



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  
**DEFK7222**

PAGE  
**1**

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

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**DIV ENGINEERING & FACILITIES**  
**ORGANIZATIONAL MAINTENANCE**  
**SHOP (OMS #2)**  
**50 ARMORY ROAD**  
**BUCKHANNON, WV**  
**26201**                      **304-341-6443**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/27/2007				
BID OPENING DATE: 06/06/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		910-66		
<p style="text-align: center;"><b>ADDENDUM #01</b></p> <p>THIS ADDENDUM IS ISSUED TO CLARIFY, MODIFY, ADD TO, AND/OR DELETE REQUIREMENTS OF THE ORIGINAL REQUEST FOR QUOTATION.</p> <p>ATTACHMENT: ADDENDUM #1</p> <p>***** END OF ADDENDUM #01</p> <p><b>INSTALL ROOF SYSTEM</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 #1 –FMS#2, Buckhannon, WV

23 May, 2007

Prepared / Submitted By: Michael J. Beckner  
Facilities Manager

RFQ Number: DEFK7222

EPDM Roof Re-placement for WVARNG C&FMO at

## Buckhannon Field Maintenance Shop #2, National Guard Armory

Buckhannon, West Virginia 26201

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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

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.

#### Pre-bid Conference

- a. A list of those attending the Pre-bid Conference is included in this addendum (sign in sheet attached)

#### Comments during Pre-Bid Meeting Minutes

- a. To arrange additional site visits please contact Jerry Wagner
- b. During the vendors bid proposal period John Abbott will be primary point of contact for any questions. Phone: 304\_558-2455
- c. The contractor shall obtain required permits for construction.
- d. Flashing, coping and fascia will be replaced with like finished material
- e. A copy of the certified payroll must accompany applications for payment.
- f. The bid opening is 31 May 2007 at 1:30pm
- g. It's the contractor responsibility to dispose of and removed debris material off site.

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 PURCHASING DIVISION  
 STATE OF WV

- h. Hours of work shall be Monday through Friday from 07:30 to 16:00. No weekend or holiday work will be permitted.
- i. Contractors conducted an on-site survey during pre-bid visit.
- j. Roof insulation will be replaced.
- k. Roofing ballast will be reused.

**CHANGES TO SPECIFICATIONS:**

**END OF ADDENDUM**

Pre-Bid Conference  
**SIGN IN SHEET**

[Please Print]

Request for Proposal No.: DEK 722 Date: 23/may 07

Firm & Representative Name	Mailing Address	Telephone & FAX Numbers
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1. <u>Michael Becker</u> <u>State Agency Assets</u>	<u>1707 Coon Lake Dr</u> <u>Charleston, WV 25311</u>	T: <u>304-561-6333</u> F: _____
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2. <u>Tri State Roofing Sheet Metal</u> <u>Brian K. Conthel</u>	<u>1651 Blue Horizon Dr.</u> <u>Martinsburg, WV 26501</u>	T: <u>304-328-5244</u> F: <u>304-325-5248</u>
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3. <u>David W. Robinson</u> <u>USPFO</u>	_____	T: _____ F: _____
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4. <u>Jerry Wagoner</u> <u>USPFO Maint.</u>	_____	T: _____ F: _____
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5. <u>Lenny Barker</u> <u>Singer Sheet Metal</u>	<u>510 East St.</u> <u>Parkersburg WV</u> <u>26101</u>	T: <u>304-422-5495</u> F: <u>304-424-6026</u>
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6. _____	_____	T: _____ F: _____
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7. _____	_____	T: _____ F: _____
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8. _____	_____	T: _____ F: _____
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9. _____	_____	T: _____ F: _____
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10. _____	_____	T: _____ F: _____
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Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.