



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

Request for Quotation

RFQ NUMBER
 DEFK6160

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 CHUCK BOWMAN
 304-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIV ENGINEERING & FACILITIES
 ARMORY BOARD SECTION
 1707 COONSKIN DRIVE
 CHARLESTON, WV
 25311-1099 341-6368

DATE PRINTED 04/07/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 04/18/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 2 ***** ADDENDUM ISSUED TO DISTRIBUTE THE PRE-BID SIGN-IN SHEET AND THE TWO PAGES OF COMMENTS FROM THE MANDATORY PRE-BID MEETING OF 03/22/06. BID DATE & OPENING TIME ARE EXTENDED FROM 04/12/06 TO 04/18/06 AT 1:30 PM. ***** NO OTHER CHANGES *****						
0001	1	LS		910-36		
HEATING MAINTENANCE AND REPAIR						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS
(REQUEST FOR QUOTATION) RFQ AND (REQUEST FOR PROPOSAL) RFP**

1. Awards will be made in the best interest of the State of West Virginia
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$45 fee
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

ORIGINAL SIGNED BID TO:

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

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230

Pre-Bid Conference
SIGN IN SHEET
(Please print legibly)

Request for Proposal No: DEFK6160Date: 22 Mar 06

<u>Representative & Firm Name</u>	<u>Mailing Address</u>	<u>Telephone & Fax Number</u> <u>Email Address</u>
EX: <u>Chuck Bowman</u> Chuck Bowman WV State Purchasing Division	PO Box 50130 2019 Washington Street, East Charleston, WV 25305	T: 304-558-2157 F: 304-558-4115 Email: cbowman@wvadmin.gov
1. <u>Dan Writz</u> Tri-state Roofing & Sheet Metal Co	<u>PO BOX 892</u> Morgantown, WV 26507	T: <u>304-328-5244</u> F: <u>304-328-5248</u> Email: <u>Morgantown@tristate</u> <u>service.com</u>
2. <u>Robert Ayersmire</u> B-W-A Heating & Cooling LLC	<u>Rt 1 Box 500</u> Romulus, WV 26425	T: <u>304-454-2085</u> F: <u>304-454-2085</u> Email:
3. <u>Barry Justice</u> Casta Technical Svcs	<u>510 Lam Sullivan Wy</u> Charleston WV 25322	T: <u>304-346-0549</u> F: <u>304-346-8920</u> Email: <u>bjustice@castatech.com</u>
4. <u>Randy Fin</u> CORNER COMMERCIAL	<u>530 MORGANTOWN AVE</u> FARMING WV 26554	T: <u>304-366-4100</u> F: <u>304-366-4462</u> Email: <u>Randy@PeopleA.com</u>
5. <u>MARK SIMPSON</u> SIMPSON TECH SERV.	<u>831 DAVERTON RD.</u> CHAS, W.V. 25303	T: <u>304-437-1913</u> F: <u>304-744-5829</u> Email: <u>TRSMW50@CHARTER.NET</u>
6. <u>JAM Richards</u> CAMP DAWSON - MAINT	<u>240 Army Rd</u> Kingwood WV 26537	T: <u>304-791-4460</u> F: <u>304-791-4462</u> Email:
7. <u>A.R. RODEHEAVER</u> Post MAINT CAMP DAWSON	<u>240 ARMY Rd</u> Kingwood, WV 26537	T: <u>304-324-791-4460</u> F: <u>304-791-4462</u> Email:
8. <u>Joe TAYMAN</u> POST MAINT CAMP DAWSON	<u>240 Army RD</u> Kingwood WV. 26537	T: F: Email:
9. <u>Stanley Yates</u> PICKSON REFRIGERATION	<u>302 SPRUCE ST</u> ST ALBANS WV 26517	T: <u>304 722 1810</u> F: <u>722-1846</u> Email:
10. <u>CPT Jeff Franklin</u> WARUG	<u>240 Army Rd, Kingwood, WV</u> 26554	<u>304.791.4333</u>

Please PRINT legibly. All information is essential to contact attendees in a timely manner
If possible, please provide a company business card

Addendum #1 – RTI HVAC Preventive Maintenance Contract

Prepared / Submitted By: **Michael J. Beckner**
Facilities Manager

RFQ Number: DEFK6160

RTI HVAC Preventive Maintenance Contract at Camp Dawson Training Site for WVARNG Division of Engineering and Facilities at

Regional Training Institute (RTI)

Camp Dawson, Kingwood, West Virginia

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents.

ATTACH THIS ADDENDUM TO THE FRONT COVER OF THE PROJECT MANUAL AND ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM.

CLARIFICATIONS/GENERAL COMMENTS:**Bidding Procedures**

- a. All Contractors submitting a bid are required to procure a bid packet from the State of West Virginia - Purchasing Division that contains specific instructions for submitting a bid. Contact State Purchasing for more information at 304-558-2063
- b. Prevailing building and construction wage rates apply to this project.

Pre-bid Conference

- a. A list of those attending the Pre-bid Conference is included in this addendum.

Comments during Pre-Bid Meeting Minutes

- a. To arrange additional site visits please contact Camp Dawson Engineering at 304-329-4460
- b. During the vendors bid proposal period Chuck Bowman will be primary point of contact for any questions Phone: 304_558-2157
- c. Contractors wanted to know if Pages 1 and 2 are missing
- d. Contractors were allowed to field verify controls and HVAC units during pre-bid conference.
- e. Upon initial start up of the contract an inspection to verify proper function of system requires verification and report generated and submitted to Camp Dawson Facilities Engineer, Jeff Franklin.
- f. Schedule cards shall be fastened to individual equipment components reflecting preventive maintenance dates and service dates

- g. The bid opening is 12 April 2006 at 1:30 pm
- h. A systems commissioning report will not be needed
- i. Hours of work and details of construction shall be addressed during the pre-construction meeting held once contract has been awarded.

END OF ADDENDUM