



State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

## Request for Quotation

REQ NUMBER

**DNR80062**

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF \_\_\_\_\_

**BUYER 32**

304-558-0492

RFQ COPY  
TYPE NAME/ADDRESS HERE

DIVISION OF NATURAL RESOURCES  
PROCUREMENT OFFICE  
CAPITOL COMPLEX  
BUILDING 3, ROOM 630  
CHARLESTON, WV  
25305 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/12/2006				

BID OPENING DATE:

01/16/2007

**BID OPENING TIME**

01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM #01		
				THIS ADDENDUM IS ISSUED AS A RESULT OF THE PRE-BID HELD ON DECEMBER 6, 2006; 1:00 PM AT BERKELEY SPRINGS STATE PARK.		
				ATTACHMENT: ADDENDUM #01 ISSUED BY ALPHA ASSOCIATES; 9 PAGES.		

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.

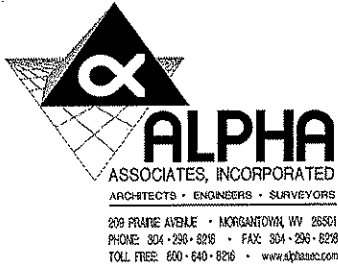
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**INSTRUCTIONS TO BIDDERS**

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



Berkeley Springs Bath House  
Addendum Bulletin No. 1

**DEPT. of Natural Resources**  
**Additions and Alterations to**  
**Berkeley Springs Bath House**  
**RE-BID**

**AAI PROJECT NO.: 0408097.00**

**DNR-80062**

December 11, 2006

TO ALL BIDDERS:

**1.0 GENERAL NOTES:**

- .01 This Addendum is part of the Contract Documents for the Project.
- .02 Acknowledge receipt of this Addendum on the Form of Proposal in the space provided. Failure to do so may be cause for rejection of bid.
- .03 A Mandatory Pre-Bid Conference was held on December 6, 2006. Copies of the Pre-Bid Conference Minutes and Attendance List are appended to this Addendum.
- .04 The bid date has been extended from December 28<sup>th</sup>, 2006 to January 16<sup>th</sup>, 2007, at 1:30 PM.

**2.0 CORRECTIONS TO THE PROJECT MANUAL**

- .01 **ADD: DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS**
  - 01 **DEPOSITORIES**  
See attached list.

**3.0 CORRECTIONS/ADDITIONS TO THE PROJECT DRAWINGS:**

- .01 **Sheet G-00- Index of Drawings**  
**OMIT:** Sheet A-2.3 (This sheet does not exist.)

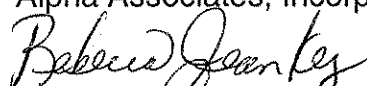


.02 **Sheet A-1.3-Roof Plan**

**Modify note:** "Remove, re-bed, and grout existing glazed cap units (ALL)"

**Note to Read:** "Remove existing caulk and loose mortar between terracotta glazed parapet roof cap. Re-point with new mortar. Protect from breakage during construction."

Issued: December 11, 2006  
Alpha Associates, Incorporated

  
Rebecca Jean Key, AIA



Pre-Bid Meeting Minutes

**DEPT. of Natural Resources**  
**Additions and Alterations to**  
**Berkeley Springs Bath House**  
**RE-BID**

**AAI PROJECT NO.: 0408097.00**  
**DNR-80062**

**MANDATORY PRE-BID MEETING**

**Minutes**  
December 6, 2006

**DATE:** December 11, 2006  
**FROM:** Rebecca Key *R Key*

**LOCATION:** Berkeley Springs State Park  
December 6, 2006 Approximately 1 PM

**ATTENDEES:** (See sign-in sheet attached)

**DISTRIBUTION:** To all plan holders of record, and Meeting Attendees  
MacDonald Smith, DNR  
Craig Miller, MEI  
Rick Colebank, Alpha Associates, Inc.  
Alex Haill, Alpha Associates, Inc.



- NB-01:** A Mandatory pre-bid meeting was held at Berkeley Springs State Park, at 10 AM on December 6, 2006.
- NB-02:** Alex Haill and Don Smith introduced all parties associated with the project. Don Smith, DNR; PM, John Abbot, State Purchasing Agent, Craig Miller, MEI; Brandon Merriman, MEI; Alex Haill, Construction Project Manager, Alpha Associates; Rebecca Key, Project Architect, Alpha Associates.
- NB-03:** Don Smith reviewed State Purchasing Requirements.
- NB-04:** R. Key gave summary of project: Renovation of aprox. 7000 sq. ft. of 1920 and 1949 public bath/spa. Historic renovation and replacement of Mechanical, Plumbing and Electrical Systems.
- NB-05:** Bid Date: Has been extended from December 28<sup>th</sup> to January 16<sup>th</sup>, 2007 @ 1:30 PM. Addenda to be issued.
- NB-06:** Bid Location: WV State Purchasing Division, Building 15, 2019 Washington Street East, Capitol Complex, Charleston, WV 25305.
- NB-07:** Last day for Questions: Submit in Writing, Friday, January 5<sup>th</sup>, Noon, Fax: 304-296-8245. You may also contact Rebecca Key via e-mail: [rkey@alphaaec.com](mailto:rkey@alphaaec.com)
- NB-08:** Prevailing Wage: Use 2006 Prevailing Wage for Morgan County.
- NB-09:** Contract completion: All work must be completed in the space within 240 consecutive calendar days, following receipt of owner's written Notice to Proceed.
- NB-10:** Substitution Requests: Substitution Requests must be in by Friday, January 5<sup>th</sup>, 2007, if not, no substitutions will be reviewed during construction.
- NB-11:** Temporary Facilities: Water and Power on site is available for Contractor's use without metering or separate charge. Review Division Section 01500 for complete information.
- NB-12:** Building Permits: Yes, Obtain from the Police Dept. 304-258-1198 Ask for Barb, works until Noon. To obtain a permit, there must be two readings at City Council prior to approval. Permit is required for trailers to be on site as well.



- NB-13:** Sewer Dept.: 304-258-4118 Bath Town Hall, 271 Wilkes Street, 304-258-1102
- NB-14:** Morgan County Planning Office, 210 Fairfax Street, 304-258-8540 No Requirements
- NB-15:** B & O Tax: No Not required.
- NB-16:** Craig Miller gave summary of Mechanical, Electrical and Plumbing work. He emphasized the need to get the Mechanical, and Plumbing trades involved in the bidding process early. R. Key also stated that the geographical distance from Baltimore to Berkeley Springs was closer than Pittsburgh; as a reminder to not exclude trades from Maryland or Central PA.
- NB-17:** Questions from the floor:
- Q.: How to obtain a tour of facility after Pre-Bid.  
A.: Contact James Steiner at the Park: 304-258-4012. He will be available for tours from 7:00 AM to 9:30 AM and then again from 12:30 PM to 1:30 PM. You must call in advance.
- Q.: What about soils inspection for the burying of the LP tank?  
A.: No soils report has been done.
- Q.: Who removes the oil tanks?  
A.: Both existing oil tanks will be removed prior to construction start by owner.
- Q.: Schedule for modulares?  
A.: Modular units must be in place and operational prior to any demolition work being performed on the existing Bath House.
- Q.: Noticed Sheet A-2.3 was missing from set, but listed on index.  
A.: There is no Sheet A-2.3, that will be corrected in the first Addenda.
- NB-18:** Questions in written form were submitted. They will be answered by Addenda.



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**NB-19:** Tour of Existing Facility was conducted for those contractors who wanted to view the mechanical area of the facility.

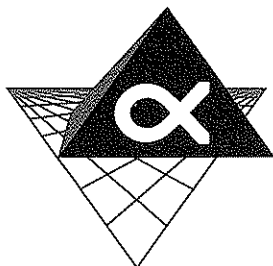
The above is considered to be an accurate account of my understanding of the discussions and/or events that took place at the Meeting. Participants are requested to advise this office, in writing, within ten (10) days of the issued date of these Minutes, of any errors or omissions. Otherwise, these Minutes are understood to be accepted by all parties receiving a copy of these Minutes and shall be considered as the Official Minutes of the Meeting.

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The Formal Meeting adjourned at approx. 2 PM





**DEPT. of Natural Resources**  
**Additions and Alterations to**  
**Berkeley Springs Bath House**

**AAI PROJECT NO.: 0408097.00**  
**DNR-80062**

December 6, 2006

**SIGN-IN SHEET**

NAME	COMPANY & ADDRESS	E-MAIL	PHONE	FAX
Edwin L Bivens	Excel Contractors, Inc. 10033 Governor Lane Blvd. Williamsport, Md.	ebivens@Excel- Contractors.com	301-797- 7060	301-797- 7225
KEN HOLZHAUSER	W. HARRY MILLER CONT, INC. P.O. BOX 945 MARTINSBURG, WV 25401	khholzhauser@ whmcontractors. com	304.267. 8959	304.267. 3847
MARK ABE	Gill SIMPSON INC 45 QUEEN ST. Comb. Md	MABE@Gill- SIMPSON.COM	301-777-1133	301-777 8568
BRANDON MELLIMAN CLAIR MILLER	MILLER ENGINEERING INC.		724-966-5655	724-966-5655
ALEX HILL KAREN KUY	Alpha Assoc.		304.296.8216	
DAN RNEHART	BUILDING SYSTEMS, INC. 16820-A BLAKE RD. HAGERSTOWN, MD 21740		301-582-0100	301-582- 1010

DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS

00001      DEPOSITORIES

A copy of the Project Manual and Drawings will be placed on file at the following locations during the Bid period:

F. W. Dodge Division  
600 Waterfront Drive  
Suite 200  
Pittsburgh, PA 15222  
Phone: 412-330-2200

F. W. Dodge Division  
1050 Cromwell Bridge Rd.  
Baltimore, MD 21286  
Phone: 410-821-8046

F.W. Dodge Division  
437 19<sup>th</sup> Street  
Dunbar, WV 25064

Pittsburgh Builders Exchange  
2270 Noblestown Road  
Building Industry Center  
Pittsburgh, PA 15205  
Phone: 412-922-4200

Kanawha Valley Builders Association  
1627 Bigley Avenue  
Charleston, WV 25302

Ohio Valley Construction Employers Council, Inc.  
Plan Room  
21 Armory Drive  
Wheeling, WV 26003  
Phone: 304-242-0520

Contractors Association of West Virginia  
2114 Kanawha Boulevard, East  
Charleston, WV 25311  
Phone: 304-342-1166

Construction Employers Association of North  
Central West Virginia, Inc.  
2611 Fairmont Avenue Extension, Suite B  
Fairmont, WV 26554  
Phone: 304-367-1290

Associate Builders, and Contractors  
319 Howard Street  
Hagerstown, WV 21740

Document Processing Center  
30 Technology Parkway South, Suite 500  
Norcross, GA 30092-2912

Parkersburg-Marietta Contractors  
4424 B Emerson Avenue  
Parkersburg, WV 26104  
Phone: 304-485-6485

Office of the Architect:      Alpha Associates, Incorporated  
209 Prairie Avenue, Suite 209  
Morgantown, WV 26501