



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
DEFK7220

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIV ENGINEERING & FACILITIES
ARMORY BOARD SECTION

1707 COONSKIN DRIVE
CHARLESTON, WV
25311-1099 341-6368

DATE PRINTED 05/01/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 05/24/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE ADJUTANT GENERAL'S DEPARTMENT, CAMP DAWSON, KINGWOOD, WEST VIRGINIA TO PROVIDE AN OPEN-END CONTRACT FOR HVAC MAINTENANCE SERVICES.						
ATTACHMENTS: 1. SPECIFICATIONS 2. BID FORM 3. AFFIDAVIT						
MANDATORY ON-SITE PRE-BID: 05/16/2007; 1:30 PM						
LOCATION: RTI - CAMP DAWSON 240 ARMY ROAD KINGWOOD, WV 26537						
CONTACT: ALTON RODEHEAVER						
PRE-REGISTRATION: MICHAEL BECKNER (304) 561-6333						
0001	1	LS		910-36		
HVAC MAINTENANCE SERVICES						
EXHIBIT 1						
LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**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
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<p>ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE</p>						

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<p>PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 9/98</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY I WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4)</p>						

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<p>YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH</p>						

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<p>PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT</p>						

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<p>20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS.:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p>						

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	NO. 5				
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>.....SIGNATURE</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME:</p>						

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<p>CONTRACTORS LICENSE NO.:</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p>APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15</p>						

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DEFK7220 HVAC MAINTENANCE SPECIFICATIONS

1. Testing, adjusting, preventive maintenance, emergency services and repairs of heating ventilation and air conditioning (HVAC) system, and for the Digital (DC) temperature control system. Contract shall be awarded based on the Base Bid Cost (HVAC Maintenance Contract).

2. Pre-Bid Conference. A mandatory on site Pre-Bid Conference shall be held on **May 16, 2007 at 1:30 PM**. Failure to attend will result in bid disqualification.

3. The purpose of this contract is to provide contracted assurance that the HVAC equipment and DC operates within the prescribed guidelines. Vendor shall be fully responsible for the HVAC system's operation, reliability and performance to ensure environmental comfort and energy efficiency to the owner and to minimize risk.

4. The intent of this contract is to provide the Owner with assurance that the HVAC equipment functions in the prescribed manner within the required performance guidelines. The vendor shall be fully responsible for the HVAC system's operation, reliability and performance. Optimized benefits including environmental comfort, risk management and energy efficiency shall be provided to the Owner.

5. Renewal. Shall be in accordance with the Terms and Conditions of this contract and shall be limited to three successive one year periods. Vendor is responsible to notify the Owner of its intent to renew within 60 days of termination of the contract with a letter of intent.

6. Qualifications:

a. Vendor Qualifications. Proven successful testing, adjusting, commissioning, preventative maintenance, emergency service and repair experience of complex Commercial HVAC equipment/systems. Vendor should be a factory authorized service agency of commercial HVAC equipment including McQuay, Carrier, York, Trane, or approved equal, and shall have factory trained/certified technicians providing services to fore mentioned equipment.

b. Contract award. Contract shall be awarded on, the base bid item number one with the option of adding the bid alternates.

7. Invoicing. Monthly in arrears.

8. Vendors:

a. Contact Telephone Number: _____.

b. Emergency Contact Telephone Number: _____.

9. SCOPE OF WORK REQUIREMENTS

a. Vendor shall provide on site Preventive Maintenance Services and inspections. Vendor shall be responsible to provide all labor materials and equipment to ensure contract agreement is fulfilled. This includes but limited to items ensuring OSHA requirements are observed, lifting equipment to access HVAC and components thereof, and any other type of testing or calibrating instrument needed to fulfill contractual obligations.

b. The Contractor shall furnish all required parts and labor excluding repairs due to negligence, acts of God, war, power fluctuations, or conditions caused beyond the reasonable control of Vendor. Vendor is responsible for demonstrating or providing reasonable proof for exception.

c. A documented service report shall be provided with each on-site inspection/service call shall and shall include performance checklist results for all equipment, list of adjustments, repairs or equipment replaced to include recommended further action, if required.

d. Vendor must be available (on call) twenty-four (24) hours per day, seven (7) days per week to respond to requests for emergency service. Vendor must respond to calls for service within four (4) hours of notification. Failure to respond within four (4) hours will result in a charge to the Vendor of \$100.00 per hour for each hour over the four (4) hour limit. Emergency phone numbers shall be included within the bid.

10. DC SCOPE OF WORK REQUIREMENTS:

a. Vendor shall provide testing, maintenance, preventive maintenance services and repairs of the DC system equipment, to include all ancillary components. Ancillary components shall include but not be limited to; low voltage power supply(ies), transducers, wiring, valve and damper operators, sensors, relays, low temperature detection thermostats (freeze-stats), etc. Control equipment not included within the scope of work shall be limited to factory mounted controls installed on the chillers, boilers, and domestic hot water units. All technicians performing service on facility equipment will be certified / trained by equipment manufactures.

b. Vendor shall be responsible for testing and verifying the function of the complete DC system and documenting the performance in accordance with design intent and documentation in accordance with industry standard guidelines to ensure that programmed sequences of operation are complete and exactly meet the design requirements. Test procedures shall fully describe; system configuration (sequence of operation), calibration requirements of all analog input devices, evaluation procedures for all modulating output devices for smoothness of control operation (complete stroke output device/directional travel), evaluating all status inputs/electrical interlocks, evaluating all 2-position (on-off) control/interlocks and steps required for each test. The test procedures shall be appropriately

documented in order for another party to repeat the tests with virtually identical results for accuracy.

c. Vendor shall establish seasonal software trending of operational variables, ie., temperature, pressure, relative humidity, etc., and perform documented comparative analysis via tables and/or graphs to evaluate optimum control tuning and parameters for achieving and maintaining set point (annual minimum of 1 documented evaluation for heating and cooling season).

d. Vendor shall be required to furnish test and calibration equipment that is of sufficient quality and accuracy to test/or measure DC system accuracy/performance and compare results to specified tolerances. Test and calibration equipment shall be calibrated per manufacturer's recommended intervals and calibration certificate shall be documented/affixed to each instrument.

e. Vendor shall be responsible for inspecting and updating Operating & Maintenance (O&M) manuals to ensure "completeness" with respect to technical literature, O&M procedures, parts list, assembly diagrams and wiring diagrams. In addition, Vendor shall update/enhance O&M manuals to incorporate all pertinent technical information into a systems specific document that shall be maintained "on-site". The O&M manual shall be annually updated to include software/hardware performance checklist and calibration reports of all software/hardware equipment.

f. Vendor shall test and ensure the function/reliability of integral safety devices such as freeze-stats (hardwired and software).

g. Vendor shall provide on-site test and review of software/hardware to ensure proper function (minimum of 2 inspections per year). The Vendor shall be responsible for all needed DC system repairs and/or Equipment requiring replacement. The Vendor shall furnish all required parts and labor excluding repairs due to negligence, acts of God, war, power fluctuations, or conditions caused beyond the reasonable control of Vendor.

11. Preventive maintenance

A. Job labor and associated travel expenses required to clean, alignment, calibration, tighten, adjustments, lubricate, and paint equipment.
Activities include:

- a. Cleaning shall consist of coil surfaces (**coils to be cleaned annually**); fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles' basin' sump and float; chiller, condenser and boiler tubes.
- b. Alignment of equipment belt drives; drive couplings; air fins.

- c. Calibrating safety controls; temperature and pressure controls.
- d. Tightening shall include but not limited to electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections.
- e. Adjusting belt tension; refrigerant charge; super heat; fan RPM, water chemical feed and feed rate; burner fuel/air ratios; gas pressure, set point of controls and limits; compressor cylinder UN-loaders; damper close-off; sump floats.
- f. Lubrication of equipment will follow manufactures prescribed instructions to include motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages.
- g. Painting of the exterior cabinet or shell of units for corrosion control.
- h. Preventive Maintenance visits shall be as follows:
 1. Quarterly visit February - Test and inspect system as described in this section to include pre season (Summer) start up.
 2. Quarterly visit May - Test and inspect system as described in this section.
 3. Quarterly visit August - Test and inspect system as described in this section to include pre season (Winter) start up.
 4. Quarterly visit November - Test and inspect system as described in this section.

B. Filters and Filter service is included using Extended Surface Pleated filters to be changed on a quarterly basis.

12. Trouble calls. (Other than Scheduled Preventive Maintenance) Job labor and associated travel expenses including overtime and holidays, for unscheduled work resulting from an abnormal condition. This coverage is 24 hours per day, seven days per week. Parts / materials procurement labor (locating, ordering, expediting, and transporting) required to repair, remove, and replace broken, worn, and/or doubtful components and /or parts. Costs shall reflect other than quarterly Preventive Maintenance Services visits.

Base Bid Item 1: Camp Dawson RTI Facility Preventive Maintenance Services

Unit: Lump Sum / Base Bid for yearly Contract

Description: Vendor shall visit location on a quarterly schedule as out lined in item number 12. Provide a detailed activity report to the Facilities

Maintenance Manager. Report will be due within 15 (fifteen) days of completion of quarterly inspection. **Activities include:** Cleaning of coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles', basin' sump and float; chiller, condenser and boiler tubes. Alignment of equipment belt drives; drive couplings; air fins. Calibrating safety controls; temperature and pressure controls. Tightening shall include but not limited to electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections. Adjusting belt tension; refrigerant charge; super heat; fan RPM, water chemical feed and feed rate; burner fuel/air ratios; gas pressure, set point of controls and limits; compressor cylinder UN-loaders; damper close-off; sump floats. Conformance with overall desired performance design and providing support services for Buildings HVAC control system. Lubrication of equipment will follow manufactures prescribed instructions to include motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages. Replacement of filters with pleated filters meeting existing efficiency factor. Painting of the exterior cabinet or shell of units to control corrosion as needed. Digital controls are included as a part of this service. Vendor shall provide any and all needed materials, labor, tools, parts and equipment for work required. All technicians performing service on facility equipment will be certified / trained by equipment manufactures.

Measurement: Annual contract with four (4) quarterly visits. Each quarterly visit will be based on completion of Preventive Maintenance Services and service agreement.

Payment: Annual contract paid by quarterly invoice accompanied with services rendered. Fore mentioned reports and data required will be needed prior to invoicing. **Dates of service, contract purchase order number, facility location, type of service provided, unit name / location / description and cost descriptions shall be clearly annotated on all invoices. No truck charges, misc charges or any other charge not agreed upon in this contract will not be acceptable. Failure to do so will only delay payment.**

Bid Alternate Item 1: Camp Dawson AFRC Preventive Maintenance Services Contract

Unit: Lump Sum / Base Bid for yearly Contract

Description: Vendor shall visit location on a quarterly schedule and provide a detailed activity report to the Facilities Maintenance Manager. Report will be due within 15 (fifteen) days of completion of

quarterly inspection. **Activities include:** Cleaning of coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles', basin' sump and float; chiller, condenser and boiler tubes. Alignment of equipment belt drives; drive couplings; air fins. Calibrating safety controls; temperature and pressure controls. Tightening shall include but not limited to electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections. Adjusting belt tension; refrigerant charge; super heat; fan RPM, water chemical feed and feed rate; burner fuel/air ratios; gas pressure, set point of controls and limits; compressor cylinder UN-loaders; damper close-off; sump floats. Conformance with overall desired performance design and providing support services for Buildings HVAC control system. Lubrication of equipment will follow manufactures prescribed instructions to include motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages. Replacement of filters with pleated filters meeting existing efficiency factor. Painting of the exterior cabinet or shell of units to control corrosion as needed. Digital controls are included as a part of this service. Vendor shall provide any and all needed materials, labor, tools, parts and equipment for work required. All technicians performing service on facility equipment will be certified / trained by equipment manufactures.

Measurement: Annual contract with four (4) quarterly visits. Each quarterly visit will be based on completion of Preventive Maintenance Services and services agreement.

Payment: Annual contract paid by quarterly invoice accompanied with services rendered. Fore mentioned reports and data required will be needed prior to invoicing. **Dates of service, contract purchase order number, facility location, type of service provided, unit name / location / description and cost descriptions shall be clearly annotated on all invoices. No truck charges, misc. charges or any other charge not agreed upon in this contract will not be acceptable. Failure to do so will only delay payment.**

Bid Alternate Item 2: Emergency Service calls / Trouble calls

Unit: Time and Materials

Description: Work other than scheduled Preventive Maintenance Services listed above (Base Bid #1 and Bid Alternate #1). This coverage is 24 hours per day, seven days per week. Parts, materials and labor required to repair, remove, and replace broken, worn, and/or

doubtful components and /or parts. Vendor shall provide any and all needed materials, labor, tools, parts and equipment for work required. Vendor shall mail or fax a proposal repair estimate to include cost prior to completing work for items over \$1000.00. For items under \$999.00 approval via phone is acceptable. Contact name and number is: Michael Beckner or Charlie Mitchell at (304) 561-6343. Address is: State Armory Bard, 1707 Coonskin Drive, Charleston, WV 25311.

Measurement: Cost to restore HVAC equipment to its original intended operating purpose.

Payment: Labor / percentage markup for materials (Example: \$25 per hour / per person and 15% markup for parts and materials) Shall be invoiced separately from Preventive Maintenance Services contract. Fore mentioned reports, data required and / or service reports will be needed prior to invoicing. **INVOICES SHALL BE ITEMIZED. Dates of service, contract purchase order number, facility location, type of service provided, unit name / location / description and cost descriptions shall be clearly annotated on all invoices. No truck charges, misc charges or any other charge not agreed upon in this contract will not be acceptable. Contractor shall also provide copies of their cost of materials as verification of mark up. Failure to do so will only delay payment.**

Points of Contact: The contract person at the Division of Engineering and Facilities shall be Michael J. Beckner, 1707 Coonskin Drive, Charleston, WV 25311 - Phone: (304)561-6333

ATTACHMENT A

This contract includes all HVAC equipment located in the RTI Bldg Whether listed or not to include two Heli-rotor chillers. It is the responsibility of the vendor to obtain a complete equipment inventory and verify equipment quantities.

<u>Qty</u>	<u>Eq Info</u>	<u>Schedule</u>	<u>Mfg</u>
3	Roof Top A/ C units	RTU-110 RTU-115 RTU-130 RTU-135	
2	Make-up Air Units	AHU-110 AHU-120 AHU-130	
6	Air Handlers	AHU-110 AHU-120 AHU-130	
8	Return Air Fans	AHU-110 AHU-120 AHU-130	
26	VAV Boxes	VAV-110	
12	Pumps	PMP-110 PMP-111 PMP-311	
2	Boilers	BLR-110 BLR-120 BLR-130 BLR-150	
13	Hot Water Coils	MSC-110	
9	Cooling Coils	MSC-110	
7	Motor Speed Controllers	MSC-130	
20	Ventalators	MSC-150	
All	Exhust Fans	MSC-150	
3	Ventalation Fans	MSC_150	
4	Unit Heaters	MSC-170	

<u>Qty</u>	<u>Eq Info</u>	<u>Schedule</u>	<u>Mfg</u>
6	Electric Heaters	MSC-170	
9	Fan Coil Units	FCU-100	
All	Blower Coils	FCU-110	
5	Expansion Tanks		
8	Radiant Heating Panels		
1	Poolpack System	MSC-290	
2	Chillers Model # ALS195A		

ATTACHMENT B

This contract includes all HVAC equipment located in the AFRC Bldg Whether listed or not to include the drill hall AC unit. It is the responsibility of the vendor to obtain a complete equipment inventory and verify equipment quantities.

ROOF TOP UNITS

<u>TAG</u>	<u>Model #</u>	<u>Serial #</u>	<u>Manufacture / Description</u>
ACU-1	D3CG102N13046G	NEHM064070	York
ACU-2	D3CG102N13046G	NEHM064069	York
ACU-3	D3CG102N3046G	NEHM059963	York
ACU-4	D2EG048N09946#	NFHM073696	York
ACU-5	D2CG240N24046FDE	NCHM027655	York
ACU-6	D2CG180N24046FDE	NEHM067531	York
ACU-7	D3CG102N3046G	NDGM056341	York
ACU-8	D2CG240N24046FDE	NEHM064370	York
ACU-9	CG300N240N24046E	NFGM073187	York
ACU-10	D2EG048N09946E	NFHM076001	York
ACU-11	D3CG102N3046G	NEGM05562	York

MAKE UP AIR UNITS

MU-1	RPBL600-8-S	3AYF431JF09	Reznor- 5 HP Blower
MU-2	RPB200-8	EA2C66H5N04222	Reznor - 3 HP Blower

REFRIGERATION

BOPH130L63C	T00B00735	Heatcraft
BOPH100H22C	T00B1150	Heatcraft

BOILER SYSTEMS

B-1	GW200200	200K9741162	A.O. Smith
B-2	GW200200	200M9742215	A.O. Smith

BOILER SYSTEM PUMPS

P-1	Bell G Gossett Booster Pump
P-2	Bell G Gossett Booster Pump

EXHAUST SYSTEMS

EF-1	DX11B	Penn Ventilation - Exhaust Fans
EF-2	DX12B	Penn Ventilation - Exhaust Fans
EF-3	DX105R	Penn Ventilation - Exhaust Fans
EF-4	DX11B	Penn Ventilation - Exhaust Fans
EF-5	FX24BHFT	Penn Ventilation - Exhaust Fans
EF-6	DX08SR	Penn Ventilation - Exhaust Fans
EF-7	DX08SR	Penn Ventilation - Exhaust Fans
EF-8	DX11B	Penn Ventilation - Exhaust Fans
EF-9	FX16B	Penn Ventilation - Exhaust Fans
EF-10	DX08B	Penn Ventilation - Exhaust Fans
EF-11	DX11B	Penn Ventilation - Exhaust Fans

HEATING AND VENTING UNITS

H&V-1	GLDM-150	06998208A	ICE - 1,875,000 BTUH Input, 10 HP
H&V-2	GLDM-150	69952088	ICE - 1,875,000 BTUH Input, 10 HP

DIRECT DIGITAL CONTROL (DDC)

METASYS - M5 (System Name)

Network control module
 UNT Unitary Controller
 P32 Series Sensitive Pressure Switch
 H-735 Combo Current Switch / Command Relay
 TE-6400 Temperature Sensor
 TE-6300 Temperature Sensor
 AS-XFR Series Transformer Module
 M-8100 Cabinet
 Bulb Wells

DEFK7220 - HVAC MAINTENANCE CONTRACT BID FORM

Item #	Description	Estimated Annual Usage	* Unit Price	Extended Price
1	ANNUAL MAINTENANCE CONTRACT - RTI	1		\$
1	ANNUAL MAINTENANCE CONTRACT - AFRC	1		\$
2	REGULAR WORK HOURS	200	\$	\$
3	AFTER REGULAR WORK HOURS	100	\$	\$
4	HOLIDAY WORK HOURS	50	\$	\$
5	EST. ANNL. PARTS USAGE x % MARK-UP	\$50,000.00	% M/U:	\$
Failure to use this form may result in disqualification			Total	\$
<i>Bidder / Vendor Information:</i>				
Name: _____				
Address: _____ _____				
Phone# : _____				
Email Address: _____				
<i>Contract Coordinator Information:</i>				
Name: _____				
Address: _____ _____				
Phone# : _____				
Email Address: _____				
* Item #1 = Annual; Items 2, 3, & 4 are hourly unit prices; Item #5 = \$25,000 X % Mark-up over cost				

AFFIDAVIT

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____