



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  
 DEFK7047

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
08/18/2006				

BID OPENING DATE: 09/06/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
ADDENDUM ISSUED FOR THE KENOVA NATIONAL GUARD ARMORY HVAC CONTROL SYSTEM PROJECT TO DISTRIBUTE THE PRE-BID SIGN-IN SHEET AND THE AGENCY COMMENTS AS A RESULT OF THE MANDATORY PRE-BID MEETING HELD 08/18/06 @ 1:00PM.						
BID DATE REMAINS 09/06/06 AT 1:30 PM.						
***** NO OTHER CHANGES *****						
0001	1	LS		031-25		
HVAC CONTROL SYSTEM						

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



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 17, 2006

DEFK7047

ADDENDUM #1

1. PC work station will have graphic representation and control functions of all HVAC equipment.
2. Valve bodies will be repacked instead of replaced.
3. Perimeter fan coil thermostats will be controlled by the work station.
4. All disturbed insulation will be repaired to original condition or replaced.
5. Refill the chiller system with an inhibited HVAC glycol (with no disposal restrictions) to -20 degrees protection.
6. Provide three sets of as-built drawings (both hard copy and digital) upon completion of work.

Pre-Bid Conference  
**SIGN IN SHEET**

[Please Print]

Request for Proposal No.: DEFK 7047 Date: 15 Aug 06

<u>Firm &amp; Representative Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; FAX Numbers</u>
1. <u>Charlie Mitchell</u> <u>DEF</u>	<u>1707 Coonskin Dr,</u> <u>Ches, WV 25811</u>	T: <u>561-6337</u> F: <u>561-6344</u>
2. <u>Jonathan Neal</u> <u>DEF</u>	<u>1707 Coonskin Dr</u> <u>Charleston, WV 25316</u>	T: <u>561-6337</u> F: <u>561-6344</u>
3. <u>Dan Gilleswater</u> <u>ADA</u>	<u>1111 Ulrich Ave.</u> <u>Louisville KY 40219</u>	T: <u>502-968-8211</u> F: _____
4. <u>Fred W Maier</u> <u>Costo Technical</u>	<u>540 Leon Sullivan</u> <u>Charleston WV 25322</u>	T: <u>304-346-0549</u> F: <u>304-346-8980</u>
5. <u>Scott Cross</u> <u>Johnson Controls</u>	<u>4132 First Avenue</u> <u>NITRO, WV 25843</u>	T: <u>304-759-2703</u> F: <u>304-755-0765</u>
6. <u>Dan Nolte</u> <u>Costo Technical</u>	<u>540 Leon Sullivan</u> <u>Charleston WV 25322</u>	T: <u>304-346-0549</u> F: <u>304 346 8920</u>
7. <u>Joe Wilson</u> <u>Aeromex Maint</u>	<u>2194 Booth Dr</u> <u>Kanawha</u>	T: <u>304-753-5780 x102</u> F: <u>304-453-5793</u>
8. _____	_____	T: _____ F: _____
9. _____	_____	T: _____ F: _____
10. _____	_____	T: _____ F: _____

**RECEIVED**  
 2006 AUG 17 A 10:25  
 PURCHASING DIVISION  
 STATE OFFICE

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