



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: 215421

Doc Description: HVAC SERVICE - Troop Locations

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-09-02	2016-09-29 13:30:00	CRFQ 0612 DPS1700000002	1

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:

Cimco Inc
Po Box 480
Calladen WV 25510

09/29/16 11:43:00
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
 (304) 558-2544
 tara.l.yle@wv.gov

Signature X

FEIN # 55-074-9511-001

DATE

9-29-16

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

ADDITIONAL INFORMATION

The WV Purchasing Division for the agency, WV State Police, is soliciting bids for an open-end contract to provide HVAC corrective and emergency service maintenance for multiple buildings in various locations of the State (Troops 1 through 6), per the attached specifications.

There will be a mandatory pre-bid meeting held on 09/13/2016 at 10:00 am at the WV State Police Headquarters located at 4124 Kanawha Turnpike South Charleston, WV 25309.

Please note: Online bid responses are prohibited for this CRFQ. All bids must be submitted in paper format by the bid opening date.

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE POLICE 4124 KANAWHA TURNPIKE		WEST VIRGINIA STATE POLICE 4124 KANAWHA TURNPIKE	
SOUTH CHARLESTON	WV25309	SOUTH CHARLESTON	WV 25309
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	HVAC Services at Troop locations throughout State of WV	0.00000	JOB		

Comm Code	Manufacturer	Specification	Model #
72151200			

Extended Description :
See attached pricing pages.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Mandatory Pre-Bid Meeting at 10:00 am	2016-09-13
2	Technical question deadline by 4:00 pm	2016-09-19

DPS170000002	Document Phase Final	Document Description HVAC SERVICE - Troop Locations	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Addendum No. 1 - Sign-in sheets from mandatory pre-bid meeting attached. The bid opening remains on 09/29/2016 at 1:30 pm. See attached pages.

Please note: Online bid responses are prohibited for this CRFQ. All bids must be submitted in paper format by the bid opening date.

		SHIP TO	
WEST VIRGINIA STATE POLICE 4124 KANAWHA TURNPIKE		WEST VIRGINIA STATE POLICE 4124 KANAWHA TURNPIKE	
SOUTH CHARLESTON	WV25309	SOUTH CHARLESTON	WV 25309
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	HVAC Services at Troop locations throughout State of WV	0.00000	JOB		

Comm Code	Manufacturer	Specification	Model #
72151200			

Extended Description :

See attached pricing pages.

Line	Event	Event Date
1	Mandatory Pre-Bid Meeting at 10:00 am	2016-09-13
2	Technical question deadline by 4:00 pm	2016-09-19

DPS1700000002	Document Phase Draft	Document Description Addendum No. 1 - HVAC SERVICE - Troop Locations	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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: Cimco INC
Contractor's License No. WV 025512

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;

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Jeff Gillenwater VP
(Name, Title)
JEFF Gillenwater VP
(Printed Name and Title)
Po Box 480 Callahan WV 25510
(Address)
304-562-7705 397-4178
(Phone Number) / (Fax Number)
JL Gillenwater @ Cinco WV.COM
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated 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.

Cinco Inc
(Company)
Jeff Gillenwater VP
(Authorized Signature) (Representative Name, Title)
JEFF Gillenwater VP
(Printed Name and Title of Authorized Representative)
9/29/16
(Date)
304-562-7705 / 304-397-4178
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
CRFQ DPS1700000002
HVAC Service for troop locations

13 MISCELLANEOUS:

13.1 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 service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Jeff Gilkwater
Telephone Number: 304-562-7205
Fax Number: 304-397-4128
Email Address: JGilkwater@lincoln.com

13.2 Telephone Service:

13.2.1 The vendor shall maintain continuous telephone service by which he can be reached 24 hours a day, seven days a week. Sundays and Holidays are included.

13.2.2 The owner shall provide the vendor with the phone numbers for the location where work is to be performed, and any other phone numbers that may allow for the necessary communications.

13.2.3 The owner's representatives are listed on Appendix B.

APPENDIX B

Locations of covered facilities:

TROOP 1 HEADQUARTERS
1085 SOUTH PIKE STREET
SHINNSTON, WEST VIRGINIA 26431-9746
OFFICE 592-1101/624-7573 FAX 592-5806

BRIDGEPORT
2350 MURPHYS RUN ROAD
BRIDGEPORT, WV 26330-7046
(627-2300) (FAX 627-2105)

FAIRMONT
1083 COUNTRY CLUB ROAD
FAIRMONT, WV 26554-2314
(367-2701) (FAX 367-2759)

GRAFTON
45 MILL STREET
GRAFTON, WV 26354-8237
(265-6101) (FAX 265-6102)

HUNDRED
P. O. BOX 145
HUNDRED, WV 26575-0145
(775-4488) (FAX 775-4498)

KINGWOOD
50 JT BRAMMER LANE
KINGWOOD WV 26537-1537
(329-1101) (FAX 329-6480)

MORGANTOWN
3453 MONONGAHELA BOULEVARD
MORGANTOWN, WV, 26505-3044
(285-3200) (FAX 285-3183)

MOUNDSVILLE
1700 S. LAFAYETTE AVE.
MOUNDSVILLE, WV 26041-2349
(843-4100) (FAX 843-4065)

NEW CUMBERLAND
32 ROCKYSIDE ROAD
NEW CUMBERLAND, WV 26047-0321
(564-3854 564-3668) (FAX 564-5615)

PADEN CITY
7223 VETERANS HIGHWAY
NEW MARTINSVILLE, WV 26155
(455-0913) (FAX 455-0929)

WELLSBURG
1315 COMMERCE ST
WELLSBURG, WV 26070-1318
(737-3671, 737-0884) FAX (737-0890)

WEST UNION
2 LOIS LANE
GREENWOOD, WV 26415
(873-2101) (FAX 873-2129)

WHEELING
2600 EOFF STREET
WHEELING, WV 26003-4016
(238-1100) (FAX 238-1081)

CRMQ DPS 16*11 HVAC SERVICE

Troop 1: Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Doddridge, Harrison, Taylor, Marion Monogalia, and Preston counties.

Item No.	Description	Estimated Annual Hours	Unit Price	Extended Amount
BASIC HOURLY LABOR RATE: for work performed between 8:00 AM and 5:00 PM, Monday through Friday.				
B.1.1	HVAC SERVICE - TECHNICIAN	10	\$	\$
B.1.2	HVAC SERVICE - HELPER	10	\$	\$
B.1.3	HVAC SERVICE - LABORER	10	\$	\$
OVERTIME HOURLY LABOR RATE: for work performed between 5:00 PM and 8:00 AM, Monday through Friday, and on weekends.				
B.1.4	HVAC SERVICE - TECHNICIAN	10	\$	\$
B.1.5	HVAC SERVICE - HELPER	10	\$	\$
B.1.6	HVAC SERVICE - LABORER	10	\$	\$
HOLIDAY HOURLY LABOR RATE: for work performed on special holidays (not Sundays unless the day is declared an national holiday).				
B.1.7	HVAC SERVICE - TECHNICIAN	5	\$	\$
B.1.8	HVAC SERVICE - HELPER	5	\$	\$
B.1.9	HVAC SERVICE - LABORER	5	\$	\$
B.1.10	HVAC SERVICE - Truck Charge	1	\$	\$
B.1.11	PARTS PERCENTAGE MARKUP SUPPORTED AND MAINTAINED	NORMALLY \$2,500	PERCENTAGE MARKUP= _____%	TOTAL COST = \$2500 X PERCENTAGE MARKUP \$
B.1.12	PARTS PERCENTAGE MARKUP NORMALLY SUPPORTED AND MAINTAINED	NOT \$2,500	PERCENTAGE MARKUP= _____%	TOTAL COST = \$2500 X PERCENTAGE MARKUP \$
TROOP 1 OVERALL COST				\$

Bidder/Vendor Information:

Name:

Address:

Phone No.:

Fax No.:

Email Address:

Authorized Signature

NO Bid

*Quantities are estimated annual usage for bidding purposes and bidder's information.
Failure to use this form may result in disqualification

TROOP 2 HEADQUARTERS
409 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WEST VIRGINIA 25430-2779
OFFICE 724-7986 FAX 728-6001

BERKELEY SPRINGS
1750 VALLEY RD.
BERKELEY SPRINGS, WV 25411-4804
(258-0000) (FAX 258-2117)

CHARLES TOWN
409 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430-2779
(725-9779) (FAX 728-1136)

KEYSER
7300 FORT ASHBY ROAD
KEYSER, WV 26726
(788-1101) (FAX 788-1249)

MARTINSBURG
14 TROOPER DRIVE
MARTINSBURG, WV 25404-3798
(267-0001) (FAX 267-0003)

MOOREFIELD
5153 US 220 SOUTH
MOOREFIELD, WV 26836
(257-1411/538-2925) (FAX 538-7754)

ROMNEY
525 DEPOT ST.
ROMNEY, WV 26757-1300
(822-3562) (FAX 822-7844)

TROOP 3 HEADQUARTERS
5190 BEVERLY PIKE
BEVERLY WV 26253
OFFICE 637-0275 FAX 637-0284

BUCKHANNON
20 B-U DR.
BUCKHANNON, WV 26201
(473-4200) (FAX 473-4201)

FRANKLIN
P. O. BOX 278
FRANKLIN, WV 26807-0278
(358-2200) (FAX 358-2058)

GLENVILLE
4640 WV HIGHWAY 5 E
GLENVILLE WV 26351-7624
(462-7101) (FAX 462-8684)

MARLINTON
16212 SENECA TRAIL
BUCKEYE, WV 24924
(799-4101) (FAX 799-4715)

PARSONS
9105 SENECA TRAIL
HAMBLETON, WV 26269
(478-3101) (FAX 478-4177)

PHILIPPI
17 BEAR RUN ROAD
PHILIPPI, WV 26416
(457-1101) (FAX 457-4654)

SUTTON
1259 DYER HILL ROAD
SUTTON, WV 26601
(765-2101) (FAX 765-2919)

WEBSTER SPRINGS
5525 WEBSTER ROAD
UPPER GLADE, WV 26266
(226-3200) (FAX 226-5761)

Troop 2: Mineral, Grant, Hampshire, Hardy, Morgan, Berkeley, and Jefferson counties

Item No.	Description	Estimated Annual Hours	Unit Price	Extended Amount
BASIC HOURLY LABOR RATE: for work performed between 8:00 AM and 5:00 PM, Monday through Friday.				
8.1.1	HVAC SERVICE - TECHNICIAN	10	\$	\$
8.1.2	HVAC SERVICE - HELPER	10	\$	\$
8.1.3	HVAC SERVICE - LABORER	10	\$	\$
OVERTIME HOURLY LABOR RATE: for work performed between 5:00 PM and 8:00 AM, Monday through Friday, and on weekends.				
8.1.4	HVAC SERVICE - TECHNICIAN	10	\$	\$
8.1.5	HVAC SERVICE - HELPER	10	\$	\$
8.1.6	HVAC SERVICE - LABORER	10	\$	\$
HOLIDAY HOURLY LABOR RATE: for work performed on special holidays (not Sundays unless the day is declared an national holiday).				
8.1.7	HVAC SERVICE - TECHNICIAN	5	\$	\$
8.1.8	HVAC SERVICE - HELPER	5	\$	\$
8.1.9	HVAC SERVICE - LABORER	5	\$	\$
8.1.10	HVAC SERVICE - Truck Charge	1	\$	\$
8.1.11	PARTS PERCENTAGE MARKUP SUPPORTED AND MAINTAINED NORMALLY	\$2,500	PERCENTAGE MARKUP= _____ %	TOTAL COST = \$2500 X PERCENTAGE MARKUP \$
8.1.12	PARTS PERCENTAGE MARKUP NORMALLY SUPPORTED AND MAINTAINED NOT	\$2,500	PERCENTAGE MARKUP= _____ %	TOTAL COST = \$2500 X PERCENTAGE MARKUP \$
TROOP 2 OVERALL COST				\$

Bidder/Vendor Information:

Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Email Address: _____

Authorized Signature: *NO Bid*

*Quantities are estimated annual usage for bidding purposes and bidder's information. Failure to use this form may result in disqualification

Troop 3: Barbour, Lewis, Upshur, Gilmer, Braxton, Webster, Pocahontas, Randolph, Tucker, and Pendleton counties

Item No.	Description	Estimated Annual Hours	Unit Price	Extended Amount
BASIC HOURLY LABOR RATE: for work performed between 8:00 AM and 5:00 PM, Monday through Friday.				
8.1.1	HVAC SERVICE - TECHNICIAN	10	\$	\$
8.1.2	HVAC SERVICE - HELPER	10	\$	\$
8.1.3	HVAC SERVICE - LABORER	10	\$	\$
OVERTIME HOURLY LABOR RATE: for work performed between 5:00 PM and 8:00 AM, Monday through Friday, and on weekends.				
8.1.4	HVAC SERVICE - TECHNICIAN	10	\$	\$
8.1.5	HVAC SERVICE - HELPER	10	\$	\$
8.1.6	HVAC SERVICE - LABORER	10	\$	\$
HOLIDAY HOURLY LABOR RATE: for work performed on special holidays (not Sundays unless the day is declared an national holiday).				
8.1.7	HVAC SERVICE - TECHNICIAN	5	\$	\$
8.1.8	HVAC SERVICE - HELPER	5	\$	\$
8.1.9	HVAC SERVICE - LABORER	5	\$	\$
8.1.10	HVAC SERVICE - Truck Charge	1	\$	\$
8.1.11	PARTS PERCENTAGE MARKUP SUPPORTED AND MAINTAINED	NORMALLY	\$2,500	PERCENTAGE MARKUP= % TOTAL COST = \$2500 X PERCENTAGE MARKUP \$
8.1.12	PARTS PERCENTAGE MARKUP NORMALLY SUPPORTED AND MAINTAINED	NOT	\$2,500	PERCENTAGE MARKUP= % TOTAL COST = \$2500 X PERCENTAGE MARKUP \$
TROOP 3 OVERALL COST				\$

Bidder/Vendor information:

Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Email Address: _____

Authorized Signature _____

*Quantities are estimated annual usage for bidding purposes and bidder's information.
Failure to use this form may result in disqualification

WESTON
86 GLADY FORK ROAD
WESTON, WV 26452
(269-0500) (FAX 269-0431)

TROOP 4 HEADQUARTERS (covered under separate contract)
711 JEFFERSON ROAD
SOUTH CHARLESTON, WEST VIRGINIA 25309-1698
OFFICE 746-4840 FAX 746-4841

QUINCY
2700 E. DUPONT AVE.
BELLE, WV 25015-1842
(949-3136) (FAX 949-2397)

PARKERSBURG
3828 STAUNTON TURNPIKE
PARKERSBURG, WV 26104
(420-4600) (FAX 420-4601)

CLAY
P. O. BOX 100
IVYDALE, WV 25113
(286-3185) (FAX 286-3187)

RIPLEY
1700 RIPLEY ROAD
RIPLEY, WV 25271
(372-7850) (FAX 372-7891)

ELIZABETH
P. O. BOX 266
ELIZABETH, WV 26143-0266
(275-8961) (FAX 275-0920)

ST. MARYS
1313 SECOND STREET
ST. MARYS, WV 26170-1252
(684-7101) (FAX 684-7136)

GRANTSVILLE
2400 SOUTH CALHOUN HIGHWAY
GRANTSVILLE, WV 26147
(354-6334) (FAX 354-0038)

SPENCER
100 TRIPLETT RD.
SPENCER, WV 25276-9112
(927-0950) (FAX 927-0972)

HARRISVILLE
581 FORD STREET
HARRISVILLE, WV 26362-7000
(643-2101) (FAX 643-4357)

WINFIELD
258 COURTHOUSE DRIVE, STE 10
WINFIELD, WV 25213-7908
(586-2000) (FAX 586-0763)

MASON COUNTY
11344 OHIO RIVER ROAD
WEST COLUMBIA, WV 25287
(675-0850) (FAX 675-0851)

CRMQ DPS 16*11 HVAC SERVICE

Troop 4: Pleasants, Wood, Wirt, Richle, Roane, Calhoun, Clay, Kanawha, Jackson, Mason and Putnam counties

Item No.	Description	Estimated Annual Hours	Unit Price	Extended Amount
BASIC HOURLY LABOR RATE: for work performed between 8:00 AM and 5:00 PM, Monday through Friday.				
8.1.1	HVAC SERVICE - TECHNICIAN	10	\$ 80.00	\$ 800.00
8.1.2	HVAC SERVICE - HELPER	10	\$ 60.00	\$ 600.00
8.1.3	HVAC SERVICE - LABORER	10	\$ 0	\$ 0
OVERTIME HOURLY LABOR RATE: for work performed between 5:00 PM and 8:00 AM, Monday through Friday, and on weekends.				
8.1.4	HVAC SERVICE - TECHNICIAN	10	\$ 120.00	\$ 1200.00
8.1.5	HVAC SERVICE - HELPER	10	\$ 90.00	\$ 900.00
8.1.6	HVAC SERVICE - LABORER	10	\$ 0	\$ 0
HOLIDAY HOURLY LABOR RATE: for work performed on special holidays (not Sundays unless the day is declared an national holiday).				
8.1.7	HVAC SERVICE - TECHNICIAN	5	\$ 80.00	\$ 400.00
8.1.8	HVAC SERVICE - HELPER	5	\$ 60.00	\$ 300.00
8.1.9	HVAC SERVICE - LABORER	5	\$ 0	\$ 0
8.1.10	HVAC SERVICE - Truck Charge	1	\$ 0	\$ 0
8.1.11	PARTS PERCENTAGE MARKUP SUPPORTED AND MAINTAINED	NORMALLY \$2,500	PERCENTAGE MARKUP= 26 %	TOTAL COST = \$2500 X PERCENTAGE MARKUP 26 \$ 3000.00
8.1.12	PARTS PERCENTAGE MARKUP NORMALLY SUPPORTED AND MAINTAINED	NOT \$2,500	PERCENTAGE MARKUP= 20 %	TOTAL COST = \$2500 X PERCENTAGE MARKUP 20 \$ 3000.00
TROOP 4 OVERALL COST				\$ 10,260.00

Bidder/Vendor Information:

Name: CINCO INC
 Address: PO Box 480 Calhoun WV 25510
 Phone No.: 562-7205
 Fax No.: 304-392-4128
 Email Address: JL.Gilchrist@cinco.wv.com
 Authorized Signature: [Signature]

*Quantities are estimated annual usage for bidding purposes and bidder's information.
 Failure to use this form may result in disqualification

TROOP 5 HEADQUARTERS
8040 OLD LOGAN ROAD
CHAPMANVILLE, WEST VIRGINIA 25508
OFFICE 792-7174 FAX 792-7178

HAMLIN
8152 COURT AVENUE
HAMLIN, WV 25523-1420
(824-3101) (FAX 824-3015)

HUNTINGTON
3339 U.S. RT. 60 E
HUNTINGTON, WV 25705-2838
(528-5555) (FAX 528-5505)

MADISON
347 KENMORE DR, SUITE 2A
DANVILLE, WV 25053-0531
(369-7800) (FAX 369-7818)

WAYNE
300 SANSOM AVENUE
WAYNE, WV 25570
(272-5131) (FAX 272-6539)

WILLIAMSON
200 EAST THIRD AVENUE
WILLIAMSON, WV 25661-3624
(235-6000) (FAX 235-6002)
GILBERT EXTENSION (664-3950)

TROOP 6 HEADQUARTERS
105 PINECREST DRIVE
BECKLEY, WEST VIRGINIA 25801-5349
OFFICE 256-6982 FAX 256-6773

GAULEY BRIDGE
10365 MIDLAND TRAIL
GAULEY BRIDGE, WV 25085
(779-2161) (FAX 779-2162)

HINTON
HC 76, BOX 2
HINTON, WV 25951-9403
(466-2800) (FAX 466-2801)

JESSE
P. O. BOX 10
JESSE, WV 24849-0010
(682-4717) (FAX 682-4706)

LEWISBURG
381 GSM DRIVE
LEWISBURG, WV 24901
(647-7600) (FAX 647-7405)

RAINELLE
354 JOHN RAINE DRIVE
RAINELLE, WV 25962
(438-3000) (FAX 438-3001)

RICHWOOD
12 WHITE AVE
RICHWOOD, WV 26261-1338
(846-6510) (FAX 846-2339)

SUMMERSVILLE
100 SERVICE ROAD
SUMMERSVILLE, WV 26651-9706
(872-0800) (FAX 872-0846)

UNION
BOX 197
UNION, WV 24983-0197
(772-5100) (FAX 772-5151)

OAK HILL
3057 MAIN STREET
OAK HILL, WV 25901-6175
(469-2915) (FAX 465-8043)

PRINCETON
910 OAKVALE RD.
PRINCETON, WV 24740
(425-2101) (FAX 425-7667)

WELCH
850 VIRGINIA AVENUE
WELCH, WV 24801-2352
(436-2101) (FAX 436-8014)

WHITESVILLE
P.O. BOX 443
SYLVESTER WV 25193
(854-0101) (FAX 854-0871)

CRMQ DPS 16*11 HVAC SERVICE

Troop 5: Cabell, Wayne, Lincoln, Boone, Logan and Mingo counties

Item No.	Description	Estimated Annual Hours	Unit Price	Extended Amount
BASIC HOURLY LABOR RATE: for work performed between 8:00 AM and 5:00 PM, Monday through Friday.				
8.1.1	HVAC SERVICE - TECHNICIAN	10	\$ 86. ⁰⁰	\$ 860. ⁰⁰
8.1.2	HVAC SERVICE - HELPER	10	\$ 60. ⁰⁰	\$ 600. ⁰⁰
8.1.3	HVAC SERVICE - LABORER	10	\$ 0	\$ 0
OVERTIME HOURLY LABOR RATE: for work performed between 5:00 PM and 8:00 AM, Monday through Friday, and on weekends.				
8.1.4	HVAC SERVICE - TECHNICIAN	10	\$ 120. ⁰⁰	\$ 1200. ⁰⁰
8.1.5	HVAC SERVICE - HELPER	10	\$ 90. ⁰⁰	\$ 900. ⁰⁰
8.1.6	HVAC SERVICE - LABORER	10	\$ 0	\$ 0
HOUDAY HOURLY LABOR RATE: for work performed on special holidays (not Sundays unless the day is declared an national holiday).				
8.1.7	HVAC SERVICE - TECHNICIAN	5	\$ 80. ⁰⁰	\$ 400. ⁰⁰
8.1.8	HVAC SERVICE - HELPER	5	\$ 60. ⁰⁰	\$ 300. ⁰⁰
8.1.9	HVAC SERVICE - LABORER	5	\$ 0	\$ 0
8.1.10	HVAC SERVICE - Truck Charge	1	\$ 0	\$ 0
8.1.11	PARTS PERCENTAGE MARKUP SUPPORTED AND MAINTAINED	NORMALLY \$2,500	PERCENTAGE MARKUP= 26 %	TOTAL COST = \$2500 X PERCENTAGE MARKUP 26 = \$ 3050. ⁰⁰
8.1.12	PARTS PERCENTAGE MARKUP NORMALLY SUPPORTED AND MAINTAINED	NOT \$2,500	PERCENTAGE MARKUP= 20 %	TOTAL COST = \$2500 X PERCENTAGE MARKUP 20 = \$ 3000. ⁰⁰
TROOP 5 OVERALL COST				\$ 10,200. ⁰⁰

Bidder/Vendor Information:

Name: *Jeff Williams*
 Address: *20 Box 480 Cullerton West 25510*
 Phone No.: *304-562-7106*
 Fax No.: *304-397-4124*
 Email Address: *JLWilliams@att.com*
 Authorized Signature: *[Signature]*

*Quantities are estimated annual usage for bidding purposes and bidder's information.
 Failure to use this form may result in disqualification

Troop 6: Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Monroe, and Greenbrier counties

Item No.	Description	Estimated Annual Hours	Unit Price	Extended Amount
BASIC HOURLY LABOR RATE: for work performed between 8:00 AM and 5:00 PM, Monday through Friday.				
8.1.1	HVAC SERVICE - TECHNICIAN	10	\$ 80. ⁰⁰	\$ 800. ⁰⁰
8.1.2	HVAC SERVICE - HELPER	10	\$ 60. ⁰⁰	\$ 600. ⁰⁰
8.1.3	HVAC SERVICE - LABORER	10	\$ 0	\$ 0
OVERTIME HOURLY LABOR RATE: for work performed between 5:00 PM and 8:00 AM, Monday through Friday, and on weekends.				
8.1.4	HVAC SERVICE - TECHNICIAN	10	\$ 120. ⁰⁰	\$ 1200. ⁰⁰
8.1.5	HVAC SERVICE - HELPER	10	\$ 90. ⁰⁰	\$ 900. ⁰⁰
8.1.6	HVAC SERVICE - LABORER	10	\$ 0	\$ 0
HOLIDAY HOURLY LABOR RATE: for work performed on special holidays (not Sundays unless the day is declared a national holiday).				
8.1.7	HVAC SERVICE - TECHNICIAN	5	\$ 80. ⁰⁰	\$ 400. ⁰⁰
8.1.8	HVAC SERVICE - HELPER	5	\$ 60. ⁰⁰	\$ 300. ⁰⁰
8.1.9	HVAC SERVICE - LABORER	5	\$ 0	\$ 0
8.1.10	HVAC SERVICE - Truck Charge	1	\$ 0	\$ 0
8.1.11	PARTS PERCENTAGE MARKUP SUPPORTED AND MAINTAINED	NORMALLY \$2,500	PERCENTAGE MARKUP= ___ %	TOTAL COST = \$2500 X PERCENTAGE MARKUP 20 \$ 3000 ⁰⁰
8.1.12	PARTS PERCENTAGE MARKUP NORMALLY SUPPORTED AND MAINTAINED	NOT \$2,500	PERCENTAGE MARKUP= ___ %	TOTAL COST = \$2500 X PERCENTAGE MARKUP 20 \$ 3000 ⁰⁰
TROOP 6 OVERALL COST				\$ 10,200 ⁰⁰

Bidder/Vendor Information:

Name: Jeff Colquhoun

Address: PO Box 480 Clendenen West 25510

Phone No.: 304-562-2205

Fax No.: 304-297-4128

Email Address: JLColquhoun@comcast.net

Authorized Signature: [Signature]

*Quantities are estimated annual usage for bidding purposes and bidder's information.
Failure to use this form may result in disqualification



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: 215421

Doc Description: Addendum No. 1 - HVAC SERVICE - Troop Locations

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-09-19	2016-09-29 13:30:00	CRFQ 0612 DPS1700000002	2

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

Vendor Name, Address and Telephone Number:

*Cinco Five
 Po Box 480
 Charleston WV 25510*

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
 (304) 558-2544
 tara.l.yle@wv.gov

Signature X

FEIN #

55-0749571-001

DATE

9/29/16

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO DPS1700000002

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 type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Cinco Tac
Company

[Signature]
Authorized Signature

9/29/16
Date

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

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:

WV State Police Headquarters
4124 Kanawha Turnpike
South Charleston, WV 25309

September 13, 2016 at 10:00 am

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 nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: September 19, 2016 by 4:00 pm

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

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, 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, 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: September 29, 2016 at 1:30 pm

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.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

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. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "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.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "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.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "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 upon award and extends for a period of one (1) 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 3 (three) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 36 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 _____ 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. 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 a 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.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid 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 100% of contract value. 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.

WV Contractor's License

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.

8. 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.

9. 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.

10. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

for _____

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.

11. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

12. 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.

13. 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.

14. 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.

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. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

17. 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.

18. 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 § 148-1-6.1.e.

19. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

20. 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.

21. 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 laws, regulations, and ordinances.

22. 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.

23. 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). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

30. PRIVACY, SECURITY, AND 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>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, 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.

33. 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.

34. 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.

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 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"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. 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.

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.

- (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
CRFQ DPS1700000002
HVAC Service for troop locations**

SPECIFICATIONS

- 1 PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia State Police to establish an open-end contract for HVAC Service Agreement, to include corrective service and emergency service to maintain total coverage of the heating, ventilation and air conditioning system.

Facilities to be covered shall be:

- Troop 1:** Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Doddridge, Harrison, Taylor, Marion, Monongalia, and Preston counties
- Troop 2:** Mineral, Grant, Hampshire, Hardy, Morgan, Berkeley, and Jefferson counties
- Troop 3:** Barbour, Lewis, Upshur, Gilmer, Braxton, Webster, Pocahontas, Randolph, Tucker, and Pendleton counties
- Troop 4:** Pleasants, Wood, Wirt, Richie, Roane, Calhoun, Clay, Kanawha, Jackson, Mason, and Putnam counties
- Troop 5:** Cabell, Wayne, Lincoln, Boone, Logan and Mingo counties
- Troop 6:** Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Monroe, and Greenbrier counties

Facilities at the WV State Police Headquarters and WV State Police Academy shall be excluded from this contract.

- 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 “Corrective Maintenance”** means work performed on an as-requested basis to correct a malfunction or failure in an HVAC system; and testing to ensure that equipment is in proper working order.
- 2.2 “Pricing Page”** means the pages upon which Vendor should list its proposed price for the Contract Services. The Pricing Page is either included on the last page of this RFQ or attached hereto as Appendix C.
- 2.3 “RFQ”** means the official request for quotation published by the Purchasing Division.
- 2.4 “Owner”** as used in this specification shall mean the West Virginia State Police.
- 2.5 “Vendor or Contractor”** as used in this specification shall mean that qualified vendor who is awarded a purchase order.

**REQUEST FOR QUOTATION
CRFQ DPS1700000002
HVAC Service for troop locations**

3 PERFORMANCE REQUIREMENTS: Vendor shall provide Agency with HVAC Maintenance on an open-end and continuing basis as outlined in this Contract.

3.1 Corrective Maintenance:

3.1.1 Vendor shall respond to service calls by phone or in person within two hours and must arrive on site to begin performance as soon as possible, not later than four hours after Vendor is notified of the request. Vendor may only deviate from the required four hour response time with written permission from the Agency.

3.1.2 Service must be performed between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday unless the HVAC service will cause disruption of business activity.

3.1.3 Agency may request service on an emergency basis by notifying the Vendor of the emergency. Vendor must respond to all emergency requests within 30 minutes of being notified of the emergency request and arrive on site to begin performance no later than two hours after being notified of the emergency.

3.1.4 Service performed under this Contract shall not exceed \$25,000 per project in total cost.

3.1.5 Parts:

3.1.5.1 Vendor is responsible for procuring all necessary parts needed to perform HVAC service under this Contract within the required time frames established herein.

3.1.5.2 Vendor shall maintain a supply or inventory of routinely used replacement parts for the HVAC equipment utilized by the Agency. All replacement parts shall be equal to or better than original manufacturer's parts.

3.1.5.3 Parts Warranty: The vendor shall provide a copy of the manufacturer's warranty on parts with the invoice.

4 FACILITIES ACCESS: The facilities identified in the contract may require access cards and/or keys to gain entrance.

4.1 Anyone performing under this Contract will be subject to Agency's security protocols and procedures.

4.2 Vendor shall inform all staff Agency's security protocol and procedures.

**REQUEST FOR QUOTATION
CRFQ DPS170000002
HVAC Service for troop locations**

5 QUALIFICATIONS:

5.1 Experience: Vendor must have successfully installed and maintained HVAC equipment of the type, character and magnitude currently being utilized by Agency and included on the list on HVAC equipment, attached hereto as, on two or more occasions in the last five years. The list of HVAC equipment is incorporated herein by reference.

Vendor should furnish information concerning the two largest facility contracts it has completed, current vendor capacity, other relevant experience, and other similar contract obligations to provide similar work.

5.2 Training: Vendor shall be trained and/or certified to provide HVAC Maintenance on the equipment located at the Agency's facilities as shown on attached. Vendor must provide Agency with documentation, satisfactory to the Agency at its sole discretion, to verify training and certification upon request.

5.3 Factory Authorization: Vendor must be authorized by the applicable manufacturer to perform repair and warranty on the equipment listed on attached.

5.4 Certifications: Vendor shall ensure that all HVAC Maintenance performed under this Contract is performed by an appropriately licensed individual. Required licenses may include, but are not limited to the following:

- 5.4.1 Electricians – WV Electricians License
- 5.4.2 Plumbers – WV Plumbers License
- 5.4.3 HVAC – EPA 608 Certification and Apprentice Certification or Completion of HVAC Vocational Program.
- 5.4.4 WV Contractor's License

5.5 Building Codes: At a minimum, the HVAC Maintenance shall comply with the current editions of the following standards and codes in effect at the time of performance.

- 5.5.1 National Electric Code (NEC)
- 5.5.2 International Building Code (IBC)
- 5.5.3 International Mechanical Code (IMC)
- 5.5.4 Underwriters laboratories: Products shall be UL-916-PAZX listed.
- 5.5.5 ANSI/ASHRAE Standard 135-2004 (BACnet)
- 5.5.6 ANSI/EIA/CEA-709.1 (LonTalk)
- 5.5.7 NFPA (National Fire Protection Association)

**REQUEST FOR QUOTATION
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HVAC Service for troop locations**

6 REPORTS: Vendor shall provide all of the reports as outlined below.

6.1 Service Maintenance Log: Vendor shall maintain a log of all service performed under this Contract. The log must include the name of the individual performing the Corrective Maintenance, a description of the work performed, a list of any parts that were repaired or replaced, the total time spent performing the Corrective Maintenance, and the date and time Corrective Maintenance was performed. Vendor shall submit a copy of this log to the Agency upon the Agency's request.

6.4 Quarterly and Annual Reports: Vendor shall provide quarterly reports and annual summaries to the Agency, and to the Purchasing Division when requested, with a detailed listing of HVAC service performed under this Contract during that period of time. The quarterly and annual reports must include a listing of the hours worked per project, the cost of hours worked per project, the total of all hours worked and corresponding cost, a listing of parts utilized per project, the cost of parts utilized per project, the total parts used for the period, the cost of parts for the period, a grand total of all costs for the period, and any other information that the Agency or Purchasing Division may request.

7 TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time associated with performance of this Contract. Such costs will not be paid by the Agency.

8 CONTRACT AWARD: This Contract will be awarded to the Vendor meeting the required specifications that provide the lowest overall total cost per Troop as identified in Section 1 and as shown on the Pricing Pages. The Agency reserves the right to make multiple or split awards to this contract due to the size of the area to be covered by this contract.

8.1 Pricing Pages: Vendor should complete the Pricing Pages by inserting the requested information in the appropriate location and performing the calculations necessary to arrive at a total cost. The requested information includes: an hourly labor rate, a percentage markup, the total labor cost, the total parts cost, and the total cost. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bid being disqualified.

The Pricing Pages contain an estimated number of labor hours and an estimated cost for parts. The estimates for labor and parts represent an amount that will be utilized for evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.

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Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. Notwithstanding the foregoing, the Purchasing Division may correct errors at its discretion.

An example of a properly completed Pricing Page is shown below for reference purposes only:

Hourly Labor Rate	x	Estimated Hours	=	Total Labor Cost
<u>\$ 50</u>	x	200	=	<u>\$ 10,000</u>
Estimated Parts Cost	x	Multiplier	=	Total Parts Cost
<u>\$ 10,000.00</u>	x	<u>1.20</u>	=	<u>\$ 12,000</u>
		Total Cost		<u>\$ 22,000</u>

9 ORDERING:

9.1 Service Ordering: The Agency will issue an ADO allowing Vendor to commence work. This ADO shall have a unique number, reference the master contract number, and detail the scope of work for the project in question. Issuance of the ADO to the Vendor shall be considered authorization to begin work. If the Agency determines that the cost quote is not satisfactory, then Agency and Vendor shall work to obtain a satisfactory cost quote by modifying the project, requesting different parts, performing labor with state employees, or other methods that Agency and Vendor deem appropriate. **Agency shall not issue an ADO that allows service performed under this Contract to exceed \$25,000 per project in total cost.**

9.2 Vendor is not permitted to perform any work other than that specified on the ADO issued under section 9.1 of this Contract.

9.3 Issuance of multiple ADOs to circumvent the \$25,000 per project limitation on service is strictly prohibited.

9.4 Change orders that service to exceed \$25,000 per project will not be permitted.

**REQUEST FOR QUOTATION
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HVAC Service for troop locations**

10 PAYMENT:

10.1 Labor: Agency shall pay a single flat hourly rate for all HVAC service performed under this contract.

10.2 Parts: Vendor shall bill Agency for parts at Vendor's cost plus a markup designated by Vendor on the Pricing Page. The markup must apply to all parts and should be listed on the Pricing Page as a multiplier. (Examples of how the multiplier should be used are shown below.) For purposes of this Contract, Vendor's cost is the amount paid by Vendor to the manufacturer or supplier and does not include Vendor's overhead, stocking fees, delivery charges, or other fees that are not direct payment for parts. All charges not associated with direct payments to the manufacturer or supplier must be accounted for in the markup represented by the multiplier.

<u>Multiplier Example</u>	<u>Meaning</u>
.05	Vendor sells parts to Agency at one-half of Vendor's cost
1.0	Vendor sells parts to Agency at Vendor's cost
1.25	Vendor sells parts to Agency at Vendor's cost put a 25% markup
1.5	Vendor sells parts to Agency at Vendor's cost plus a 50% markup

Notwithstanding the foregoing, Vendor may invoice Agency for expedited or emergency delivery of parts provided that the expedited or emergency delivery was requested by the Agency in advance, the delivery charge is specifically listed on the billing invoice to the Agency, the Agency pays no more than the actual delivery charge, and the actual delivery charge documentation is included with the invoice.

11 DEFAULT:

11.1 The following shall be considered a vendor default under this Contract.

11.1.1 Failure to perform HVAC service in accordance with the requirements contained herein.

11.1.2 Failure to comply with other specifications and requirements contained herein.

11.1.3 Failure to comply with any applicable laws, rules, ordinances, or building code applicable to the Contract or HVAC service in general.

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HVAC Service for troop locations**

11.1.4 Failure to remedy deficient performance upon request.

11.2 The following remedies shall be available upon default.

11.2.1 Cancellation of the Contract.

11.2.2 Cancellation of one or more ADOs issued under this Contract.

11.2.3 Any other remedies available in law or equity.

11.3 Agency reserves the right to inspect the HVAC service to ensure that Vendor's performance is in compliance with this Contract. If Agency determines that Vendor has failed to perform in accordance with this Contract, Agency may demand that the Vendor immediately remedy the failure or consider the failure to be a default. Vendor's failure to remedy the deficient performance, if given the opportunity to do so, shall be considered a default.

12 EQUIPMENT TO BE SERVICED AND MAINTAINED

12.1 Service calls shall include the following services as required and applicable to keep system(s) and equipment operating properly.

12.1.1 Air Conditioning Equipment

12.1.2 Air Handling Equipment

12.1.3 Temperature Control Devices and Systems

12.1.4 Boiler Systems (to include in-line circulating pumps)

12.1.5 Exhaust Fans and Ventilation Fans

12.1.6 All adjustments, calibrations and lubricants are to be in compliance with the manufacturer's specifications for each system or individual piece of equipment. Any variations will not be accepted unless owner is informed beforehand of the reasons, and acknowledges such variations.

12.1.7 Service includes those components shown on Appendix A which is incorporated herein by reference.

12.1.8 The specific types of equipment covered under this agreement are as listed in Appendix B, also herein incorporated.

APPENDIX A

COVERED BY THIS AGREEMENT

- Accumulators
- Air conditioning compressors
- Air filters (except when provided by owner)
- Automatic Controls
- Bearings and Blocks
- Belts
- Belt drives
- Burners
- Capacity and safety devices which control equipment units capacitors and start capacitors
- Condensate pumps
- Condenser coil repair if possible
- Condenser coil replacement, labor only
- Condenser fan blades
- Contractor and contractor coils
- Control wiring
- Crankcase heaters direct
- Digital controls direct
- Expansion valves driers
- Electric motors
- Electric starters
- Electrodes
- Evaporator coil repair, if possible
- Evaporator coil replacement, labor only
- Gas valves
- Hand valves
- Hot gas bypass valves
- Igniter assemblies
- Impellers
- Interconnecting refrigerant piping, fittings, solder and insulation interconnecting steam and condensate piping
- Pressure controls
- Pulleys
- Refrigerant gases
- Refrigeration oils
- Relays
- Reversing valves
- Safety thermostats
- Shafts
- Sheaves
- Solenoids
- Solenoid valves

- Solid state printed circuit boards
- Steam traps including thematic types
- Switches
- Temperature controls, electronic and pneumatic
- Thermostats
- Timers used to control night setback
- Unit heaters
- Unit internal power wiring
- Valves (any other)
- Water testing and analysis
- Water treatment feed system
- Water treatments

*****END OF APPENDIX A*****

SOLICITATION NUMBER: CRFQ – DPS1700000002
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DPS1700000002 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. Sign-in sheets from mandatory pre-bid meeting held on 9/13/16 attached.
2. The bid opening remains on 09/29/2016 at 1:30 pm.
3. Please note – Online bid responses are prohibited for this CRFQ. All bids must be submitted in paper format by the bid opening date and time.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, 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.

Troops

SIGN IN SHEET

Request for Proposal No. DPS 17#2

PLEASE PRINT

Page 1 of 3

Date: 9/13/16

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>RIGNEY DIGITAL SYSTEMS LTD</u>	<u>1069 EAST HIGHLAND DR</u>	PHONE <u>304-757-3314</u>
Rep: <u>DEANIE CRADDOCK</u>	<u>HURRICANE WV 25526</u>	TOLL FREE
Email Address: <u>dcraddock@suddenlinkmail.com</u>		FAX <u>304-757-3316</u>
Company: <u>H.E. NEUMANN CO.</u>	<u>1410 6TH AVE.</u>	PHONE <u>304-650-6972</u>
Rep: <u>PATRICK O'NEILL</u>	<u>CHARLESTON, WV. 25312</u>	TOLL FREE <u>304-232-3040</u>
Email Address: <u>PONEILL@HNEUMANN.COM</u>		FAX
Company: <u>Tri-State Roofing & Sheet Metal</u>	<u>321 Harris Dr.</u>	PHONE <u>304-755-8135</u>
Rep: <u>Mike Crouch</u>	<u>Poca WV 25159</u>	TOLL FREE
Email Address: <u>Mcrouch@tri-stateservice.com</u>		FAX
Company: <u>Cemco Business Services</u>		PHONE <u>304-562-7705</u>
Rep: <u>LEE BROWN</u>	<u>2336 VENGENZA AVE</u>	TOLL FREE
Email Address: <u>lbrown@cemcowv.com</u>	<u>HURRICANE, WV 25526</u>	FAX <u>304-397-4178</u>
Company: <u>Casto Technical</u>		PHONE <u>304 346 0547</u>
Rep: <u>Ted Cline</u>	<u>540 Leon Sullivan Way</u>	TOLL FREE
Email Address: <u>TCline@Castotech.com</u>	<u>Char WV</u>	FAX <u>304 346 8920</u>

Request for Proposal No. DPS17*2

SIGN IN SHEET

PLEASE PRINT

Page 2 of 3

Date: 9/13/16

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Dave's Plbg: Heating LLC</u> Rep: <u>Max Chenier</u> Email Address: <u>davesplumbingheatingllc@gmail.com</u>	<u>27 Ten Mile Rd</u> <u>Belington WV 26250</u>	PHONE <u>304-823-3479</u> TOLL FREE FAX <u>304-823-3403</u>
Company: <u>Mason & Barry, Inc</u> Rep: <u>Terry Vaughan</u> Email Address: <u>tvaughan@masonbarry.com</u>	<u>301 Smiley Dr</u> <u>St Albans WV 25177</u>	PHONE <u>304-755-0781</u> TOLL FREE FAX <u>304-755-4010</u>
Company: <u>Charleston Trans</u> Rep: <u>Joe Linville</u> Email Address: <u>Joe.Linville@rco.com</u>	<u>2570-A Pennsylvania Ave</u> <u>Charleston WV 25302</u>	PHONE <u>304 348-2815</u> TOLL FREE FAX <u>304 348 2810</u>
Company: <u>Dso mechanical</u> Rep: <u>Derrick Dunlap</u> Email Address: <u>DDunlap@Dsomech.com</u>	<u>515 3rd Avenue</u> <u>South Charleston WV 25309</u>	PHONE <u>304 744-8479</u> TOLL FREE FAX <u>304 744 8481</u>
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL FREE FAX _____

SIGN IN SHEET

Page 3 of 3

Request for Proposal No. DPS 17*2

PLEASE PRINT

Date: 9/13/16

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Alpha Mechanical</u>	<u>401 27th Street</u>	PHONE <u>304-550-5289</u>
Rep: <u>John Jennings</u>	<u>Dunbar, WV 25064</u>	TOLL FREE <u>800-212-6324</u>
Email Address: <u>john.jennings@alpha-services.com</u>		FAX <u>502-400-4958</u>
Company: <u>Perfection Group</u>	<u>102 Roxalana Business Park</u>	PHONE <u>304-373-7246</u>
Rep: <u>Traci B. Ray</u>	<u>Dunbar, WV 25004</u>	TOLL FREE
Email Address: <u>tray@perfectiongroup.com</u>		FAX <u>855-879-8051</u>
Company: _____	_____	PHONE
Rep: _____	_____	TOLL FREE
Email Address: _____		FAX
Company: _____	_____	PHONE
Rep: _____	_____	TOLL FREE
Email Address: _____		FAX
Company: _____	_____	PHONE
Rep: _____	_____	TOLL FREE
Email Address: _____		FAX

BID BOND PREPARATION INSTRUCTIONS

AGENCY (A)
RFQ/RFP# (B)

- (A) WV State Agency
(Stated on Page 1 "Spending Unit")
- (B) Request for Quotation Number (upper right corner of page #1)
- (C) Your Business Entity Name (or Individual Name if Sole Proprietor)
- (D) City, Location of your Company
- (E) State, Location of your Company
- (F) Surety Corporate Name
- (G) City, Location of Surety
- (H) State, Location of Surety
- (I) State of Surety Incorporation
- (J) City of Surety's Principal Office
- (K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
- (L) Amount of bond in numbers
- (M) Brief Description of scope of work
- (N) Day of the month
- (O) Month
- (P) Year
- (Q) Name of Business Entity (or Individual Name if Sole Proprietor)
- (R) Seal of Principal
- (S) Signature of President, Vice President, or Authorized Agent
- (T) Title of Person Signing for Principal
- (U) Seal of Surety
- (V) Name of Surety
- (W) Signature of Attorney in Fact of the Surety

Bid Bond
KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,
(C) of (D), (E)
as Principal, and (F) of (G),
(H), a corporation organized and existing under the laws
of the State of (I) with its principal office in the City of
(J), as Surety, are held and firmly bound unto The State
of West Virginia, as Oblige, in the penal sum of (K)
((L)) 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 _____

(M)

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 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 time within which the Oblige may accept such bid; and said Surety does hereby waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and Surety, or by Principal individually if Principal is an individual, the (N) day of (O), 20(P).

Principal Seal _____
(R) (Name of Principal)

By _____
(S)
(Must be President, Vice President, or Duly Authorized Agent)

_____ (T)
Title

Surety Seal _____
(U) (Name of Surety)

_____ (W)
Attorney-in-Fact

NOTE 1: Dated Power of Attorney with Surety Seal must accompany this bid bond.

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____
of _____, _____, as Principal, and _____
of _____, _____, a corporation organized and existing under the laws of the State of _____
with its principal office in the City of _____, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligor, in the penal sum of _____ (\$ _____) 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

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 Obligor may accept such bid, and said Surety does hereby
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
Surety, or by Principal individually if Principal is an individual, this _____ day of _____, 20_____.

Principal Seal

(Name of Principal)

By _____
(Must be President, Vice President, or
Duly Authorized Agent)

(Title)

Surety Seal

(Name of Surety)

Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and
must attach a power of attorney with its seal affixed.**



State of West Virginia
PURCHASING DIVISION
Construction Bid Submission Review Form

This list has been provided for informational purposes only and is not to be construed as a complete list of request for quotation or bidding requirements for any individual construction project. This list does not and cannot include every item, mistake or oversight that could cause a contractor's bid to be disqualified. Rather, this list is intended to draw attention to some of the most common problems that the Purchasing Division encounters in the bidding process for construction projects. All potential bidders must read the request for quotation, all additional documents, and all instructions relating thereto ("Bid Documents") in their entirety to identify the actual request for quotation and bidding requirements. Failure to read the Bid Documents in their entirety and comply with the stated requirements contained therein may result in bid disqualification.

Errors That Shall Be Reason for Immediate Bid Disqualification

1. Failure to attend a mandatory pre-bid meeting
2. Failure to sign the bid
3. Failure to supply West Virginia contractor's license # on bid
4. Failure to supply a signed drug free workplace affidavit with the bid
5. Failure to supply a valid bid bond or other surety approved by the State of West Virginia
6. Failure to meet any mandatory requirement of the RFQ
7. Failure to acknowledge receipt of Addenda (only if stipulated as mandatory)
8. Failure to submit bid prior to the bid opening date and time
9. Federal debarment
10. State of West Virginia debarment or suspension

**Errors that May Be Reason for Bid Disqualification
Before Contract Award**

1. Uncontested debt to the State exceeding \$1,000.00 (must be cured prior to award)
2. Workers' Compensation or Unemployment Compensation delinquency (must be cured prior to award)
3. Not registered as a vendor with the State (must be cured prior to award)
4. Failure to obtain required bonds and/or insurance
5. Failure to provide the sub-contractor listing within 1 business day of bid opening.
6. Failure to use the provided RFQ form (only if stipulated as mandatory).

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Cimco, Inc.
of P. O. Box 480, Culloden, WV 25510-0480 as Principal, and Great American Insurance Company
of 301 E 4th Street Cincinnati, OH 45242, a corporation organized and existing under the laws of the State of Ohio
with its principal office in the City of Cincinnati, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five Percent of Total 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
DPS1700000002: HVAC Service - Troop Locations

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
29th day of September, 2016.

Principal Corporate Seal

Cimco, Inc.
(Name of Principal)
By [Signature]
(Must be President or Vice President)
VICE PRESIDENT
(Title)

Surety Corporate Seal

Great American Insurance Company
(Name of Surety)
[Signature]
Attorney-in-Fact

IMPORTANT -- Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.

GREAT AMERICAN INSURANCE COMPANY®

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

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

No. 0 20211

POWER OF ATTORNEY

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

Name	Address	Limit of Power
JEFFERY O'DELL	RICHARD L. HIGGINBOTHAM ALL OF	ALL
C. DAVID THOMAS	ROSEANN B. DYE-SMALLEY CHARLESTON, WEST VIRGINIA	\$75,000,000
ROBIN M. HUBBARD-SHERROD		

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

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 10TH day of AUGUST, 2011
Attest GREAT AMERICAN INSURANCE COMPANY



My L C. B.

Assistant Secretary

David C. Kitchen

Divisional Senior Vice President

DAVID G. KITCHIN (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 10TH day of AUGUST, 2011, before me personally appeared DAVID C. KITCHIN, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal, that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



KAREN L. GROSHEIM
NOTARY PUBLIC, STATE OF OHIO
MY COMMISSION EXPIRES 02-20-16

Karen L. Grosheim

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

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

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

CERTIFICATION

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

Signed and sealed this 29th day of September, 2016



My L C. B.

Assistant Secretary

CONTRACTOR LICENSE

Authorized by the
West Virginia Contractor Licensing Board

Number: WV025512

Classification:

ELECTRICAL
HEATING, VENTILATING & COOLING
PIPING
PLUMBING

CIMCO INC
DBA CIMCO INC
PO BOX 480
CULLODEN, WV 25510

Date Issued

MAY 09, 2016

Expiration Date

MAY 09, 2017

Mitchell R. Smith

Authorized Company Signature

Michael A. Carl

Chair, West Virginia Contractor
Licensing Board

**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/26/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER George H. Friedlander Company 1566 Kanawha Blvd. E. Charleston WV 25311		CONTACT NAME: Richard Higginbotham PHONE (A/C, No, Ext): 304-357-4520 E-MAIL ADDRESS: rhigginbotham@friedlandercompany.com FAX (A/C, No): 304-345-8724	
		INSURER(S) AFFORDING COVERAGE	
INSURED Cimco, Inc. P O Box 480 Culloden WV 25510-0480		INSURER A: Travelers Insurance INSURER B: Travelers Ind Co of America INSURER C: INSURER D: INSURER E: INSURER F:	
CIM1001		NAIC # 25874 25866	

COVERAGES **CERTIFICATE NUMBER:** 314121984 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	WARRANTY	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:				CO-6814B143-16	5/1/2016	5/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				810-6814B143-16	5/1/2016	5/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000				CUP-6814B143-16	5/1/2016	5/1/2017	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		N/A	UB-6557N779-16	5/1/2016	5/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
WC includes Broad Form Employers Liability, WV 23-4-2
Evidence of Insurance

CERTIFICATE HOLDER TO WHOM IT MAY CONCERN	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE:



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

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

I, Jeff Gillenwater, after being first duly sworn, depose and state as follows:

- 1. I am an employee of Cinco; and,
(Company Name)
- 2. I do hereby attest that Cinco
(Company Name)

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

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

Printed Name: Jeff Gillenwater
 Signature: [Handwritten Signature]
 Title: [Handwritten Title]
 Company Name: Cinco Inc
 Date: 9/29/16

Taken, subscribed and sworn to before me this 29 day of September 2016.

By Commission expires April 3, 2024

(Seal)
 OFFICIAL SEAL
 STATE OF WEST VIRGINIA
 NOTARY PUBLIC
 Cheryl L Griffith
 4810 Spring Hill Ave
 Putnam County, WV

[Handwritten Signature]
(Notary Public)

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

State of West Virginia
Purchasing Division

CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

In accordance with **West Virginia 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. That report must include each of the items identified below in the Required Report Content section.

Instructions: Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

Contract Identification:

Contract Number: _____

Contract Purpose: _____

Agency Requesting Work: _____

Required Report Content: The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- Information indicating the education and training service to the requirements of **West Virginia Code § 21-1D-5** was provided;
- Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- Average number of employees in connection with the construction on the public improvement;
- 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 Contact Information:

Vendor Name: Cimco Inc

Vendor Telephone: 362-7705

Vendor Address: Po Box 480

Vendor Fax: 327-4128

Callodan WV
25510

Vendor E-Mail: JGilliam@cimco.com

Cimco WV.COM

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

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

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Cisco Inc

Authorized Signature: [Signature] Date: 9/29/16

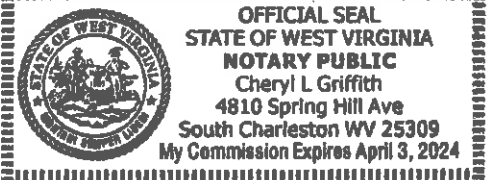
State of West Virginia

County of Putnam to-wit:

Taken, subscribed, and sworn to before me this 29 day of September, 2016

My Commission expires April 3, 2024.

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]
Purchasing Affidavit (Revised 08/01/2015)