



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
 DEFK7031

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIV ENGINEERING & FACILITIES
 NATIONAL GUARD ARMORY
 ROUTE 4, SOUTH
 BUCKHANNON, WV
 26201 341-6368

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
08/11/2006				

BID OPENING DATE: 08/30/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		031-06		
<p>***** ADDENDUM NO.1 *****</p> <p>ADDENDUM ISSUED TO DISTRIBUTE THE PRE-BID SIGN-IN SHEET AND THE COMMENTS FROM THE AGENCY AS A RESULT OF THE PRE-BID MEETING FOR THE HVAC SYSTEM REPLACEMENT AT THE BUCKHANNON ARMORY IN BUCKHANNON, WV.</p> <p>PLEASE SEE THE ATTACHED TWO (2) PAGES.</p> <p>BID DATE AND OPENING TIME REMAIN UNCHANGED AS 08/30/06 AT 1:30 PM.</p> <p>***** NO OTHER CHANGES *****</p>						
AIR CONDITIONING AND HEATING, CENTRAL UNITS						

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



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OFFICE OF THE ADJUTANT GENERAL
DIVISION OF ENGINEERING AND FACILITIES

1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1099
(304) 561-6333

Allen E. Tackett
Major General, WVARNG
The Adjutant General

Michael J. Beckner
Captain, WVARNG
Armory Facilities Manager

August 9, 2006

DEFK7031

ADDENDUM #1

1. The installed unit manufacturer will be Liebert, Data Aire or equal, will be an R-22 system with air cooled condenser, will have two independent stages of cooling, and be equipped with smoke detector.
2. Delete Alternate # 1 from the bid.
3. Installation will be coordinated with on site maintenance personnel and once the existing unit is disabled the contractor will work consecutive days until the new unit is operational.
4. The contractor will have 45 days from " Notice to Proceed" to complete the project.

Pre-Bid Conference SIGN IN SHEET

[Please Print]

Request for Proposal No.: DEFK 7031 Date: 8 Aug 06

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FAX Numbers</u>
1. <u>DEF</u> <u>Charlie Mitchell</u>	<u>1707 Coonskin Drive</u> <u>Charleston, WV 25311</u>	T: <u>304-561-6337</u> F: <u>304-561-6344</u>
2. <u>Jonathan L. Neal</u> <u>Jerry C Wagoner</u>	<u>Charleston, WV 25311</u> <u>Buckhannon, WV 26201</u>	T: <u>304-561-6337</u> F: <u>304-473-5281</u>
3. <u>USFFU</u> <u>David W. Robinson</u>	<u>50 Armory Rd.</u> <u>Buckhannon</u>	T: <u>(304) 473-5281</u> F: <u>(304) 473-5270</u>
4. <u>A.A. Mechanical Service</u> <u>Brian Lester</u>	<u>1111 W. LAICK AVE</u> <u>Louisville KY 40219-1827</u>	T: <u>304 1751 1445</u> F: <u>1866-246-8035</u>
5. <u>H.E. NEUMANN CO</u> <u>Greg Edelman</u>	<u>1410 6TH AVE</u> <u>CHARLESTON, WV 25312</u>	T: <u>304-345-5580</u> F: <u>304-345-5543</u>
6. <u>Michel INC</u> <u>Eric A. Riley</u>	<u>P.O. Box 1140</u> <u>Bridge port WV 26330</u>	T: <u>304-622-7923</u> F: <u>304-624-1252</u>
7. <u>Tri State</u> <u>Dan Weitz</u>	<u>P.O. Box 892</u> <u>Morgantown, WV</u>	T: <u>304-328-5244</u> F: <u>304-328-5248</u>
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.