



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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	DIV ENGINEERING & FACILITIES ARMORY BOARD SECTION
	1707 COONSKIN DRIVE CHARLESTON, WV 25311-1099 341-6368

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/21/2007				

BID OPENING DATE: **05/31/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM #01</b>						
<p>THIS ADDENDUM IS ISSUED TO PROVIDE MINUTES OF THE PRE-BID HELD ON 5/16/2007; 1:30 PM, ATTACH THE SIGN-IN SHEET, DIRECT VENDORS TO VISIT THE TWO BUILDINGS TO VERIFY FILTER MEASUREMENTS, AND EXTEND THE BID OPENING DATE TO 5/31/2007; 1:30 PM.</p> <p>ATTACHMENTS: 1. MINUTES OF PRE-BID MEETING 2. SIGN-IN SHEET</p> <p>VENDORS SHALL VISIT THE TWO BUILDINGS THAT REQUIRE FILTER EXCHANGE TO VERIFY FILTER MEASUREMENTS - NO LIST(S) WILL BE PROVIDED FOR THIS PURPOSE. VENDORS SHALL CONTACT CAMP DAWSON'S MAINTENANCE DEPARTMENT TO ANNOUNCE THE VISIT 24 HOURS PRIOR TO ARRIVAL.</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 #1 – 16 May 2007**

**Prepared / Submitted By: Michael J. Beckner  
Facilities Manager**

**RFQ Number: DEFK7220**

**Regional Training Institute Facilities located at Camp Dawson, Kingwood, 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. John Abbott 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 Mr. John Abbott during the bidding phase. Mr. John Abbott's phone number is (304)558-2544.

**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.

**Comments during Pre-Bid Meeting Minutes**

- a. To arrange additional site visits please contact Mr. Bub Rodeheaver
- 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 24 May 2007.
- d. Walk-in coolers will be added to this contract.
- e. Contractors conducted an on-site survey during pre-bid visit.
- f. The contract will be awarded on the total of the "Contract Bid Form".

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PURCHASING DIVISION  
STATE OF WV

- g. The Armed Forces Reserve Center has added two air conditioning units which serve the drill hall space in that facility. These units will be included into the contract.
- h. Two gas water heaters (GWH-1 & GWH-2) will be added to the contract coverage. Location of heaters is the RTI mechanical room.
- i. Pleated filters will be used during filter change.
- j. Each hotel room requires filter change.
- k. The successful contractor shall be responsible for any required equipment to lift personnel and tools to allow access to service HVAC components.
- l. 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**

Page 1 of 1

Pre-Bid Conference  
**SIGN IN SHEET**

[Please Print]

Request for Proposal No.: DEFK 7220 Date: 5/16/07

<u>Firm &amp; Representative Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; FAX Numbers</u>
1. <u>Michael Beckma</u> <u>STATE Armyman Susan</u>	<u>1707 COONSLER DR</u> <u>Charleston, WV 25311</u>	T: <u>761-6333</u> F: <u>761-6388</u>
2. <u>A.R. RODEHEVER</u> <u>POST MAINTENANCE Co Person</u>	<u>290 ARMY RD</u> <u>KINGWOOD, WV 26537</u>	T: <u>781-4460</u> F: <u>781-4462</u>
3. <u>H.E. NEUMANN</u> <u>RAY RYZEK</u>	<u>1100 GRAFTON ROAD</u> <u>MORGANTOWN WV 26508</u>	T: <u>292-5462</u> F: <u>292-4259</u>
4. <u>H.E. NEUMANN</u> <u>AARON KALUGER</u>	<u>1100 GRAFTON ROAD</u> <u>MORGANTOWN, WV 26508</u>	T: <u>292-5462</u> F: <u>292-4259</u>
5. <u>Costs Technical Services</u> <u>Barry Justice</u>	<u>540 Leon Sullivan Way</u> <u>Charleston WV 25301</u>	T: <u>800 232 2221</u> F: <u>304 346-8920</u>
6. <u>Tri-State Roofing &amp; Sheet Metal</u> <u>Randy Gainer</u>	<u>101 South meachville Rd.</u> <u>Davisville WV 26142</u>	T: <u>(304) 485-6593</u> F: <u>(304) 485-2841</u>
7. <u>BNA Heating &amp; Cooling</u> <u>Robert Ayersman</u>	<u>RT 1 Box 500</u> <u>Rowlesburg WV 26425</u>	T: <u>(304) 454-2085</u> F: <u>(304) 454-2085</u>
8. <u>A+A MECHANICAL SERV</u> <u>LEFE BROWN</u>	<u>3760 SLEEPY HOLLOW DR</u> <u>HURACANE, WV 25526</u>	T: <u>(304) 757-1945</u> F: <u>(304) 757-6716</u>
9. _____	_____	T: _____ F: _____
10. _____	_____	T: _____ F: _____

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