



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
 EDD247623

PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ANTHONY CENTER
 ROUTE 92

NEOLA WV
 24961

557-7525

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/15/2006				

BID OPENING DATE: 05/25/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO MAKE CLARIFICATIONS TO THE ORIGINAL RFQ AND TO PROVIDE VENDORS A LIST OF QUESTIONS AND ANSWERS FROM THE PRE-BID CONFERENCE.						
HOOD EXHAUST FAN: HOOD EXHAUST FAN IS TO BE UL 762 LISTED FOR KITCHEN APPLICATIONS. FAN SHALL BE 1950CFM AT .125"SP, 1/2 HP, AND 115V.						
HOOD DIMENSIONS: HOOD SHALL BE 6'-0" L X 4'-0" W X 2'-0" H.						
RESIDENTIAL RANGE: THE RESIDENTIAL RANGE DOES NOT NEED TO BE INCLUDED UNDER THE EXHAUST HOOD NOR TIED TO THE FIRE SUPPRESSION SYSTEM.						
EXHAUST FAN CURB: CURB SHALL BE FOR METAL BUILDING APPLICATIONS AND BE PITCHED TO SUIT THE ROOF. EXACT PITCH WILL BE GIVEN UPON NOTICE OF AWARD. CURB HEIGHT SHALL BE 12" H OR GREATER.						
MECHANICAL GAS VALVE: VENDORS ARE TO INCLUDE IN THEIR BID A MECHANICAL GAS VALVE TO FIT 3/4" GAS PIPE.						
MICROSWITCH: MICROSWITCH SHALL BE DOUBLE POLE.						
QUESTIONS AND ANSWERS FROM THE PRE-BID CONFERENCE ARE ATTACHED.						
PAYMENT SCHEDULE: PROGRESS PAYMENTS WILL BE ALLOWED AND SHALL REFLECT THE WORK COMPLETED.						

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.

WV Department of Education
At Anthony Correctional Center

003

Pre-Bidders' Conference
Kitchen Equipment and Kitchen Hood and Fire
Suppression System Installation

RFQ# EDD247623

May 10, 2006 11:00 am

Bidders in Attendance:

Div of Purchasing: Anthony:

BRS Equippers
4202 Virginia Avenue
Charleston, WV 25304
Representative: Tony Romeo

Ron Price
Krista Ferrell

Rowena Harman
Wm. McElwain
Ann Toney

Douglas Equipment
301 North Street
Bluefield, WV 24701
Representative: Roy Ellison

Brian Barnett
DOC

Appalachian Fire & Security
318 Courthouse Road
Princeton, WV 24740
Representative: William (Bill) Brown

Rowena Harman, Principal, Anthony Center School:

This was our first bidders' conference and we will be looking at the kitchen for questions and answers. Deadline for the bid is May 25, 1:30pm, advised Krista Ferrell. Technically it is the closing date.

Ron Price:

Original bond bid goes to the Purchasing Division.
A Duplicate of bond bid goes to the State Auditor's Office
Previous wage right apply.

Bill Brown:

Asked about contract wording on wages.

Ron Price: On Page 3 of Contract it states, (it was reviewed).

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Tony Romeo:

Asked for a copy of the contract.
Mrs. Harman gave him a copy.

Ron Price:

Questions concerning bid submittal? No questions presented.

Krista Ferrell:

Information on pages clear and understandable? No questions presented.
Questions on bond or no debt affidavit? No questions presented.

Ron Price:

Does anyone have any questions?

Bill Brown: Is the bid for the total contract? Can we use subcontractors?

Ron Price: Bid is for total contract. We can use subcontractors. We don't need their names.

Rowena Harman: We can go look at the kitchen now.

KITCHEN ONSITE REVIEW:

Rowena Harman:

Noted the location of the commercial stove and hood. She noted the gas line location and stated Mr. McElwain (Building Construction instructor) can answer questions on work performed so far.

Bill Brown:

Asked if there was already a roof contractor. Answer from Mrs. Harman was, "no". He was asking this since the fan would have to go through the ceiling and would need to be sealed on the roof.

Pitch of the roof? No one had an exact answer at this time.

William McElwain: said the pitch looked shallow, Bill Brown agreed.

Rowena Harman:

Noted location of the sink which we are installing. She noted the awarded bidder will install the stove hood.

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Bill Brown: Asked if we were not changing anything in the ceiling. Mrs. Harman answered, "Yes".

Tony Romeo:

Asked if the stove was gas? Mrs. Harman answered, "Yes".

Tony Romeo stated the residential electric stove needed a hood also.

Roy Ellison:

Said he was "not sure" if the residential electric stove needed a hood.

Tony Romeo:

Said to check with the fire marshal.

Mrs. Harman:

Said the microwave was above this stove previously.

Tony Romeo:

Said it may not have been scrutinized then but it will be now.

Bill Brown:

Electric Equipment is designed to shut down if the fire suppression comes on. Double Pole would be used for the Fire Suppression with Power Switch.

Tony Romeo:

He asked if "convention" oven should read "convection" oven and Mrs. Harman said yes. She said we had received this from Mount Olive.

Bill Brown:

Said the hood would be 12 inches from the ceiling and are we enclosing it? No Code says we must.

Mrs. Harman and Mr. McElwain:

Said we could build a box.

Bill Brown:

Said the cost of steel is very high right now.

Advised we should still check with the fire marshal on codes concerning the residential stove needing a hood or not.

Tony Romeo:

Asked where the convection oven was going to be located.

Mrs. Harman: answered, "By the commercial stove".

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Tony Romeo and Bill Brown:

Both said we need a 6 foot hood for this stove.

Krista Ferrell: said we must be sure, 6 or 7 foot hood?

Krista Ferrell: everyone is agreed a 6 foot hood is needed.

Tony Romeo:

Asked if we would check on the need for a hood for the small range.

Mrs. Harman:

Said, no, it's residential.

Krista Ferrell:

Asked if width was ok on larger hood? It was agreed it was ok at 4ft x 24inches.

She stated all these changes will come out in an addendum form so everyone will be in agreement as to what to bid on.

Bill Brown:

Said we could check with Joe Leeks at fire marshal's office concerning the hood for the residential stove. He said positioning plays a part and it should be all right as is.

Mrs. Harman:

Noted the position of the convection oven, the stove, and the fryer, all side by side.

Tony Romeo:

Will we vent the convection oven through duct work through the stove hood because it is a gas convection oven? Bill Brown agreed this would have to be done.

Tony Romeo:

Said we would have to do this because it is not included in the hood installation, it is convection oven installation.

Bill Brown:

Stated we must move the electrical outlet in its present position to allow for the larger hood.

Bill Brown:

With exhaust hood vented through the roof, the supplier also needs to decide the size of the fan with 120.

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Krista Ferrell:

Do we know the CFM drawing?

Tony Romeo and Bill Brown agreed it would be hard to say off the top of their head.

Bill Brown: No matter what size fan, they will have to be advised.

Krista Ferrell:

All addendums can be viewed on line; all these changes will be noted. She isn't sure of the website name. She said we are trying to stick to the May 25 date.

Tony Romeo:

Asked who to contact with questions? Answer: Contact Krista Ferrell. Ms. Ferrell passed out her business card, phone 558.2596, it is her direct line.

Krista Ferrell: After this meeting, contact her ONLY for questions.

Bill Brown: When fan information is available, they will be able to tell us.

Tony Romeo:

Asked, "Do we bring power into this room?"

Mrs. Harman:

Probably 120.

Krista Ferrell:

Even if this is sent to a hood manufacturer, they would have to know also.

William McElwain:

Advised we have (4) 120 circuits now.

Bill Brown:

Answered, "That should be plenty".

Mrs. Harman:

Asked if flex or conduit would be used?

Bill Brown:

When they know the size of the fan, they can flex out of circuit box.

Bill Brown:

Said he might look in a phone book to find a local contractor to use so if any leaks occur, they could arrive quickly to seal them (after installation).

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Krista Ferrell:

Advised: if you are a registered vendor with the State; go to the website and you will find the RFQ's and addendums on line. She will also mail same as soon as possible.

Tony Romeo:

Asked if it would take a week or so?

Krista Ferrell: Answered "as soon as possible, we know time is tight".

Bill Brown:

Asked about a time frame to be able to do the actual work.

Mrs. Harman:

Answered, "Yes", there will be no students present in the area.

Safety Officer Brian Barnett:

Stated when the bid is awarded, Corrections will have to know the names of the workers on the project.

Mrs. Harman:

Said tools are an issue; however, we will go over that. Doors are kept locked and no students are in the area.

William McElwain:

Said, "We will work as best we can."

Bill Brown:

He said if workers have to work very late in the day, more cost is involved. Normal day labor is good for them.

Mrs. Harman:

Hopefully 8am to 4pm will be the working hours.

Bill Brown:

Asked if contractor responsible for getting permits?

Krista Ferrell:

Answered that it is on page 4 of the contract, yes, contractor gets permits.

Bill Brown:

Do we have any drawings or blueprints for this building?

Krista Ferrell:

Said the pitch of the roof is not as important as the installation of the hood.

Mrs. Harman:

We are trying to get an accurate pitch of the roof right now.

Safety Officer Brian Barnett:

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Safety Officer Brian Barnett:

He said Mike Argobast, Maintenance Manager, thinks it is 1/12 but he will check and advise.

Bill Brown:

Asked if gas lines will be run?

Mrs. Harman:

Answer was, "yes". Maintenance is to check all of this safety.

Bill Brown:

Said it needs to be a double pole/gas line 3/4inch and must have shutoff valve on the Fire Suppression System so nothing is left on. Fire Suppression System installer will install the shutoff. He said this was not on the contract.

Krista Ferrell: Said "it needs to be."

Bill Brown:

Piping needs to be there and gas valve needs to be at top in ceiling. Can have a shut-off valve before gas valve. Nothing can restart until the Fire Suppression is rearmed and reset. All of this would be explained by whoever gets the award.

William McElwain:

Stated the gas line is 3/4inch black pipe.

Safety Officer Brian Barnett:

Asked how much clearance from top of ceiling to gas line needed?

Bill Brown:

Said a foot above the ceiling is plenty of room.

Krista Ferrell:

Prefers any questions be in the form of an email to her, this is best.

Bill Brown:

Answered that email is fine.

Bill Brown:

Asked will we check on hood for electric range?

Krista Ferrell and Mrs. Harman:

Yes, will clarify.

Bill Brown:

Said it would be costly if we don't check first and find out later we need it.

Mrs. Harman:

Said we could build it.

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Tony Romeo:

Said "that's not so easy".

Bill Brown:

Said, "All, typically, must be covered by commercial code and when we mix residential and commercial, it is very iffy, and maybe we can get away with it since it will be on the other side of the wall. If we must, it is not 110 and will be more of an issue.

Bill Brown:

He said he thinks the electric residential stove may be ok without a hood because it is not the facility's main cooking stove.

Mrs. Harman:

Any more questions? No answer.

Ron Price and Krista Ferrell:

Nothing said here today is binding unless it is in writing.

Tony Romeo:

Asked if they must get the brand name items listed.

Krista Ferrell:

Answered the RFQ language states "any of equal brand".

In responding to the bid, you are to put the brand name and manufacturer.

Mrs. Harman:

Said they could make copies of form before submitting in case of errors.

William McElwain:

Can alter the electric for the fan for whoever gets the award bid.

Tony Romeo:

LP gas also already there? Answer: yes.

Safety Officer Brian Barnett:

We need to put some ties in to hook onto.

Mrs. Harman:

Will email pitch on roof to Krista Ferrell.

Bill Brown:

Is it 30 days from the time it is out to vendor and when hood comes in? They have to wait on the fire marshal for inspection.

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Krista Ferrell:

Billing is a problem. All invoices must be in no later than July 15, 2006.

Tony Romeo:

Said that was a good question, because we can't help fire marshal delays.

Bill Brown:

Said he had a delay right now on the fire marshal inspection. They are swamped.

Krista Ferrell:

Said building can be made ready, if something else comes up; we will have to pay out of next year's fiscal year monies.

Krista Ferrell:

July 1 money is gone. Must have invoice no later than July 10. This is stated in the RFQ contract.

Mrs. Harman:

If fire marshal has to come back, she will discuss with Warden Patterson.

Tony Romeo:

He is concerned with getting the fire marshal to come the first time.

Krista Ferrell:

The main concern: the invoice must be in by July 10 so they can get paid.

Tony Romeo:

Is all of this for one bid only? Answer: yes.

Equipment and hood all purchased together? Answer: yes.

Installation is hood only.

Krista Ferrell:

You can use a subcontractor, but the award bidder has full responsibility.

Meeting adjourned: approximately 12:05pm