



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  
**DJS010225**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**BUYER 32**  
**304-558-0492**

VENDOR

**RFQ COPY**  
 TYPE NAME/ADDRESS HERE

SHIP TO

**DIVISION OF JUVENILE SERVICES**  
**WV INDUSTRIAL HOME FOR YOUTH**  
  
**7 INDUSTRIAL BOULEVARD**  
**INDUSTRIAL, WV**  
**26375 304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/13/2006				

BID OPENING DATE: **05/24/2006**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		936-10		
<p><b>HVAC MAINTENANCE</b></p> <p>TO FURNISH HVAC MAINTENANCE AT INDUSTRIAL HOME FOR YOUTH.</p> <p>A MANDATORY ON-SITE PRE-BID WILL BE HELD ON 5/2/06 AT 10:00 AM. FAILURE TO ATTEND THE PRE-BID WILL RESULT IN DISQUALIFICATION OF THE BID.</p> <p>PRICE QUOTE:</p> <p>MONTHLY RATE: \$ .....</p> <p>HOURLY RATE FOR EMERGENCIES OR CALLS OUTSIDE NORMAL MAINTENANCE \$ .....</p> <p>REPLACEMENT PARTS % MARK-UP FROM LIST .....</p> <p>ADDITIONAL SPECIFICATIONS ARE ATTACHED</p> <p>EXHIBIT 1</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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**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 ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) 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



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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A</p>						

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CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.  BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.  REV. 9/98  EXHIBIT 6  PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AN INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.  PREFERRED TERMS:						

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<p>IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR.</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS</p>						

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<p>CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO</p>						

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<p>DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p>						

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<p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>AN EXACT DUPLICATE MUST BE SUBMITTED TO:</p> <p>STATE AUDITOR'S OFFICE            BID OBSERVER            BUILDING 1, ROOM W114            1900 KANAWHA BOULEVARD, EAST            CHARLESTON, WV 25305-0230</p> <p>BOTH BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 32</p> <p>RFQ. NO.: DJS010225</p> <p>BID OPENING DATE AND TIME</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p>						

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-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
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***** THIS IS THE END OF RFQ DJS010225 ***** TOTAL: _____						

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SERVICE AGREEMENT  
GENERAL DESCRIPTION

NAME: WV INDUSTRIAL HOME FOR YOUTH

EQUIPMENT: SEE ATTACHEMENT A (3 pages)

COVERAGE: Total Maintenance

INSPECTIONS: Bi-Monthly (Six times per year)

OIL ANALYSIS: Not Required

EXCLUSIONS:

1. Air Filters
2. Bearing Lubrication
3. Belt Replacement
4. Access to concealed refrigerant piping to be provided by the owner
5. Cleaning of the evaporator coils

## HVAC BID SPECIFICATION – WV INDUSTRIAL HOME FOR YOUTH

The West Virginia Division of Juvenile Services requests quotations to contract services for the below listed scope of work for the West Virginia Industrial Home for Youth. Vendor to provide an extended warrantee on existing equipment.

Contractor must demonstrate prior to award, his ability to remotely access the customer's Trane Tracer Summit control system to make changes to schedules, temperature settings, and troubleshoot specific comfort complaints with recommendations for adjustments or repairs. In addition, the contractor will be asked to backup the database, investigate alarms, and answer other questions from the customer concerning programming and graphic changes.

Contractor must furnish all labor, overtime, travel time, travel expenses, service supplies, tools, and repair parts to maintain and repair the equipment as listed. This is to include the Trane Tracer Summit control system. All parts must be manufacturer replacement parts in order to maintain the integrity of the system.

Contractor must be available (on call) twenty-four (24) hours per day seven days per week to respond to requests for emergency service. Contractor must respond to calls for service within four (4) hours of notification. Failure to respond within four (4) hours will result in a charge to the contractor of \$100.00 per hour for each hour over the four (4) hour limit. Emergency phone numbers are to be included in the bid.

Contractor must provide BI-Monthly preventive maintenance inspections as per the attached maintenance schedules. Service reports of each visit must be signed by the customer representative and one copy left on the job site.

***Customer must call twenty-four (24) hours in advance to make an appointment prior to coming in on their scheduled maintenance.***

Contractor should provide a list of five current total maintenance contracts, valued at a minimum of \$10,000. Each, on Trane HVAC equipment, including Trane Tracer Summit Systems, with the bid document. Vendor should provide contact names and phone numbers for references. This information may be required prior to award.

### TOTAL MAINTENANCE

This plan provides preventive maintenance inspections, emergency service and all labor and parts, including oil, refrigerant and other materials to diagnose, repair or replace components of the equipment/systems listed as needed to ensure proper operation.

NOTE: Emergency service is service provided for equipment other than regular scheduled maintenance visits and is available on a priority basis to contract customers 24 hours a day, seven days a week.

<i>Agreement No.</i>	<i>Equipment Covered</i>	<i>Attachment</i>
WV INDUSTRIAL HOME FOR YOUTH		A

This AGREEMENT applies only to the equipment listed below.

<u>QUANTITY</u>	<u>MANUFACTURER</u>	<u>EQUIPMENT INFORMATION</u>	<u>SCHEDULE</u>
<u>Building A</u>			
2	Bryan	Hot Water Heating Boilers	20
2	Bell & Gossett	Hot Water Circulating Pumps	23
1	Trane	Air Handler 1 Altivar Speed Drive Tag AH 1	29
1	Trane	30 Ton condensing unit Tag CU 8	14
1	Trane	Air Handler 1 Altivar Speed Drive Tag AH 2	29
1	Trane	12.5 Ton Condensing Unit Tag CU 9	14
1	Trane	AHU 3 2 Altivar Speed Drives TAG AH 3	29
1	Trane	40 Ton condensing Unit Tag CU 10	14
1	Trane	Roof Top Air Handler Tag RTU 1	14
1	Trane	2 TON CU Tag CU 1	14
1	Trane	Roof Top Air Handler Tag RTU 2	14

1	Trane	20 TON CU Tag CU 2	14
1	Trane	Roof Top Air Handler Tag RTU 3	14

<i>Agreement No.</i>	<i>Equipment Covered</i>	<i>Attachment</i>
WV INDUSTRIAL HOME FOR YOUTH		A

**QUANTITY    MANUFACTURER    EQUIPMENT INFORMATION    SCHEDULE**

**Building A (Continued)**

1	Trane	20 TON CU Tag CU 3	14
1	Trane	Roof Top Air Handler Tag RTU 4	14
1	Trane	20 TON Condensing Unit CU 4	14
1	Trane	Roof Top Air Handler Tag RTU 5	14
1	Trane	20 TON Condensing Unit Tag CU 5	14
1	Trane	Roof Top Air Handler 2 ALTIVAR SPEED DRIVES TAG RTU 6	14
1	Trane	50 TON Condensing Unit Tag CU 6	14
1	Trane	Roof Top Air Handler Tag RTU 7	14
1	Trane	30 TON Condensing Unit Tag CU 7	14
1	Trane	Air Handler Tag EF 17	29
2	AMS	Split System Equipment Room Cooling Units	45
47	Trane	Variable Air Volume Boxes	53
1	Trane	Tracer Summit BCU	56
1	Trane	Tracer Summit Color Graphic Workstation	56

2	Trane	Air Handler 1 ALTIVAR SPEED DRIVE Tag AH 4	29
2	Lochinvar	Hot Water Heater Boiler	20
3	<i>Armstrong</i>	<i>Circulating Pump on Domestic Hot Water</i>	
1	<i>Vessel</i>	<i>Air Bladder Tank</i>	60

<i>Agreement No.</i>	<i>Equipment Covered</i>	<i>Attachment</i>
<i>WV INDUSTRIAL HOME FOR YOUTH</i>		<i>A</i>

**QUANTITY    MANUFACTURER    EQUIPMENT INFORMATION    SCHEDULE**

**Building B**

1	Trane	Air Handler 1 ALTIVAR SPEED DRIVE Tag AH 4	29
1	Trane	25 TON CU	14
1	Reznor	Air Handler TAG MUA 1	29
1	Trane	30 TON CU	14
1	Trane	Furnace TAG F 1	29
1	Trane	5 TON CU	14
1	Lochinvar	Heating Boiler Tag B 3	20
2	<i>Armstrong</i>	<i>Hot Water Circulating Pump</i>	23
2	Bell & Gossett	HW CIRC PUMPS 3 HP	23
1	Trane	Tracer Summit BCU	56
1	<i>Wessel</i>	<i>Bladder Tank</i>	60

**LAUNDRY**

1	REZNOR	Air Handler TAG MU-2	29
1	Trane	15 TON CONDENSING UNIT	14

1	Lochinvar	Hot Water Heater Boiler	20
1	<i>Armstrong</i>	<i>Hot Water Circulating Pump</i>	23

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**VO TECH BUILDING**

1	CARRIER	WEATHER MASTER RTU	14
1	REZNOR	GAS H&V RTU	29

<i>Agreement No.</i> <i>WV INDUSTRIAL HOME FOR YOUTH</i>	<b><i>PREVENTIVE MAINTENANCE</i></b> <b><i>AIR COLLED RECIPROCATING PACKAGE/ROOFTOP UNIT</i></b>	<b><i>SCHEDULE</i></b> <b><i>14</i></b>
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**Contractor will furnish maintenance and service for the equipment designated “Condensing Unit” or “CU” as follows:**

1. **ANNUAL WINTER INSPECTION** – Once a year, a thorough preventive maintenance schedule will be performed including the following:
  - a) Check unit thoroughly for refrigerant leaks.
  - b) Check and calibrate safety controls and overloads.
  - c) Meg compressor motor and readings.
  - d) Check main starter, tighten all starter terminals and check contacts for wear.
  - e) Check oil level in compressor (where applicable).
  - f) Tighten motor terminals and control panel terminals.
  - g) Check crankcase heater.
  - h) Check external interlocks.
  - i) Check oil sample for acid (where applicable)
  - j) Lubricate fan bearings.
  - k) Inspect and adjust belt alignment and tension (replace if required)
  - l) Check damper operation. Lubricate and adjust as required.
  - m) Inspect filters.
  - n) Gas heat option
    - 1) check operation and calibration of gas train components
    - 2) Check burner sequence of operation.
    - 3) Check combustion blower and clean if required.
    - 4) Check combustion efficiency
    - 5) Inspect heat exchanger.
    - 6) Check and calibrate operating controls.
  - o) Electric Heat Option
    - 1) Inspect electrical connections and contactors.
    - 2) Check and calibrate all operating and safety controls.
  - p) Hot Water/Steam option
    - 1) Inspect control valves and traps.
    - 2) Check and calibrate all operating and safety controls.
2. **WRITTEN REPORTS** – Provided to customer representative following each regular inspection nor emergency call.
3. **SEASONAL START-UP**
  - a) Meg test compressor motor.
  - b) Start unit, check controls and calibrate.
  - c) Check compressor oil levels (where applicable)
  - d) Make operating log including refrigerant pressures, temperatures, super heat & sub cooling.
  - e) Check burner or heating element operation (where applicable)
  - f) Check starter operation, voltage and current
  - g) Set up operating log with operating, instruct and advise troubleshooting techniques.



4. **SCHEDULED PREVENTIVE MAINTENANCE** - Six (6) (Bi-monthly) inspections will be made during operation.
- a) Make operating log of temperatures, pressures, voltages and amperages, etc.
  - b) Check and adjust operating and safety controls.
  - c) Check operation of crankcase heater.
  - d) Check oil levels and add as required.
  - e) Check operation of control circuit
  - f) Check operating log with operator, discuss operation of the unit (s) generally.
  - g) Inspect filters. **(Filter service provided by owner).**
  - h) Check operation of burner and heating elements (winter).
  - i) Check operation of motor and starter.
  - j) Check heating controls (in season).
  - k) Check gas burner or heating element operation (in season).
  - l) Check and adjust fan belt tension. **(Replacement of worn or damaged belts provided by owner).**
5. **CLEAN CONDENSER COILS** – Once a year, furnish cleaning of condenser coil.

<i>Agreement No.</i>  <i>WV INDUSTRIAL HOME FOR YOUTH</i>	<p style="text-align: center;"><b>PREVENTIVE MAINTENANCE GAS FIRED BOILER</b></p>	<p style="text-align: center;"><b>SCHEDULE 20</b></p>
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Contractor will furnish maintenance and service for the listed boilers as follows:

**1. ANNUAL PRE-SEASON MAJOR MAINTENANCE**

- a) Secure and drain boiler.
- b) Open fireside and waterside for cleaning and inspection.
- c) Check heating surfaces and waterside for corrosion, pitting, scale, blisters, bulges and soot.
- d) Inspect refractory.
- e) Clean or replace water column sight glass.
- f) Clean fire inspection glass.
- g) Disassemble, clean and inspect low water cutoff control(s).
- h) Reassemble boiler and low water cutoff control(s) with new gaskets.
- i) Check blow down valve packing and lubricate.
- j) Refill boiler.
- k) Perform hydrostatic test if required.
- l) Test safety/relief valve(s) after start-up (full pressure test).
- m) Clean or replace fuel filters.
- n) Clean fuel nozzles.
- o) Clean burner fan wheel and air dampers.
- p) Clean flame safeguard scanner.
- q) Clean and adjust ignition electrodes.
- r) Check all burner linkage for excessive wear.
- s) Tighten all linkage set screws.
- t) Lubricate motor and shaft bearings.
- u) Check gas valves against leakage (where test cocks are provided).
- v) Replace vacuum tubes (if used) in flame safeguard control.
- w) Clean contacts in program timer.
- x) Check operation of flame safeguard control.
- y) Check operation of modulating motor.
- z) Perform pilot turndown test.
- aa) Check operation of low water cutoff and feed control(s).
- bb) Check settings and test all operating and limit controls.
- cc) ***Check outside fresh air shutters, switches and controls.***

**2. SEASON START-UP**

***Check for leaks in the systems.***

- a) Review manufacturer's recommendations for boiler and burner start-up.
- b) Check fuel supply.
- c) Check auxiliary equipment operation.
- d) Inspect burner and controls prior to start-up.
- e) Start burner and check operating controls. Test safety controls and pressure relief valve.
- f) Perform combustion tests and adjust burner for maximum efficiency.

- g) Log all operating conditions.
- h) Review operating procedures and owner's log with boiler operator.

3. **SCHEDULED PREVENTIVE MAINTENANCE** – Six (6) inspections will be made during the operating season:

- a) Review owner's log. Log all operating conditions.
- b) Test low water cutoff and pressure relief valve.
- c) Blow down and test low water cutoff and feed control(s).
- d) Check for water, steam and fuel leaks.
- e) Check sequence and operation of flame safeguard control.
- f) Check setting and test operating and limit controls.
- g) Check operation of modulating motor.
- h) Life safety/relief valves with at least 70% rated pressure.
- i) Blow down gauge cocks and try cocks to confirm glass water level.
- j) Check and test boiler blow down valve.
- k) Lubricate motor and shaft bearing (as required).

4. Check customer's log with operator and discuss operation of boiler.

<i>Agreement No.</i> <i>WV INDUSTRIAL HOME FOR  YOUTH</i>	<b>PREVENTIVE  MAINTENANCE  PUMPS</b>	<b>SCHEDULE  23</b>
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**Contractor will furnish maintenance and service for the listed pumps as follows:**

1. **SEASONAL START-UP**
  - a) Inspect motor bearings per manufacturer's recommendations. (**Lubrication of bearings provided by owner**).
  - b) Tighten all nuts and bolts. Check motor mounts and vibration pans, adjust or replace if necessary.
  - c) Visually check pump alignment and coupling.
  - d) Check motor operating conditions.
  - e) Inspect electrical connections and contractors.
  - f) Check and clean strainers if necessary.
  - g) Inspect pump packing and mechanical seal. Replace as needed.
  - h) Operator pumps and checks efficiency.
  
2. **WRITTEN REPORTS** – To be provided to owner's representative following each regular inspection or emergency call.
  
3. **SCHEDULED PREVENTIVE MAINTENANCE** – Six (6) times (Bi-monthly)
  - a) Check for proper lubrication of motor and pump bearings.
  - b) Check suction and discharge pressures.
  - c) Check packing and mechanical seal. Adjust as necessary.
  - d) Check motor voltage and amperage.

<i>Agreement No.</i>  <i>WV INDUSTRIAL HOME FOR YOUTH</i>	<p style="text-align: center;"><b>PREVENTIVE MAINTENANCE</b>  <b>CENTRAL STATION AIR HANDLING UNIT</b></p>	<p style="text-align: center;"><b>SCHEDULE</b>  <b>29</b></p>
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**Contractor will furnish maintenance and service for the listed air handling equipment as follows:**

1. **ANNUAL WINTER MAINTENANCE** – Once a year, a thorough preventive maintenance schedule will be performed including the following:
  - a) Inspect and clean coil.
  - b) Inspect drain pan and drain line.
  - c) Inspect fan wheels.
  - d) Inspect drive sheaves.
  - e) Check belt alignment and tension.
  - f) Check for proper lubrication (Lubrication of bearings provided by owner).
  - g) Check bearing and motor mountings.
  - h) Check motor operating voltage and amperage.
  - i) Check inlet valves (where applicable) and damper operation.
  
2. **WRITTEN REPORTS** – To be provided to the owner’s representative following each regular inspection or emergency call.
  
3. **SCHEDULED PREVENTIVE MAINTENANCE** – Six (6) (Bi-monthly) inspections will be made during operation:
  - a) Check belt tightness and alignment. **(Replacement of any worn or faulty belts responsibility of the owner).**
  - b) Check for proper lubrication and inform owner if necessary.
  - c) Check bearing and motor mountings.
  - d) Check for excessive vibration or noise. Correct as required.
  - e) Inspect filters. **(Filter service provided by owner).**
  - f) Vacuum cabinet interior and fan wheel.

<i>Agreement No.</i>  WV INDUSTRIAL HOME FOR YOUTH	<b>PREVENTIVE  MAINTENANCE</b> SPLIT SYSTEM A/C UNITS AND HEAT PUMP	<b>SCHEDULE</b> 45
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**Contractor will furnish maintenance and service for the equipment designated “split system air conditioner” and “heat pump” as follows:**

1. **ANNUAL WINTER INSPECTION** - Once a year, a thorough preventive maintenance schedule will be performed including the following:
  - a) Check unit thoroughly for refrigerant leaks.
  - b) Check and calibrate safety controls and overloads.
  - c) Meg compressor motor and record readings.
  - d) Check main starter, tighten all starter terminals and check contacts for wear.
  - e) Check oil level in compressor (where applicable).
  - f) Tighten motor terminals and control panel terminals.
  - g) Check crankcase interlocks.
  - h) Check oil sample for acid (where applicable).
  - i) Inspect fan bearings. **(Lubrication provided by owner).**
  - j) Inspect and adjust belt alignment and tension. **(Replacement, if required, to be provided by owner).**
  - k) Check damper operation. Lubricate and adjust as required.
  - l) Inspect filters.
  
2. **WRITTEN REPORTS** – Provided to customer representative following each regular inspection or emergency call.
  
3. **SEASONAL START –UP**
  - a) Meg test compressor motor.
  - b) Start unit, check controls and calibrate.
  - c) Check compressor oil levels (where applicable).
  - d) Make operating log including refrigerant pressures, temperatures, super heat and sub cooling.
  - e) Check burner or heating element operation (where applicable).
  - f) Check starter operation, voltage and current.
  - g) Set up operating log with operator, instruct and advise troubleshooting techniques.
  
4. **SHCEDULED PREVENTIVE MAINTENANCE** – Six (6) (Bi-monthly) inspections will be made during operation:
  - a) Make operation log of temperatures, pressures, voltages, and amperages, etc.
  - b) Check and adjust operating and safety controls.
  - c) Check operation of crankcase heater.
  - d) Check oil levels and add as required.
  - e) Check operation of control circuit.
  - f) Check operating log with operator, discuss operation of the unit(s) generally.
  - g) Inspect filters. **(Filter service provided by owner).**

- h) Check operation of motor and starter.
- i) Check heating controls (in season).
- j) Check and adjust fan belt tension. **(Replacement of worn or damaged belts provided by owner).**

#### **HEAT PUMP (ONLY)**

- a) Check operation of reversing valve.
- b) Verify operation of supplemental heating.
- c) Verify heating/cooling switchover controls.

**CLEAN CONDENSER COILS – Once a year, furnish clean.**

<i>Agreement No.</i>  <i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE ELECTRONIC MOTOR SPEED DRIVE</i>	<i>SCHEDULE 49</i>
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**Contractor will furnish maintenance and service for the “Speed Drives” as follows:**

1. **ANNUAL SERVICE** – Once a year inspection will be performed to include the following:
  - a) Check and record all voltage and current readings.
  - b) Check all electrical connections and contacts.
  - c) Check operation of by-pass disconnect.
  - d) Check all control operations and record settings.
  - e) Check condition of all fuse holders for tightness.
  - f) Check and repair any damage to unit.
  - g) Check potentiometer switch in manual position.



<i>Agreement No.</i>  <i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE PREVENTIVE MAINTENANCE VARIABLE AIR VOLUME BOXES</i>	<i>SCHEDULE 53</i>
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Contractor will furnish maintenance and service for the "Speed Drives" as follows:

**VARIABLE AIR VOLUME UNITS  
VARITRANE INSPECTION**

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.
3. Review logs with the customer for operational problems and trends.
4. Verify proper air damper operation.
5. Check and adjust velocity control, if applicable.
6. Verify VAV box sequence of operation.
7. Check and adjust all related controls.

<i>Agreement No.</i>  <i>WV INDUSTRIAL HOME FOR YOUTH</i>	<b>PREVENTIVE MAINTENANCE</b> <b>DIRECT DIGITAL CONTROLS</b> <b>TRANE TRACER SUMMIT</b>	<b>SCHEDULE</b> <b>56</b>
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**Contractor will furnish maintenance and service for the "Trane Tracer Summit" as follows:**

**ICS CONTROLLER RUN  
MAINTENANCE INSPECTION**

1. Report in with the Customer Representative.
2. Review customer logs with customer for operational problems and trends.
3. Make a back-up copy of the program, if applicable.
4. Check for loose or damaged parts or wiring.
5. Check for any accumulation of dirt or moisture. Clean if required.
6. Verify proper grounding.
7. Inspect interconnecting cables and electrical connections. (TUC connections checked on annual inspections only).
8. Verify power supply for proper voltage. (TUC power supplies checked on annual inspection only).
9. Via terminal or PC workstation, view binary and analog data.
10. Verify proper communication link operation between the control panel and the external ICS devices, if applicable.
11. Verify the correct time and date, if applicable.
12. Check modem operation, if applicable.
13. Clean the external surfaces of the panel enclosure.
14. Review operating procedures with operation personnel.
15. Provide a written report of completed work, and indicate any uncorrected deficiencies detected.

**VAV BOX UCM  
MAINTENANCE INSPECTION**

1. Verify that the UCM is in stable control of the desired value(s).
2. Where controller performance is in question.
3. Change set point values. Verify smooth stable control at the new value.
4. Return set point to original value.
5. Verify the proper operation of critical control processes and points associated with this unit. Make adjustments as necessary.

**SUMMIT BCU  
MAINTENANCE INSPECTION**

1. Report in with the Customer Representative.
2. Review customer reports with the customer for operational problems and trends.

**Control Panel**

- a) Verify secure connections on all internal wiring, LAN and communication links.
- b) Check for loose or damaged parts or wiring.
- c) Check for any accumulation of dirt or moisture. Clean if required.
- d) Remove excessive dust from heat sink surfaces.

- e) Verify proper system electrical grounding.
- f) Verify proper output voltages on control panel power supplies.
- g) Check LED Indications to verify proper operation of BCU transmit/receive activity on the ARCNET LAN.
- h) Verify that cards are seated and secured.
- i) Check UCM wiring trunks and check for possible Error Code Indications.
- j) Check voltage level of BCU Super cap.
- k) Verify the proper operation of critical control processes and points associated with this unit and make adjustments if necessary.
- l) Check Volatile memory available.
- m) Check Non volatile memory available.
- n) Check Processor idle time.
- o) Dump the BCU System Diagnostic Array and Analyze
- p) Run the BCU Mini-monitor for each BCU to check for any error statements and/or codes.
- q) Clean external surfaces of the panel enclosure.
- r) Check modem operation, if applicable.
- s) Via PC work station, view the event log and input/output points for any unusual status or override conditions.
- t) Verify correct time and date.
- u) Check and update holiday schedules, if applicable, and daylight savings time.
- v) Review operating procedures with operating personnel.
- w) Provide a written report of completed work, and indicate any uncorrected deficiencies detected.

#### **SUMMIT WORKSTATIONS MAINTENANCE INSPECTION**

- 1. Contact appropriate customer personnel.
- 2. Review Tracer for critical follow-up and off-line status indications, i.e., system error encountered items.
- 3. Review System Event Log with customer, discuss Tracer operational concerns.
- 4. Perform or schedule Corrective Maintenance procedures as appropriate to resolve situations noted in the preceding reviews.
- 5. Install appropriate Tracer Software refinement and problem correction revisions as per this agreement.

#### **Summit Workstation:**

- 1. Check monitor for clarity, focus and color.
- 2. Clean Read/Write heads of removable disk drives.
- 3. Cycle power, listen for unusual motor bearing noises.
- 4. Verify proper system restart, check system date, time, and hardware status.
- 5. Clean exterior surfaces.
- 6. Save/Copy/Backup Tracer Workstation Database, including custom graphics, expanded messages and CPL routines.

#### **SOFTWARE VERSION UPGRADES MAINTENANCE INSPECTION**

- 1. Trane is continually updating and enhancing BAS software packages.
- 2. This agreement will include maintaining your Trane Tracer Operating System software at the current version.
- 3. Database files will be maintained on electronic media at a secure location.
- 4. Database files will be archived by the Contractor personnel once per quarter. Customer provided copies of database files upon request at no additional charge.

Agreement No. <i>WV Industrial Home for Youth</i>	<i>Preventive Maintenance Air Bladder Tanks</i>	<i>Schedule 60</i>
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*Contractors will furnish maintenance and service for the listed air bladders.*

1. *Check proper air pressure in bladder.*
2. *Make adjustments as needed.*
3. *Check for leaks in the air bladder.*

### REMOTE TECHNICAL SUPPORT

In order to support efficient system operation, the contractor must provide technical assistance by telephone. The purpose of this support is to help in identifying operational requirements and in determining optimal performance of the Building Automation System. This support will include, during regular working hours:

1. Identification of the problem source.
2. Initial instruction and support to:
  - Establish trend data.
  - Make temperature adjustments.
  - Make schedule changes.
3. Written service reports recording the date and time of support requests will be maintained at the contractor's facility.
4. The job site telephone line is to be furnished and maintained by the owner.

### TRAINING SERVICES

1. **ON-SITE** – Contractor will perform on-site training for the Trane Tracer Summit System as requested by the owner.
2. **OFF-SITE** – Contractor will provide one annual off-site Trane Tracer Summit three (3) day seminar for the customer at a Trane training facility.

# A F F I D A V I T

## West Virginia Code §5A-3-10a states:

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 the debt owned is an amount greater than one thousand dollars in the aggregate.

## 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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

"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.

## EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

## LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

## CONFIDENTIALITY:

The vendor agrees that he or she 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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_