



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  
**DEFK7004**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**CHUCK BOWMAN  
 304-558-2157**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**DIV ENGINEERING & FACILITIES  
 JOBSITE  
 SEE SPECIFICATIONS**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>01/24/2007</b>				

BID OPENING DATE: **02/01/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*****<b>ADDENDUM NO. 2</b>*****</p> <p>ADDENDUM ISSUED TO DISTRIBUTE THE MANDATORY PRE-BID SIGN IN SHEET FROM THE 01/18/07 MEETING AT THE AFRC FACILITIES IN SUMMERSVILLE, WV, AS WELL AS THE MEETING NOTES AND COMMENTS.</p> <p>PLEASE NOTE THE BID OPENING DATE AND TIME REMAIN UNCHANGED AS 02/01/07 AT 1:30 PM.</p> <p>*****<b>NO OTHER CHANGES</b>*****</p>						

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.

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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. **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

**Addendum #2 – 19 January 2007**

Prepared / Submitted By: Michael J. Beckner  
Facilities Manager

RFQ Number: DEFK7004

**Armed Forces Reserve Center Facilities located at Summersville, West Virginia**

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This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents.

**ATTACH THIS ADDENDUM TO THE FRONT COVER OF THE PROJECT MANUAL AND  
ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM.**

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**CLARIFICATIONS/GENERAL COMMENTS:****Bidding Procedures**

- a. All Contractors submitting a bid are required to procure a bid packet from the State of West Virginia - Purchasing Division that contains specific instructions for submitting a bid. Contact Mr. Chuck Bowman at State Purchasing for more information.
- b. Prevailing building and construction wage rates apply to this project.
- c. Any and all questions pertaining to this project must be addressed through Chuck Bowman during the bidding phase. Chuck Bowman's phone number is (304)558-2157.

**Pre-bid Conference**

- a. A list of those attending the Pre-bid Conference is included in this addendum (Copy attached).
- b. Contractors were given the opportunity to inspect HVAC units / system.
- c. Equipment list / Drawing were supplied for the buildings during pre-bid meeting.

**Comments during Pre-Bid Meeting Minutes**

- a. To arrange additional site visits please contact Mr. Britt Nicolas or Shawn Griffith at 304-201-3870
- b. Once the successful vendor has been selected Michael J. Beckner will be primary point of contact for any questions. Phone: 304\_561\_6333 Fax: 304\_561\_6344  
Address: WV State Armory Board Attn: Michael J. Beckner, 1707 Coonskin Drive, Charleston, WV 25311
- c. The bid opening is 1 February 2007.
- d. Contractors conducted an on-site survey during pre-bid visit.

- e. The initial equipment report is a detailed building HVAC commissioning document due as stated in the original bidding documents. Reports due in the following quarterly inspections shall reflect peculiarities and services performed on each equipment item.
- f. The successful contractor shall be responsible for any required equipment to lift personnel and tools to allow access to service HVAC components.
- g. The life of the contract shall begin with a written "Notice To Proceed" (NTP) issued by the contract initiating agency to the successful vendor. Contract start date may begin on a non-typical quarterly year date. Example: If the "Notice To Proceed" is issued 1 February 2006, the first quarter shall begin with that date as well as the one year contract life and end 365 days after NTP date.

**END OF ADDENDUM**

Pre-Bid Conference  
**SIGN IN SHEET**

004

[Please Print]

Request for Proposal No.: DEFK 7007 Date: 1/18/07

<u>Firm &amp; Representative Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; FAX Numbers</u>
1. <u>Casto Technical Services</u> <u>Fred W. Maier</u>	<u>540 Leav Sallirin Way</u> <u>Charleston, WV 25322</u>	T: <u>304-346-0549</u> F: <u>304-346-8920</u>
2. <u>YORK JOHNSON CONTROLS</u> <u>DARIN WILSON</u>	<u>4132 FIRST AVENUE</u> <u>NITRO, WV 25143</u>	T: <u>304-759-2716</u> F: <u>304-755-0765</u>
3. <u>AFA MECH SERVICES INC</u> <u>DAVID S. LABOWSKI</u>	<u>3760 SLEEPY HOLLOW DR</u> <u>HURRICANE WV. 25526</u>	T: <u>304-206-6007</u> F: <u>304-757-6716</u>
4. <u>Rich's Refg</u> <u>Rich. Oney</u>	<u>1151 Airport Rd.</u> <u>Sutton, W.V. 26601</u>	T: <u>304-765-5833</u> F: <u>304-765-2063</u>
5. <u>Rich's Refg.</u> <u>Shane Oney</u>	<u>1151 Airport Rd. Sutton WV</u>	T: <u>304-765-5833</u> F: <u>304-765-2063</u>
6. <u>H.E. Neumann</u> <u>John Jennings</u>	<u>1410 6th Avenue</u> <u>Charleston, WV 25312</u>	T: <u>304-345-5580</u> F: <u>304-345-5543</u>
7. <u>Shawn Griffith</u>	<u>3 ARMORY WAY</u> <u>SUMMERSVILLE WV</u>	T: <u>304-872-4837</u> F: _____
8. <u>Bruce Muehls</u>	<u>3 Armory way</u> <u>Summersville WV</u>	T: <u>304-872-4837</u> F: _____
9. <u>DEF</u> <u>Larry Davis</u>	<u>1707 Coonskin DR</u> <u>Charleston</u>	T: <u>561-6453</u> F: _____
10. <u>State Army Corps</u> <u>Michael Beckner</u>	<u>1707 Coonskin DR</u> <u>Charleston, WV</u>	T: <u>561-6233</u> F: <u>561-6344</u>

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

Pre-Bid Conference  
**SIGN IN SHEET**

[Please Print]

005

Request for Proposal No.: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Firm &amp; Representative Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; FAX Numbers</u>
1. <u>Rock Branch mech</u> <u>Eric White</u>	<u>132 Harris Drive</u> <u>Poca W.V. 25159</u>	T: <u>304-755-0373</u> F: <u>304-755-5270</u>
2. _____ _____	_____	T: _____ F: _____
3. _____ _____	_____	T: _____ F: _____
4. _____ _____	_____	T: _____ F: _____
5. _____ _____	_____	T: _____ F: _____
6. _____ _____	_____	T: _____ F: _____
7. _____ _____	_____	T: _____ F: _____
8. _____ _____	_____	T: _____ F: _____
9. _____ _____	_____	T: _____ F: _____
10. _____ _____	_____	T: _____ F: _____

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