removable through a 24" wide, free area, access door located on the discharge side of the fan wall array without removing the fan wheel from the motor.

4.1.5.3 All fans in multiple fan arrays shall be AMCA certified for performance per AMCA arrangement "A" testing configuration.

4.1.5.4 The submitted fan performance shall be inclusive of system effects attributed to the fan certified performance per AMCA mounting arrangement, fan closures, back draft damper and other fan appurtenances not considered when AMCA arr. "A" is determined.

4.1.5.5 Submitted fan performance that does not indicate allowances for system effects for the back flow prevention devices, wheel enclosures, safety screens, bearing pedestals, belt guards, or the fan and motor enclosure in which each fan is mounted, will be returned to the Contractor disapproved and will need to be resubmitted with all the requested information included for approval. Vendor's bid package should include all specifications; vendor's submitted package must be reviewed by a registered Mechanical Engineer to ensure compliance with all requirements.

4.1.5.6 Added system effects for acoustic attenuators, or other devices required to meet specified fan performance and sound power levels must be indicated in the submitted fan selection data.

## REQUEST FOR QUOTATION

### House & Senate Chamber Air Handler Renovation

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- 4.1.5.7 Fan system power requirements or sound power levels that fail to meet specified performance levels shall be corrected to meet specified levels at no additional cost to the owner.
- 4.1.5.8 Any proposed corrections for power deviations from the specified values must be submitted to the Project Manager for approval prior to implementation of a proposed corrective procedure.
- 4.1.5.9 Submittals for units providing less than the scheduled quantity of fans and/or spacing of fans for multiple fan arrays shall submit CFD modeling of the air flow profile for approval that indicates uniform velocity and flow across all internal components without increasing the length of the unit or changing the aspect ratio of the unit casing as designed.
- 4.1.5.10 Manufacturers that do not manufacture their own fans for the specific purpose of use in multiple fan arrays shall provide a letter guaranteeing submitted AHU performance for flow, pressure and acoustics at the perimeter boundary of the unit signed by an officer of the OEM fan manufacturer being submitted. (The above documentation should be provided with the bid upon bid submission. This information will be required before Contract award).
- 4.1.5.11 Any corrective acoustical treatment, added airway tunnel lengths, increased electrical service and any structural modifications necessary to meet the specified and scheduled performance shall be provided at no additional costs to the Owner to meet the specified performance criteria. *(See 4.1.5.15 for fan acoustic performance).*
- 4.1.5.12 All proposed corrective actions, when required, must be submitted for approval and shall include a guarantee of performance, as listed above, at no additional cost to the Owner.
- 4.1.5.13 It shall be the option to have the airflow performance tested.
- 4.1.5.14 All tests shall be in accordance with AMCA Std. 210 Laboratory Methods for Testing Fans for Rating and AMCA Std. 203-90: Field Performance Measurement of Fan Systems.
- 4.1.5.15 Mechanical Performance shall be 20,000 ACFM; 5.0" SP; 6 Cells; 2,280 RPM; 78.63 Hz; 3.7 BHP / per cell / 22.1 Total BHP; 444.4 FPM; 19.577 Kw.

REQUEST FOR QUOTATION

**House & Senate Chamber Air Handler Renovation**

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**4.1.5.16** Acoustic Performance shall be Bare fan sound power with Coplanar Silencer (dB re: 10E-12 watts)

	63	125	250	500	1K	4K	LWA	Lw
Inlet	96	91	89	91	84	82	92	99
Outlet	82	80	92	81	77	72	87	93

**4.1.6 Fanwall Technology (FWT) Electrical (or Equal):**

**4.1.6.1** Overview: Shall provide a complete electrical and control system to run the Fanwall system including all equipment, material, electrical enclosures, electrical components and electrical labor.

**4.1.6.2** Fanwall designs shall be in accordance with specific requirements. Please see the system requirements before electrical design of the Fanwall system is to commence.

**4.1.6.3** Electrical designs shall be in accordance with the NEC, UL 508A and local codes.

**4.1.6.4** Electrical Panel shall be 460V/3Ø/60Hz; 34.6 amp FLA; 60"H x 36"W x 16"D.

**4.1.7 Motor Circuit Protection:**

**4.1.7.1** All motors in the Fanwall array shall be provided with individual Motor Protection for thermal overload protection.

**4.1.7.2** All motor circuit protectors shall be located in the main enclosure.

**4.1.7.3** Motor circuit protector enclosure must be located and mounted at a minimal distance from the motors in the Fanwall array.

**4.1.7.4** Shall provide one Variable Frequency Drive for normal operation and a second Variable Frequency Drive for Redundant Backup Operation.

**4.1.7.5** Shall provide control wiring and control circuitry to transfer from main VFD to Redundant VFD when main drive has faulted.

## REQUEST FOR QUOTATION

### House & Senate Chamber Air Handler Renovation

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- 4.1.7.6 The Variable Frequency Drives shall be (2) 20 HP ABB (redundant) including Airflow Totalization with 5.7" Color Touch Screen; sized accordingly to start and hold all motors in the Fanwall.
- 4.1.7.7 The Variable Frequency Drives shall be mounted in a dedicated enclosure for connection to single point power.
- 4.1.7.8 The Variable Frequency Drive enclosure shall be provided with a main disconnecting means.
- 4.1.7.9 Must provide appropriate cooling of enclosure. *(This will be verified with submittal documentation).*
- 4.1.7.10 Motor circuit protectors shall be used for each motor in the Fanwall array.
- 4.1.7.11 Motor circuit protectors shall be housed and mounted in the VFD enclosure.
- 4.1.7.12 Must provide three phase power distribution wiring and control as required.
- 4.1.7.13 All three phase power components shall have a rating listed for Short Circuit Current Rating.
- 4.1.7.14 Shall provide control wiring and components required for completion operation of Fanwall system.
- 4.1.7.15 System controls, controls components and control wiring shall include but is not limited to Auto mode or manual mode, CFM control mode or BMS control mode.
- 4.1.7.16 Controls and control wiring shall include auto start/stoop, life safety shutdown, smoke shutdown, systems alarms and VFD alarms.
- 4.1.7.17 All control wiring shall be included in VFD enclosure provided with system.
- 4.1.7.18 Provide a Programmable Logic Controller (PLC) to control all functions of the Fanwall array system.

## REQUEST FOR QUOTATION

### House & Senate Chamber Air Handler Renovation

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4.1.7.19 The Programmable Logic Controller systems will be designed and programmed to control Auto and Manual Functions, provide CFM totalizing, CFM control, By-Pass control, control redundant drive operation and all functions required by the Fanwall system.

4.1.7.20 Shall provide Operator Interface Unit or communication with PLC.

4.1.7.21 The Programmable Logic Controller, Variable Frequency Drive, By-Pass contactors and other PLC related equipment shall be mounted in a dedicated enclosure for connection to single point power.

4.1.7.22 The enclosure shall be provided with a main disconnecting means.

#### **4.1.8 Fabricated Fanwall Plenum:**

4.1.8.1 Shall provide and install a new supply air plenum on the draw through side of the existing air handlers capable of housing the Huntair Fanwall Technology (or equal).

4.1.8.2 Cabinet and flat roof minimum requirement shall be: 16 gauge galvanized outer skin with 20 gauge galvanized inner liner with 3" p.c.f insulation (double wall).

4.1.8.3 Access door minimum requirements shall be at least 30" w x 66" h, 16ga./20ga. double wall with 10" X 10" double pane non-condensing viewport.

4.1.8.4 Floor minimum requirements shall be 10 gauge galvanized floor with 20 gauge liner and 4" of insulation between.

4.1.8.5 The Fanwall unit is designed for mounting on a mounting surface or structure sized and reinforced to support the weight of the unit component sections. Such a mounting surface or structure shall provide support at the entire perimeter dimension of the unit as well as across the width of the unit at every base section split.

4.1.8.6 Larger unit base channel sizing may be required where the installation requires point loading of sections with unsupported spans such as at unit base splits across the width of the unit and at unsupported perimeter base channel locations.



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### House & Senate Chamber Air Handler Renovation

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- 4.1.8.7 The Contractor shall submit shop drawings of the proposed fan plenum section to the Project Manager for approval prior to ordering supplies.
- 4.1.8.8 Vendor shall supply Shop Equipment Drawings to be stamped by a West Virginia Registered Profession Mechanical Engineer reflecting compliance with the manufacturer's requirements and the quality of design reflected in these documents.
- 4.1.8.9 Contractor is responsible for field verification of plenum dimensions.
- 4.1.9 Air Conditioning Coil:**
- 4.1.9.1 The Contractor shall provide and install two (2) Temtrol (or Equal) chilled water coils per air handling unit insuring a maximum leaving air discharge temperature of 51 °F with an entering water temperature of 45°F.
- 4.1.9.2 Equals shall be accepted if the submitted documentation is stamped by a West Virginia Registered Professional Mechanical Engineer guaranteeing performance compliance with the design criteria.
- 4.1.9.3 The Contractor is responsible for removing required portions of the walls of rooms MB-44 and/or MB-76 to gain necessary access for the removal of the DX and the installation of the CW coils.
- 4.1.9.3.1 These removed wall portions must be replaced with equal or superior materials and finished to match existing surfaces.  
***Contractor responsible for field verifying existing conditions during mandatory pre-bid meeting.***
- 4.1.9.4 The chilled water coils must meet or exceed the following build criteria:
- 4.1.9.4.1 5/8" Ø tube size 0.020" CU tube wall; water application; 6 passes; 42 fin height; 78 fin length; 6 rows; 8 fins/in; AL fin material; 0.008" fin thickness; RH; 16 gauge galvanized case material; 1.5" top, bottom and side flanges; 45" casing height; 81" case length; 10" case depth; 5.5 over headers; 86" overall length; 5.5" connection length; 2.58" Ø CU header; 1/8" FPT/RB drain and vent. ***(This will be verified with submittal documentation and spot checks during construction).***

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4.1.9.4.2 The Contractor is responsible to field verify all dimensions in order to insure proper fit.

4.1.9.5 The Contractor shall include in the Bid package a shop drawing indicating the chilled water pipe specification, sizing and routing required for connection to the existing chilled water loop. The above documentation should be provided with the bid upon bid submission. This information will be required before Contract award.

4.1.9.5.1 This document shall be stamped by a West Virginia Registered Professional Mechanical Engineer.

4.1.9.6 The chilled water piping insulation shall be 2" thick, PermaTherm 407 System (or equal) and protected by an aluminum metal jacket.

4.1.9.7 Any submitted alternate shall meet or exceed the PermaTherm fire and smoke rating using the ASTM E-84 testing method

4.1.9.8 Wall penetrations shall be collared and sealed with an approved fire wall protection sealant. *Sealant must provide penetration firestopping that is produced and installed to resist spread of fire, resist passage of smoke and other gases, and maintain original fire resistance rating of construction penetrated. Penetration firestopping systems shall be compatible with one another, with the substrates forming openings, and with any penetrating items if any. Products must have flame spread and smoke-developed indexes of less than 25 and 450 , respectively as listed on their specification data sheets.*

#### 4.1.10 Salvage of Existing Materials

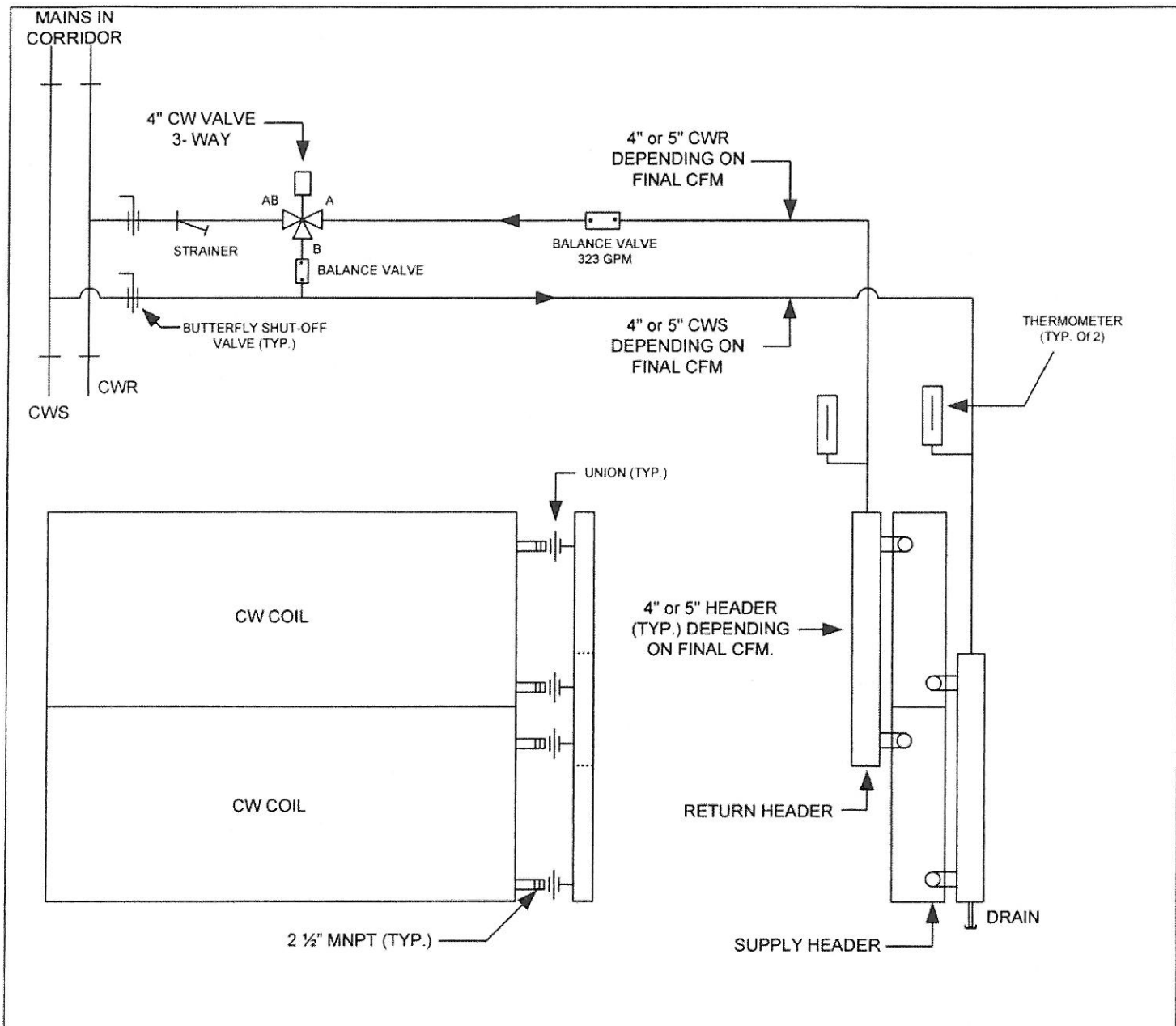
4.1.10.1 The State of West Virginia will retain salvage of all removed equipment. The vendor shall work with the GSD Project Manager regarding removal of all salvageable equipment.

#### 4.1.11 Obstructions

4.1.11.1 Any work to remove ceiling tile, grid work, piping, duct work or other obstructions will be the responsibility of the contractor to return ceiling to normal appearance upon completion of work.

### 5. CONTRACT AWARD:

5.1 **Contract Award:** The Contract is intended to provide Agencies with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that



- NOTES:
1. ALL PIPING TO BE SCHEDULE 40 BLACK STEEL OR COPPER. BLACK STEEL SHALL HAVE GROOVED CONNECTIONS
  2. CW VALVE SHALL BE 4", 3-WAY MODULATING TYPE, Cv=160 WITH ANSI CLASS 125 FLANGES
  3. ACTUATOR SHALL BE MODULATING, 24 VAC AND PROVIDE A MINIMUM CLOSE-OFF PRESS OF 42 PSI



*John J. Rigney*

CHILLED WATER COIL DETAIL  
 WV CAPITOL COMPLEX  
 SENATE & HOUSE AHU's

## REQUEST FOR QUOTATION

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provides the Contract Items and Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor should complete the Pricing Page (Exhibit A) by providing a lump sum bid for all labor, materials and necessary equipment needed to complete the work. The Vendor shall furnish any incidental work, materials, labor and equipment that are necessary to complete the work, even if such incidental work is not explicitly included in the contract documents. Vendor should complete the Bid Form in full as failure to complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate.

#### **6. PERFORMANCE:**

**6.1** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency.

**6.2** The Contract shall be complete within **NINETY (90)** calendar days from the issuance of the written Notice to Proceed.

**6.3** The Vendor shall provide the Agency Project Manager with an overall project schedule within **seventy-two (72) hours** of Award of Contract. The proposed project schedule shall indicate areas to be worked. Where coordination or disruption of office workspaces or occupants may be required, provide at least one week's advance notice prior to conducting work in those areas. Contractor shall adhere to schedule provided and coordinate through the Agency Project Manager.

**6.4** Work shall be conducted as a single project. The work schedule shall be reviewed and approved by the Agency Project Manager prior to commencement of the work. The Contractor shall coordinate the schedule around the Agency's work requirements.

#### **7. PAYMENT**

**7.1** Agency shall pay flat fee as shown on Bid Form, for all Contract Services performed and accepted under this contract. Vendor shall accept payment in accordance with the payment procedure of the State of West Virginia.

**7.2** Invoices shall be submitted for payment (in arrears) and must include the following information:

**7.2.1.** Invoice must include invoice date, service dates, FEIN number, complete address of vendor and Master Contract number.

## REQUEST FOR QUOTATION

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7.2.2 Invoices can be emailed to [GSDinvoices@wv.gov](mailto:GSDinvoices@wv.gov) or can be mailed to the following address:

General Services Division  
1900 Kanawha Blvd. E.  
Building 1, Room MB-68  
Attn: Business Manager  
Charleston, WV 25305

7.2.3 Any equipment or material contracted for prior to receipt of the signed purchase Order and written Notice to Proceed letter shall be at the Bidder's risk.

8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
- 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  - 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  - 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
  - 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  - 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.
10. **VENDOR DEFAULT:**
- 10.1. The following shall be considered a vendor default under this Contract.
    - 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
    - 10.1.2. Failure to comply with other specifications and requirements contained herein.
    - 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
    - 10.1.4. Failure to remedy deficient performance upon request.

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10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

**11. DELIVERY AND RETURN:**

**11.1 Shipment and Delivery:** Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at West Virginia State Office Building #86, 1124 Smith Street, Charleston, West Virginia 25301.

**11.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party. Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

**11.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

**12. MISCELLANEOUS:**

**12.1 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer manager and his/her contact information below.

**Contract Manager:** Brian W. Smith

**Telephone Number:** 304-925-6664

**Fax Number:** 304-925-4280

**Email Address:** briansmith@doughertyco.com

**12.2 Permits:** The Vendor shall procure all necessary permits and licenses to comply with all applicable Federal, State, or Municipal laws, along with all regulations, and ordinances of any regulating body.

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#### **12.3 Project Closeout:**

**12.3.1** Final cleanup shall be completed prior to final inspection.

**12.3.2** Vendor shall submit warrants documents to Agency Project Manager a final inspection.

**12.3.3** Perform final inspection with the Agency Project Manager.

**12.4 Final Inspection:** The final inspection will be conducted by a Project Manager from the Agency. Work found to be in accordance with the Contract Documents will be accepted as complete for final acceptance. Unacceptable work, or work not in accordance with the Contract Documents shall be removed, replaced, changed or cleaned as required to meet requirements of Contract Documents Prior to final acceptance. Final acceptance does not waive or release Vendor to conform to the Contract Documents.

**12.5 Use of Facilities:** Work areas will be limited to those spaces required for access to the site.

No interior space will be utilized for temporary (overnight) storage of equipment and tools. On site storage needs can be coordinated with the Agency Project Manager.

Agency facilities shall remain in use during this contract. Vendor shall work with the Agency Project Manager to coordinate the temporary access to work areas. Vendor shall minimize disruption to building access and parking areas.

Vendor shall be permitted reasonable use of building utilities including power and water as required for conducting the work. Vendor shall coordinate the location of service connections or use of receptacles with the Agency Project Manager to avoid overloading existing circuits.

**12.6 Work Restrictions:** Work shall be generally performed inside the existing building between normal business hours of 7:00 am – 5:00 pm, Monday through Friday, except state recognized holidays. Weekends may be permitted when pre-arranged with the Agency Project Manager.

**12.7 Parking:** Limited parking will be made available on the project site. Parking in non-designated areas is not permitted. Parking is the responsibility of the Vendor. Vendor's vehicles may be brought on-site for loading and unloading or to provide equipment necessary for conducting the work. Use of sidewalk areas for parking is strictly prohibited.

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**12.8 Codes:** All work is to be performed in compliance with all applicable Federal and State codes including but not limited to the, International Building Code, International Mechanical Code and related standards.

**12.9 Safety:** All applicable local safety and OSHA rules and guidelines shall be met by the vendor. Work shall be subject to verification and inspection by GSD Safety representatives. Such verification shall not relieve the Vendor from meeting all applicable safety regulations and inspection by other agencies.

Notify Owner if suspected hazardous materials are encountered. Any areas requiring abatement will be provided by the GSD under separate contract.

**12.10 Hot Work Permit:** Vendor shall obtain Owner's permission to performing any work that requires an open flame, creates sparks, use's equipment that crates combustible temperatures, or performs any work that could result in a fire hazard. Owner will review work area and issue a "Hot Work Permit" prior to vendor commencing work. Note that the vendor must take all necessary precautions and have extinguishing equipment present.

**12.11 Workmanship:** Vendor shall complete all work in a neat and workmanlike manner. All work shall be done using new materials in a manner that meets commercial quality standards. Work shall be neat, true, plumb and square as applicable. Vendor shall verify all dimensions.

**12.12 Warranty:** A one (1) year warranty on labor and materials or the manufacturer's warranty, whichever is greater, are required.



REQUEST FOR QUOTATION

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Exhibit A: Bid Form

Bidder's Company Name: Dougherty Company, Inc.

Bidder's Address: P.O. Box 1828  
Charleston, WV 25327

Remittance Address: \_\_\_\_\_  
(if different)

Phone Number: 304-925-6664

Fax Number: 304-925-4280

Email Address: briansmith@doughertyco.com

WV Contractor's License Number: WV 034016

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 (Total to be written in words and numbers)

THREE HUNDRED NINETY-THREE THOUSAND Dollars

(\$ 393,000.<sup>00</sup> )

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References Attachment "B"

Reference Name: Gary Bailey - Mercer County Schools

Position: Director of Maintenance

Address: 1321 Stafford Drive, Princeton, WV 24740

Telephone Number: 304-887-1615

Project Name: Princeton High School - HVAC Retrofit

Project Description: Fan Wall Installation

Reference Name: Tony Crislip

Position: Assistant Director of Facilities

Address: One John Marshall Drive, Huntington, WV 25755

Telephone Number: 304-696-6241

Project Name: Corbly Hall; Science Building

Project Description: Fan Wall Installation

Reference Name: Ray George

Position: CAMC Construction Services

Address: Charleston Area Medical Center  
3200 MacCorkle Avenue, S.E., Charleston, WV 25304

Telephone Number: 304-388-9740

Project Name: CAMC Memorial - Laboratory

Project Description: Fan Wall Installation



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

**STATE OF WEST VIRGINIA,**

**COUNTY OF Kanawha, TO-WIT:**

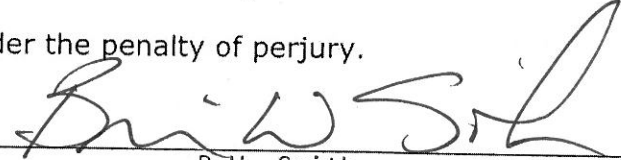
I, B. W. Smith, after being first duly sworn, depose and state as follows:

1. I am an employee of Dougherty Company, Inc.; and,  
(Company Name)

2. I do hereby attest that Dougherty Company, Inc.  
(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:   
B.W. Smith  
Title: Vice-President

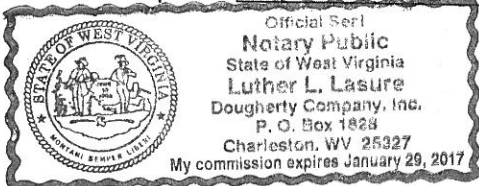
Company Name: Dougherty Company, Inc.

Date: 12/16/14

Taken, subscribed and sworn to before me this 16th day of December, 2014.

By Commission expires 1/29/17

(Seal)



  
(Notary Public) Luther L. Lasure

**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.**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Dougherty Company, Inc.  
of Charleston, WV, as Principal, and Ohio Farmers Insurance Company  
of Westfield Center, OH, a corporation organized and existing under the laws of the State of  
OH with its principal office in the City of Westfield Center, 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  
GSD150000011 - House & Senate Chamber Air Handler Renovation - According to Plans & Specifications

**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  
16th day of December, 2014.

Principal Corporate Seal

Dougherty Company, Inc.  
(Name of Principal)  
By Brian W. Smith  
(Must be President or Vice President)  
Brian W. Smith Vice President  
(Title)

Surety Corporate Seal

Ohio Farmers Insurance Company  
(Name of Surety)  
By Patricia A. Moye  
Patricia A. Moye, WV Resident Agent Attorney-in-Fact

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 12/17/13, FOR ANY PERSON OR PERSONS NAMED BELOW.

General Power of Attorney

CERTIFIED COPY

POWER NO. 4752152 06

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint GREGORY T. GORDON, ALLAN L. MC VEY, KIMBERLY J. WILKINSON, PATRICIA A. MOYE, JOINTLY OR SEVERALLY

of CHARLESTON and State of WV its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 17th day of DECEMBER A.D., 2013 .

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

By: Dennis P. Baus

Dennis P. Baus, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 17th day of DECEMBER A.D., 2013 , before me personally came Dennis P. Baus to me known, who, being by me duly sworn, did depose and say, that he resides in Wooster, Ohio; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



William J. Kahelin

William J. Kahelin, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 16th day of December, A.D., 2014 .



Frank A. Carrino Secretary

Frank A. Carrino, Secretary

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

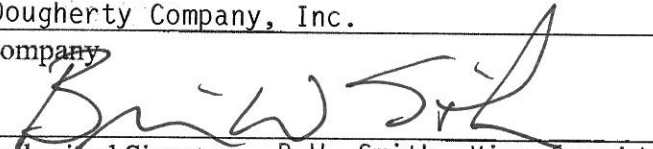
Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

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 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input checked="" 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.

Dougherty Company, Inc.  
Company  
  
Authorized Signature B.W. Smith, Vice-President

12/16/14  
Date

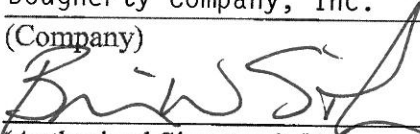
NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, 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, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Dougherty Company, Inc.

(Company)



B.W. Smith, Vice-President

(Authorized Signature) (Representative Name, Title)

304-925-6664

(Phone Number) (Fax Number) (Date)