



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: 322308

Doc Description: HVAC PREVENTIVE/CORRECTIVE MAINTENANCE AND PARTS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-06-26	2017-08-01 13:30:00	CRFQ 0803 DOT1700000095	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:

*DSO mechanical*  
*515 3RD AVE*  
*S. Chas. WV 25303*      *304-744-8479*

08/01/17 13:04:09  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Jessica S Chambers  
 (304) 558-0246  
 jessica.s.chambers@wv.gov

Signature X

FEIN #

*46-1525016*

DATE

*8-1-17*

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

**ADDITIONAL INFORMATION:**

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways, District One to establish an open-end contract for HVAC Maintenance. West Virginia Division of Highways - District One is established as the Agency. This is defined in Section 2 of the General Terms and Conditions. these services will take place at 1334 Smith Street, Charleston, WV; 1338 Smith Street, Charleston, WV; 1340 Smith Street, Charleston, WV; and 801 Ruffner Avenue, Charleston, WV.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS DISTRICT ONE HQ 1340 SMITH ST CHARLESTON WV25301 US		DIVISION OF HIGHWAYS DISTRICT ONE HQ 1340 SMITH ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	HVAC				

Comm Code	Manufacturer	Specification	Model #
72151201			

**Extended Description :**

PREVENTATIVE, CORRECTIVE, AND PARTS

TOTAL BID AMOUNT FOR ALL

See Attached Quotation Page

REQUEST FOR QUOTATION  
HVAC Maintenance

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EXHIBIT C - PRICING PAGES

Preventive Maintenance:

Monthly Charge	x	12 months	=	Total Yearly Charge
\$ <u>1,530<sup>00</sup></u>	x	12	=	\$ <u>18,360<sup>00</sup></u>

Corrective Maintenance:

Hourly Labor Rate	x	Estimated Hours	=	Total Labor Cost
\$ <u>85.00</u>	x	200	=	\$ <u>17,000<sup>00</sup></u>

Estimated Parts Cost	x	Multiplier	=	Total Parts Cost
\$10,000.00	x	<u>20%</u>	=	\$ <u>12,000.00</u>

	=	Total Cost *
	=	\$ <u>47,360<sup>00</sup></u>

\* Total Cost is calculated by adding the Total Yearly Cost, Total Labor Cost, and the Total Parts Cost.



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: 322308

Doc Description: ADDENDUM\_1: HVAC PREVENTIVE/CORRECTIVE MAINTENANCE & PARTS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-14	2017-08-01 13:30:00	CRFQ 0803 DOT1700000095	2

**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:

*DSO Mechanical*  
*515 3rd Ave*  
*So. Chas. WV 25303*      *304-744-8479*

**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins  
 (304) 558-2307  
 mark.a.atkins@wv.gov

Signature X

FEIN #

*46-1525016*

DATE

*8-1-17*

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

**ADDITIONAL INFORMATION:**

ADDENDUM\_1: Is being issued for the following:

1. To change the buyer contact information from Jessica S. Chambers to:  
 Mark A. Atkins.  
 Email: Mark.A.Atkins@wv.gov  
 Phone: 304-558-2307

No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways, District One to establish an open-end contract for HVAC Maintenance. West Virginia Division of Highways - District One is established as the Agency. This is defined in Section 2 of the General Terms and Conditions. these services will take place at 1334 Smith Street, Charleston, WV; 1338 Smith Street, Charleston, WV; 1340 Smith Street, Charleston, WV; and 801 Ruffner Avenue, Charleston, WV.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS DISTRICT ONE HQ 1340 SMITH ST CHARLESTON WV25301 US		DIVISION OF HIGHWAYS DISTRICT ONE HQ 1340 SMITH ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	HVAC				

Comm Code	Manufacturer	Specification	Model #
72151201			

**Extended Description :**  
 PREVENTATIVE, CORRECTIVE, AND PARTS  
 TOTAL BID AMOUNT FOR ALL

*See Attached Quotation Page*

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ 0803 DOT170000095**

**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.

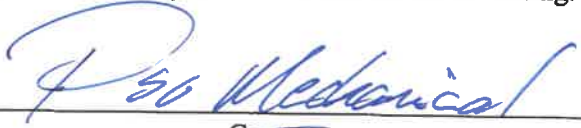
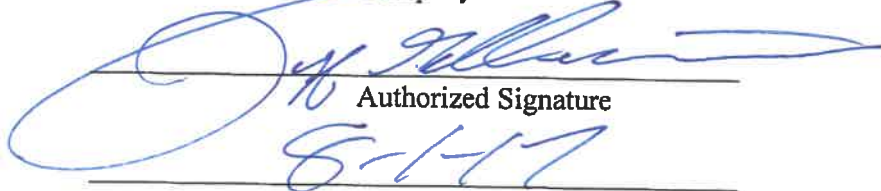

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**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.

  
\_\_\_\_\_  
Company  
  
\_\_\_\_\_  
Authorized Signature  
  
\_\_\_\_\_  
Date

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

Agency Division of Highways  
REQ.P.O# CRFQ 0803 DOT1700000095

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, DSO Mechanical, LLC  
of South Charleston, West Virginia, as Principal, and Western Surety Company  
of Sioux Falls, South Dakota, a corporation organized and existing under the laws of the State of South Dakota with its principal office in the City of Chicago, as Surety, are held and firmly bound unto the State of West Virginia, as Oblige, in the penal sum of 5% of the total amount bid (\$                     ) 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

Division of Highways CRFQ 0803 DOT1700000095 HVAC Preventative/Correction  
Maintenance & Parts

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 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, this 17 day of July, 20 17.

Principal Seal

DSO Mechanical, LLC  
(Name of Principal)  
By *Jeffrey Kell*  
(Must be President, Vice President, or Duly Authorized Agent)  
Operations Manager  
(Title)

Surety Seal

Western Surety Company  
(Name of Surety)

*Mary E. Brenner-Miller*  
Attorney-in-Fact

Mary E. Brenner-Miller

**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.**

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**John S Althans, Patricia N Skalla, Susan C Barriball, James C Althans, Mary E Brenner-Miller, Stacie A Waller, Individually**

of Chagrin Falls, OH, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 11th day of July, 2015.



WESTERN SURETY COMPANY

*Paul T. Brufat*

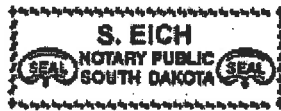
Paul T. Brufat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 11th day of July, 2015, before me personally came Paul T. Brufat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

February 12, 2021



*S. Eich*

S. Eich, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 17 day of July, 2017.



WESTERN SURETY COMPANY

*L. Nelson*

L. Nelson, Assistant Secretary



### 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: DSO Mechanical  
 Contractor's License No.: WV- WU 050370

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;

**Subcontractor List Submission (Construction Contracts Only)**

Bidder's Name: DSO Mechanical

Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.
<del>None</del>	

Attach additional pages if necessary

REQUEST FOR QUOTATION  
HVAC Maintenance

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11.3 Agency reserves the right to inspect the HVAC Maintenance 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. MISCELLANEOUS:**

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

**Contract Manager:** Jeff Gillenwater

**Telephone Number:** 304-744-8479

**Fax Number:** 304-744-8491

**Email Address:** J.Gillenwater@DSOmech.com

WV-72  
Approved / Revised 08/01/15

State of West Virginia  
Purchasing Division

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## CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

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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: PSO Mechanical

Vendor Telephone: 304-744-8479

Vendor Address: 515 3RD AVE

Vendor Fax: 304-744-8481

S. CHAS WV 25303

Vendor E-Mail: JGilkenwater@PSOmech.c



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

**STATE OF WEST VIRGINIA,**

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

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

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

Signature: Jeff Gilenwater


Title: Service Manager

Company Name: DSO Mechanical

Date: 8-1-17

Taken, subscribed and sworn to before me this 1 day of August, 2017.

By Commission expires April 3, 2024

(Seal)  OFFICIAL SEAL  
STATE OF WEST VIRGINIA  
NOTARY PUBLIC  
Cheryl L Griffith  
4810 Spring Hill Ave  
South Charleston WV 25309  
My Commission Expires April 3, 2024

Cheryl L Griffith  
(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.**

**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 Gilenwater Service Manager  
(Name, Title)

JEFF Gilenwater Service Manager  
(Printed Name and Title)

515 3RD Ave S. Chas WV 25303  
(Address)

304-744-8479 304-744-8499  
(Phone Number) / (Fax Number)

JGilenwater@DSDMech.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.

DSD Mechanical  
(Company)

Jeff Gilenwater Service Mgr  
(Authorized Signature) (Representative Name, Title)

JEFF Gilenwater Service Mgr  
(Printed Name and Title of Authorized Representative)

8-1-17  
(Date)

304-744-8479 / 304-744-8499  
(Phone Number) (Fax Number)



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: DSO Mechanical

Authorized Signature: [Signature] Date: 8-1-17

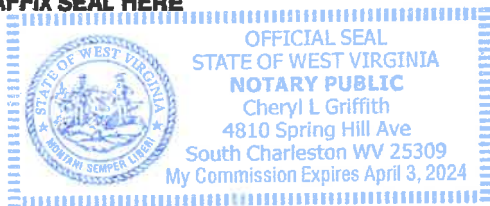
State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 1 day of August, 2017

My Commission expires April 3, 2024

**AFFIX SEAL HERE**



**NOTARY PUBLIC**

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





CERTIFICATE OF LIABILITY INSURANCE

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 <b>USI Insurance Services, LLC</b> 1 Hillcrest Drive East Charleston, WV 25311	CONTACT NAME: <b>Andy Teeter</b>
	PHONE (A/C, No, Ext): <b>304 347 0667</b>
INSURED <b>DSO Mechanical, LLC</b> 515 Third Ave South Charleston, WV 25303	FAX (A/C, No):
	E-MAIL ADDRESS: <b>andy.teeter@usi.com</b>
INSURER(S) AFFORDING COVERAGE	
INSURER A:	<b>BrickStreet Mutual Insurance Co</b>
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> N (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WCB1017685	01/01/2017	01/01/2018	PER STATUTE <input checked="" type="checkbox"/> OTH-ER 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)  
**General Evidence**

CERTIFICATE HOLDER Evidence of Insurance	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 <i>Jama P. Crowe</i>

# CONTRACTOR LICENSE

Authorized by the

## West Virginia Contractor Licensing Board

**Number:** WV050370

**Classification:**

HEATING, VENTILATING & COOLING  
PLUMBING

DSO MECHANICAL LLC  
DBA DSO MECHANICAL LLC  
PO BOX 8482  
SOUTH CHARLESTON, WV 25303

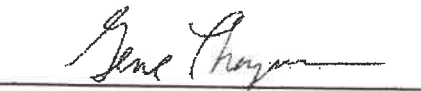
**Date Issued**

**Expiration Date**

JANUARY 21, 2017

JANUARY 21, 2018

  
Authorized Company Signature

  
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.



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: 322308

Doc Description: ADDENDUM\_2: HVAC PREVENTIVE/CORRECTIVE MAINTENANCE & PARTS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-28	2017-08-01 13:30:00	CRFQ 0803 DOT1700000095	3

**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:

**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins  
 (304) 558-2307  
 mark.a.atkins@wv.gov

Signature X

FEIN #

DATE

7/31/17

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

**ADDITIONAL INFORMATION:**

ADDENDUM 2: Is being issued for the following:

1. To publish the Agency responses to the questions submitted by vendors during the Technical Questioning period.
2. To publish the pre-bid sign-in sheets.

No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways, District One to establish an open-end contract for HVAC Maintenance. West Virginia Division of Highways - District One is established as the Agency. This is defined in Section 2 of the General Terms and Conditions. these services will take place at 1334 Smith Street, Charleston, WV; 1338 Smith Street, Charleston, WV; 1340 Smith Street, Charleston, WV; and 801 Ruffner Avenue, Charleston, WV.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS DISTRICT ONE HQ 1340 SMITH ST CHARLESTON WV25301 US		DIVISION OF HIGHWAYS DISTRICT ONE HQ 1340 SMITH ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	HVAC				

Comm Code	Manufacturer	Specification	Model #
72151201			

**Extended Description :**

PREVENTATIVE, CORRECTIVE, AND PARTS

TOTAL BID AMOUNT FOR ALL

<b>DOT1700000095</b>	<b>Document Phase</b> Final	<b>Document Description</b> ADDENDUM_2: HVAC PREVENTIVE/CORRECTIVE MAINTENANCE & PARTS	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



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

State of West Virginia  
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 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins  
 (304) 558-2307  
 mark.a.atkins@wv.gov

Signature X  FEIN # DATE 7/31/17

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

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2. To publish the pre-bid sign-in sheets.

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INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS DISTRICT ONE HQ 1340 SMITH ST CHARLESTON WV 25301 US		DIVISION OF HIGHWAYS DISTRICT ONE HQ 1340 SMITH ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	HVAC	0.00000			

Comm Code	Manufacturer	Specification	Model #
72151201			

Extended Description :

PREVENTATIVE, CORRECTIVE, AND PARTS

TOTAL BID AMOUNT FOR ALL

**SOLICITATION NUMBER: CRFQ 0803 DOT1700000095**  
**Addendum Number: 2**

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The purpose of this addendum is to modify the solicitation identified as CRFQ 0803 DOT1700000095 ("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. To publish the Agency responses to the questions submitted by vendors during the Technical Questioning period.
2. To publish the pre-bid sign-in sheets.

No other changes made.

**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.



Attachment\_A

Addendum\_2

Pre Bid Questions CRFQ-0803-DOT170000095

1. On the inspection frequencies, all equipment is listed as quarterly except the split systems, which say monthly. Is that correct or was it a misprint?

Answer: It is correct. It was our intent to have the split systems inspected monthly.

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number:

CRFQ DOT17\*95

Date: JULY 17, 2017

Project Description:

HVAC PREVENTIVE/CORRECTIVE MAINTENANCE & PARTS

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	WVDOH
Firm Address:	1900 Kanawha Blvd E Build 5 RM 220
Representative Attending:	Dusty Smith
Phone Number:	304 558 9398
Fax Number:	
Email Address:	dusty.j.smith@wv.gov

Firm Name:	Rigney Digital Systems
Firm Address:	P.O. Box 203 Hurricane West Virginia 25526
Representative Attending:	BELDON Smith
Phone Number:	304-541-6829
Fax Number:	
Email Address:	Buzoptca@aol.com

Firm Name:	WVDOH
Firm Address:	1338 Smith Street Chas WV
Representative Attending:	Dessie King
Phone Number:	304-356-3804
Fax Number:	
Email Address:	dessie.g.king@wv.gov

Firm Name:	DSO Mechanical
Firm Address:	515 3RD Ave S. Chas WV 25303
Representative Attending:	JEFF Gillenwater
Phone Number:	304-744-8479
Fax Number:	304-744-8491
Email Address:	JGillenwater@dsomech.com

Firm Name:	WVDOH
Firm Address:	1340 Smith St
Representative Attending:	Doug Brown
Phone Number:	304 356-3803
Fax Number:	Douglas.Brown@WV.Gov
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

PRE-BID CONFERENCE

**SIGN IN SHEET**

Request for Quotation Number:

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Firm Name:	<u>Casto Technical Services</u>
Firm Address:	<u>540 Leon Sullivan Way</u> <u>Charleston WV 25301</u>
Representative Attending:	<u>Matt Long</u>
Phone Number:	<u>304 346 0549</u>
Fax Number:	<u>304 346 8920</u>
Email Address:	<u>m.long@castotech.com</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>CASTO Technical Services</u>
Firm Address:	<u>540 Leon Sullivan Way</u> <u>Charleston WV 25301</u>
Representative Attending:	<u>Ben Smith</u>
Phone Number:	<u>304 - 346 - 0549</u>
Fax Number:	<u>304 - 542 - 9026</u>
Email Address:	<u>Bsmith@castotech.com</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>NITRO MECHANICAL</u>
Firm Address:	<u>4360 1ST AVENUE</u> <u>NITRO, WV 25143</u>
Representative Attending:	<u>SCOTT BAYS</u>
Phone Number:	<u>704-704-1555</u>
Fax Number:	<u>JKUHN@NITROMECHANICAL.COM</u>
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

PRE-BID CONFERENCE  
SIGN IN SHEET

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HVAC PREVENTIVE/CORRECTIVE MAINTENANCE & PARTS

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Firm Name:	CARRIES SERVICE
Firm Address:	15 MISONWAY
Representative Attending:	Elmer Sowards
Phone Number:	204-410-5209
Fax Number:	
Email Address:	Elmer.sowards@carrier-us.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	TRANE US INC
Firm Address:	2570-A PENNSYLVANIA AVE CHARLESTON, WV 25302
Representative Attending:	CHAD AUXIER
Phone Number:	304-348-2816
Fax Number:	844-331-3919
Email Address:	CHAD.AUXIER@TRANE.COM

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

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Firm Name:	ALPHA ENERGY SOLUTIONS
Firm Address:	40127 <sup>th</sup> ST. DUNBAR - WV 25064
Representative Attending:	BRIAN LAYTON
Phone Number:	304-550-1547
Fax Number:	
Email Address:	brian.layton@AAM

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	CIMCO INC
Firm Address:	2336 VIR. AV. HURRICANE W.V. 25026
Representative Attending:	BARB M. DEIFF
Phone Number:	(304) 951-2032
Fax Number:	
Email Address:	bartcimco@gmail.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Perfection Group
Firm Address:	102 Roxalana BUS Park Dunbar, WV 25064
Representative Attending:	Traci Ray
Phone Number:	304-373-7246
Fax Number:	855-879-8051
Email Address:	tray@perfectiongroup.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number:

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Project Description:

HVAC PREVENTIVE/CORRECTIVE MAINTENANCE & PARTS

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Firm Name:	H. E. NEUMANN CO.
Firm Address:	1410 6TH AVE CHARLESTON, WV. 25387
Representative Attending:	PATRICK O'NEILL
Phone Number:	304-650-6972
Fax Number:	304-345-5543
Email Address:	PONeill@heneumann.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<del>THE</del> Tri-State
Firm Address:	321 Harris Dr Rock Branch Industrial Park, Pocah WY
Representative Attending:	Mike Crouch
Phone Number:	304-755-8135
Fax Number:	304-755-5275
Email Address:	MCrouch@Tri-StateService.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	MASON & BARRY
Firm Address:	301 SMILEY DRIVE
Representative Attending:	Jim ARTHUR
Phone Number:	304-561-8701
Fax Number:	304-753-4010
Email Address:	jarthur@masonbarry.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Since 1923



### TRI-STATE Roofing & Sheet Metal Company

PO Box 1231, Charleston, WV 25324  
321 Harris Drive, Rock Branch Industrial Park, Poca, WV 25159  
Office: 304-755-8135 Cell: 304-419-3759 Fax: 304-755-5275  
E-mail: HVAC-WV@tri-stateservice.com www.tri-stateservice.com

**MIKE CROUCH**  
HVAC Service Leader



Phone: (304) 755-0781, ext. 126  
email: jarthur@masonbarry.com

**Jim Arthur**  
Director of Service

101 Smiley Drive ♦ St. Albans, WV 25177  
**HVAC Solutions**



**Matt Long**  
Account Manager

540 Leon Sullivan Way P.O. Box 627 Charleston, WV 25301  
phone 304.346.0549 cell 304.549.4202 fax 304.346.8920  
mlong@castotech.com



**Perfection Group, Inc.**  
102 Roxalana Business Park  
Dunbar, WV 25064

**Traci B. Ray**  
Business Development Representative

304-373-7246 cellular  
855-879-8051 fax  
tray@perfectiongroup.com

www.perfectiongroup.com  
©Perfection Group, Inc.



**RDS** Rigney Digital Systems, Ltd.

P.O. Box 883  
Hurricane, West Virginia 25526



Authorized ASI Controls Representative

Office: (304) 757-3314  
Fax: (304) 757-3316  
Home: (304) 988-1075  
Mobile: (304) 541-6629  
E-Mail: buzcopter@aol.com

**Buz Smith**



WV025512

Commercial | Industrial | Mechanical | Contractor

**Bart Midkiff, Service Technician**

Billing: P.O. Box 480, Culloden, WV 25510 • Shipping: 2336 Virginia Ave. Hurricane, WV 25526  
304.562.7705 | fax: 304.397.4178 | bartcimco@gmail.com | cimcovw.com



MECHANICAL SERVICE CONTRACTORS

Wheeling, WV • Charleston, WV • Morgantown, WV • Pittsburgh, PA

**PATRICK O'NEILL**  
Service Supervisor

1410 6th Avenue  
Charleston, WV 25387

e: poneill@heneumann.com  
p: (304) 345-5580  
f: (304) 345-5543  
c: (304) 650-6972

www.heneumann.com



**Jeff Gillenwater**  
Service Manager

515 3rd Avenue  
PO Box 8482  
South Charleston, WV 25303

Phone (304) 744-8479  
Fax (304) 744-8491  
Cell (304) 545-2228  
jgillenwater@dsomech.com

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ 0803 DOT170000095**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input 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.

DS6 Mechanical  
Company

Jeffrey F. Kahl  
Authorized Signature

2/31/17  
Date

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