



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
DCH07030

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

DIVISION OF CULTURE & HISTORY

CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

SHIP TO

DATE PRINTED 10/30/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 11/21/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED AT THE MANDATORY PRE-BID MEETING AND THOSE RAISED BEFORE THE OCTOBER 27, 2006.		
				***** ADDENDUM NO. 1 *****		
0001	1	LS		968-20		
				BUILDING CONSTRUCTION		
				***** THIS IS THE END OF RFQ DCH07030 ***** 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 \$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

Renovation of Log Structure at Camp Washington Carver in
Fayette County, West Virginia
DCH07030
Pre-Bid Conference

MEETING MEMO

Date of Meeting: October 25, 2006

This Meeting Memorandum is taken from notes and from memory and will constitute the basis upon which this project will proceed. If any additions or corrections to this memorandum are required, Please notify Ms. Krista Ferrell, Buyer; WV Division of Purchasing.

1. The Meeting opened at 2:30PM.
2. Attendees were reminded to sign in to record their presence at the Conference.
3. Introductions were made of the Owner's Representatives and the Architect's Representative.
4. Randy McClain, Site Manager of Camp Washington Carver, was identified as the point of contact at the Camp for contractors.
5. The Request for Quotation (RFQ) was reviewed
 - a. The Bid opening date was identified as Nov. 21, 2006
 - b. The contract length of 120 days was indicated to the attendees.
 - c. The rest of the RFQ was touched on. There were no questions regarding the general content of the RFQ.
6. It was indicated that the building was on the Federal Historic Building Register and that Prime Contractors, or their Sub-Contractors would need to show experience in work with the Federal Secretary of Interior's *Standards for Historic Preservation*.
7. It was indicated to Contractors that some work would be conducted by the Division of Culture and History's in house staff and that work needed to be carefully coordinated with the Owner.
8. The utilities coordination was covered with the caveat that water needs needed to be coordinated with the Owner since the Camp produces it's own water supplies and that since water disposal was through a septic system Contractors were cautioned that disposal of chemical waste using the Camp's sewer system was forbidden.

9. The Architect's representative then conducted a page by page review of the print set for the project.
10. Contractors were reminded that:
- a. All questions following the pre-bid conference were to be referred, in writing to Krista Ferrell, Buyer; WV Division of Purchasing and that contact information was on the RFQ.
 - b. Future site visits for bid refinement and verifying site conditions were permissible if arranged in advance and contractors were cautioned not to ask On-Site staff specific questions regarding the project. General information was permissible.
 - c. Contractor's were reminded to be sure to sign the RFQ where indicated on Page 7 when submitting their bid.
11. The floor was then opened for questions and a walk around was conducted:

Q: Do all of the trusses in the Great Hall of the lodge get treated?

A: Yes all of the trusses get reinforced.

Q: Why are we reinforcing the trusses? Are we (the Owner) having a deflection problem with the trusses?

A: Not necessarily. The primary purpose is to repair local failures and to better distribute loading.

Q: Question concerning details for treating the ends of logs.

A: Architect referred contractor to plan details.

Q: Question concerning special caulking for logs

A: Architect referred Contractor to Project Specifications.

Q: Are all truss bolts serviceable?

A: Yes, we believe they are.

Q: Are there alternates for this project?

A: No there are not on this project.

12. The meeting was closed at 3:15 PM.

END OF MEETING NOTES

Attachments:

Pre-Bid Conference Sign In Sheet (2 pages)

Pre-Bid Conference SIGN IN SHEET

Project No. : DCH 07030

Date: 10/25/06

PLEASE PRINT LEGIBLY! The information that you provide is our only means for contacting you! The FAX number is essential for contacting the attendees in a timely manner!

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FaxNumbers</u>
1. <u>MARK LYNCH</u> <u>DIVISION OF CULTURE</u>	<u>1700 KANAWHA BLVD E</u>	T: <u>304 558-0220</u> F: _____
2. <u>Dan Hill</u> <u>Danhill Const</u>	<u>P. O. Box 685</u> <u>Gauley Bridge, W.Va</u>	T: <u>304-632-1600</u> F: <u>632-1501</u>
3. <u>JR. JONES</u> <u>OVAL C/M</u>	<u>SUMMERS ST</u> <u>CHARLESTON, WV</u>	T: <u>304-347-8820</u> F: <u>347-8821</u>
4. <u>ROBERT KRAUSE</u> <u>H.A. GATES Co.</u>	<u>2302 S. Foyelle Street</u> <u>Becky WV. 25901</u>	T: <u>(304) 256-1616</u> F: <u>(304) 256-1617</u>
5. <u>SHANNON WESTRIMAN</u> <u>ANDRUS CABINETS/BOWEN</u>	<u>105 E. WASHINGTON</u> <u>LEWISBURG WV 24901</u>	T: <u>445-73017012</u> F: <u>445-7309</u>
6. <u>Kyle Const Co</u> <u>Ken Kyle</u>	<u>Po Box 280, 1800 Webster Rd</u> <u>SUMMERSVILLE, WV 26051</u>	T: <u>304-872-2870</u> F: <u>872-5640</u>
7. <u>MULTIPLY INC</u> <u>ART POFF</u>	<u>PO BOX 505</u> <u>SUMMERSVILLE WV 26051</u>	T: <u>872-6648</u> F: <u>872-1445</u>
8. <u>DON KLINGENSMITH</u> <u>Allegheny Restoration</u>	<u>P.O. Box 18032</u> <u>Morgantown, WV</u>	T: <u>252 9202</u> F: <u>252 9202</u>
9. <u>FRANK CORDIA</u> <u>DCH</u>	<u>1900 KANAWHA BLVD</u>	T: <u>558-0220</u> F: _____
10. <u>FRANK UNGER</u> <u>Past Respects</u>	<u>821 JOHNSON CR RD</u> <u>WALTON WV</u>	T: <u>577-6217</u> F: _____

Pre-Bid Conference
SIGN IN SHEET

Project No. : DCH 07030

Date: 10/25/06

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Firm & Representative Name

Mailing Address

Telephone & FaxNumbers

1. RANDALL McCLAIN
SITE MANAGER

BOX 59 CAMP WASH CARVER
LOOK OUT WV

T: 438-3005
F: 438 3006

2. _____

T: _____
F: _____

3. _____

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RECEIVED
2006 OCT 27 P 2:40
PURCHASING DIVISION
STATE OF WV