



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 |
| DEFK6183   |

|      |
|------|
| PAGE |
| 1    |

|   |
|---|
| ADDRESS CORRESPONDENCE TO ATTENTION OF: |
| CHUCK BOWMAN<br>304-558-2157            |

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 05/10/2006   |               |          |        |               |

BID OPENING DATE: 05/23/2006 BID OPENING TIME 01:30PM

| LINE  | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| 0001  | 1        | JB  |        | 010-09      |            |        |
| ***** ADDENDUM NO. 1 *****<br>ADDENDUM ISSUED FOR THE ACOUSTICAL WALL PANEL INSTALLATION PROJECT TO DISTRIBUTE THE QUESTIONS/COMMENTS FROM THE MANDATORY PRE-BID MEETING OF 05/02/2006 AND PRE-BID SIGN-IN SHEETS.<br>BID OPENING DATE AND TIME REMAIN 05/23/06 @ 1:30 PM<br>***** NO OTHER CHANGES ***** |          |     |        |             |            |        |
| ***** THIS IS THE END OF RFQ DEFK6183 ***** TOTAL: _____  |          |     |        |             |            |        |

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 registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
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.

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**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

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.

Addendum #1 – Charleston, WV

3 May 2006

Prepared / Submitted By: Michael J. Beckner  
Facilities Manager

RFQ Number: DEFK6183

Acoustical Wall Panels & Installation for WVARNG C&FMO at

## Charleston National Guard Armory

Charleston, West Virginia 25311

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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.**

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### CLARIFICATIONS/GENERAL COMMENTS:

#### Bidding Procedures

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 Mr. Chuck Bowman at State Purchasing for more information.

#### Pre-bid Conference

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

#### Comments during Pre-Bid Meeting Minutes

- a. To arrange additional site visits please contact Michael Beckner 304-561-6333
- b. During the vendors bid proposal period Chuck Bowman will be primary point of contact for any questions. Phone: 304\_558\_2157
- c. A copy of the certified payroll must accompany applications for payment.
- d. The bid opening is 23 May 2006 at 1:30pm.
- e. It's the contractor responsibility to dispose of and removed debris material off site.
- f. Hours of work shall be Monday through Friday from 07:30 to 16:00. No weekend or holiday work will be permitted.
- g. Contractors conducted an on-site survey during pre-bid visit.
- h. Wooden nailer strip can be removed and discarded by contractor.

- i. There isn't any insulation contained in the CMU walls at the Charleston drill hall.
- j. The contractor may place a job trailer on site while project is under construction. Location TBD.
- k. The drill hall windows shall receive acoustical panels above and below the windows. Typically 4 panels per window.

**END OF ADDENDUM**

**Pre-Bid Conference  
SIGN IN SHEET**

[Please Print]

Request for Proposal No.: DEFL 6183 Date: May 2 08

| <u>Firm &amp; Representative Name</u>                   | <u>Mailing Address</u>   | <u>Telephone &amp; FAX Numbers</u>                      |
|---|--|---|
| 1. <u>CAPTIAL BUILDERS</u><br><u>BRANDON HAY</u>        | <u>410 SEVENTH AVE - 4<sup>TH</sup> FLOOR</u><br><u>HUNTINGTON, WV 25702</u> | T: <u>697-5002</u><br>F: <u>697-5004</u>                |
| 2. <u>CHARLESTON ACOUSTICS</u><br><u>PAUL E. TUBNER</u> | <u>900 MACCORMICK AVE SW</u><br><u>CHARLESTON, WV 25302</u>                  | T: <u>343-1332</u><br>F: <u>343-2222</u><br><u>0221</u> |
| 3. <u>STATE ARMY, BOOKS</u><br><u>MICHAEL BECHER</u>    | <u>1707 COORSKINDR</u><br><u>CHARLESTON, WV 25311</u>                        | T: <u>561-9223</u><br>F: _____                          |
| 4. <u>AMANDA MOORE</u><br><u>NITRO ACOUSTICS</u>        | <u>PO BOX 652</u><br><u>NITRO WV 25143</u>                                   | T: <u>755-3483</u><br>F: <u>755-4530</u>                |
| 5. _____  | _____  | T: _____<br>F: _____                                    |
| 6. _____  | _____  | T: _____<br>F: _____                                    |
| 7. _____  | _____  | T: _____<br>F: _____                                    |
| 8. _____  | _____  | T: _____<br>F: _____                                    |
| 9. _____  | _____  | T: _____<br>F: _____                                    |
| 10. _____   | _____  | T: _____<br>F: _____                                    |

**RECEIVED**  
2008 MAY -5 P 2:58  
PURCHASING DIVISION  
STATE OF W.V.

Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.