



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
COR61340

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CORRECTIONS
617 LEON SULLIVAN WAY
CHARLESTON, WV
25301 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/11/2007				

BID OPENING DATE: **03/21/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01 THIS ADDENDUM IS ISSUED TO ADD TO, MODIFY, DELETE, AND/OR CLARIFY REQUIREMENTS OF THE ORIGINAL REQUEST FOR QUOTATION. ATTACHMENTS: 1. ADDENDUM #1 - QUESTIONS AND ANSWERS 2. PRE-BID SIGN-IN SHEET ***** END OF ADDENDUM #1 *****						

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 \$125.00 registration fee.
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. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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.

SIGNED BID TO:

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

COR61340 – MT. OLIVE CORRECTIONAL CENTER HVAC SYSTEMS

ADDENDUM # 1

Is there some reason for a Maintenance bond for 2 years on roofing? We have a warranty on the roof, but if we make any changes to the roof (such as cutting hole in it) we are responsible if it leaks.

Are the units in place York? Yes.

Will we get a chance to look at the units? Yes.

Are all the units the same? Yes.

Can we get a model number of one of the old units? Yes D2SC300G400-17AKA

Is the building accessible for us to get new units in and old units out? Yes.

Do you have measurements for how far they are from perimeter? No.

How long before we turn the old machine off will we have to have new one turned on? Would like it to operate the same day.

Referring to the 45 day to complete. What if they parts take 45 days to get here? Purchasing will answer this question.

Does the carne have to leave the yard every night? It must be placed outside the sallyport.

What are the work hours? We will be available whenever you need to work.

Can we work weekends? If it gets to a time issue weekends can be worked.

There needs to be protection to hubs (incase of lightning strikes).

Will any sensors need to be mounted in occupied space? No.

There are code violations to space between unit and side of building. Does a permanent rail need to be placed up there or only for construction safety.

Construction safety only.

Reuse existing reconnect.

There are no substitutes for the control software.

Pre-Bid Conference
SIGN IN SHEET

[Please Print]

Request for Proposal No.: COR61340 Date: 7 MARCH 07

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FAX Numbers</u>
✓ 1. <u>ELCO MECHANICAL</u> <u>William Ashwood</u>	<u>PO Box 349</u> <u>CHARLESTON WV 25322</u>	T: <u>304 346 0546</u> F: <u>304 346 0548</u>
✓ 2. <u>A+A Mech. Service</u> <u>Don Gillewette</u>	<u>3760 Sleepy Hollow Dr</u> <u>HURRICANE WV 25526</u>	T: <u>888-212-6234</u> F: <u>866-296-8035</u>
✓ 3. <u>A+A MECH. SERVICES</u> <u>LEE BROWN</u>	<u>3760 SLEEPY HOLLOW DR</u> <u>HURRICANE, WV 25526</u>	T: <u>888-212-6234</u> F: <u>866-296-8035</u>
✓ 4. <u>Johnson Controls</u> <u>Harry Allen / Scott Cross</u>	<u>4132 First Ave</u> <u>NITON WV 25143</u>	T: <u>304-759-2703</u> F: <u>304-755-0763</u>
✓ 5. <u>Johnson Controls</u> <u>Scott Cross</u>	<u>4132 First Ave</u> <u>NITON, WV 25143</u>	T: <u>304-759-2703</u> F: <u>304-755-0765</u>
✓ 6. <u>Rock Branch Mechanical</u> <u>Will Taylor</u>	<u>182 Harris Dr</u> <u>Pocah WV 25159</u>	T: <u>304-755-0373</u> F: <u>304-755-5270</u>
✓ 7. <u>Ron Meadows</u> <u>Rock Branch Mechanical</u>	<u>182 Harris Dr</u> <u>Pocah WV 25159</u>	T: <u>304-755-0373</u> F: <u>304-755-5270</u>
✓ 8. <u>Marks Plumbing & Htg</u> <u>Tom Wemmett</u>	<u>38650 Top Rd 1026</u> <u>Reelsville OH 45772</u>	T: <u>740-378-6571</u> F: <u>740-378-6572</u>
✓ 9. <u>Marks Plumbing & Heating</u> <u>Mark E Smith</u>	<u>38650 Top Rd 1026</u> <u>Reelsville, OH 45772</u>	T: <u>740 378-6571</u> F: <u>740-378-6572</u>
✓ 10. <u>GREG EDELMAN</u> <u>H. E. NEUMAN CO</u>	<u>1410 6TH AVE</u> <u>CHAS. WV 25312</u>	T: <u>304-345-5580</u> F: <u>304-345-5543</u>

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