



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 05/11/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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		
ADDENDUM NO. 1 CHANGES TO THE SPECIFICATION AS PER THE ATTACHED HVAC MAINTENANCE ***** THIS IS THE END OF RFQ DJS010225 ***** 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/Contract, 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

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.

DJS010225

1. What is the old contract number?

DJS010067A

2. On page number 10 paragraph 6: Customer should read "vendor".

3. On page number 11 it reads Quantity – 1, Manufacturer – Trane, Equipment Information – 2 Ton CU Tag CU 1, Schedule 14.

It should read as a 20 Ton CU Tag CU 1.

Pre-Bid Conference
SIGN IN SHEET

[Please Print]

Request for Proposal No.: DJS010225 Date: 5/2/06

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FAX Numbers</u>
1. <u>WV Div. of Juv. Services</u> <u>Kathy Hess</u>	<u>1200 Quarrier Street</u> <u>Charleston WV 25301</u>	T: <u>304-558-6029</u> F: <u>304-558-6032</u>
2. <u>A.A Mecl</u> <u>Brian Lester</u>	<u>1111 WIRICK AVE</u> <u>Louisville KY 40219-1827</u>	T: <u>1-888-212-6324</u> F: <u>1-866-296-8035</u>
3. <u>M.chel INC.</u> <u>Eric Riley</u>	<u>P.O. Box 1140</u> <u>Bridgeport WV 26330</u>	T: <u>1-304-617-7923</u> F: <u>1-304-614-1252</u>
4. <u>HE NEUMANN</u> <u>GAB. ROZANSKY</u>	<u>1100 GRAFTON RD</u> <u>MORGANTOWN WV 26608</u>	T: <u>304-292-5462</u> F: <u>292-4259</u>
5. <u>H.E. NEUMANN</u> <u>RAY RYCZEK</u>	<u>1100 GRAFTON RD</u> <u>MORGANTOWN WV 26508</u>	T: <u>304-292-5462</u> F: <u>292-4259</u>
6. <u>CARRIER CORP.</u> <u>MIKE TALKINGTON</u>	<u>503 MORGANTOWN AVE</u> <u>FAIRMONT, WV 26554</u>	T: <u>304-366-4100</u> F: <u>304-366-4462</u>
7. <u>Casto Technical Svcs</u> <u>Barry Justice</u>	<u>540 Leon Sullivan Way</u> <u>Charleston WV 25322</u>	T: <u>304-342-0549</u> F: <u>304-346-8920</u>
8. <u>JOE MELERD</u> <u>Superintendent IHy</u>	<u>7 Industrial Blvd</u> <u>Industrial WV 26375</u>	T: <u>782-2371</u> F: <u>782-4816</u>
9. <u>DARIN H. HAYES</u> <u>Dir. of Oper. IHy</u>	<u>7 Industrial Blvd</u> <u>Industrial WV 26375</u>	T: <u>782-2371</u> F: <u>782-4816</u>
10. <u>Jerry Nelson</u> <u>Maintenance IHy</u>	<u>"</u> <u>"</u>	T: <u>782-2371</u> F: <u>782-4816</u>

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

11. Virgil Stephens
Maintenance IHy

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