



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
DNR80076

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**BUYER 32
 304-558-0492**

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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

DATE PRINTED 12/13/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **12/19/2006** 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 7, 2006; 1:00 PM AT TWIN FALLS STATE PARK.						
ATTACHMENTS: 1. PRE-BID SUMMARY 2. ADDENDUM REQUEST NO. 1 3. SIGN-IN SHEET 4. PRE-BID MEETING CHECKLIST						

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.

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

**Twin Falls Resort State Park
Campground Lift Station Replacement
Request for Quotations # DNR-80076
Pre-Bid Meeting Summary
Date of Meeting: December 7, 2006**

- 1 A pre-bid meeting was held for the referenced project as scheduled and advertised.
- 2 A sign-in sheet was circulated, a copy is attached.
- 3 The pre-bid meeting summary checklist was used to conduct the meeting, a copy is attached.
- 4 It was discovered during this meeting that many of the project manuals had site drawings that were too light to read adequately. Additional copies were made of the original drawings and were distributed at the meeting. These copies were much darker and eliminated the problem. Each person in attendance was given a set of drawings. They were replacements for drawings included in the project manual titled "Site Drawings" and were sheets 1, 2 and 3 of 3.
- 5 Contractors were instructed to verify the site dimensions including existing configuration and elevations prior to ordering any materials for this project. Drawings are intended to give the general configuration and scope of work required to complete the installation.
- 6 Work time was set at Monday through Saturday from 7:00 am to 9:00 pm.
- 7 Contractor shall remove the existing electrical disconnect located adjacent to the electrical power transformer. Existing electrical service may be abandoned in place.
- 8 Contractor will regrade and revegetate all areas disturbed during the prosecution of this work.
- 9 Contractor may eliminate anti-flotation ring shown on the section drawings of the lift station. This may be done to reduce the weight of the base and allow its placement with lighter, less expensive equipment. There is no danger of the lift station floating in its proposed location and calculations indicate that if it is exposed to saturated soil conditions, the lift station will not float.
- 10 An addendum request will be issued for items 5,6,7,8 and 9.
- 11 Contractors had an opportunity to view the site and the meeting was concluded at approximately 3:00 pm

Bradley S. Leslie, PE

CC: Steve DeBarr, PE
Blair Taylor
Scott Durham
Nathan Hanshaw
Beverly Carte
Ron Price

**Addendum Request No. 1
Twin Falls Resort State Park
Campground Lift Station Replacement
Request for Quotations # DNR-80076**

Please amend the contract document to reflect the following additions:

- 1 It was discovered during this meeting that many of the project manuals had site drawings that were too light to read adequately. Additional copies were made of the original drawings and were distributed at the meeting. These copies were much darker and eliminated the problem. Each person in attendance was given a set of drawings. They were replacements for drawings included in the project manual titled "Site Drawings" and were sheets 1, 2 and 3 of 3 in that titled section. Additional copies can be obtained by contacting the Engineer.
- 2 Contractors are instructed to verify the site dimensions including existing configuration and elevations prior to ordering any materials for this project. Drawings are intended to give the general configuration and scope of work required to complete the installation.
- 3 Work time was set at Monday through Saturday from 7:00 am to 9:00 pm.
- 4 Contractor shall remove the existing electrical disconnect located adjacent to the electrical power transformer. Existing electrical service may be abandoned in place.
- 5 Contractor will regrade and revegetate all areas disturbed during the prosecution of this work.
- 6 Contractor may eliminate anti-flotation ring shown on the section drawings of the lift station. This may be done to reduce the weight of the base and allow its placement with lighter, less expensive equipment. There is no danger of the lift station floating in its proposed location and calculations indicate that if it is exposed to saturated soil conditions, the lift station will not float. No other changes to the plans or specifications will be allowed.

SIGN-IN SHEET
 DNR-80076
 TWIN FALLS STATE PARK
 CAMPGROUND LIFT STATION REPLACEMENT

NEEDS PERMS	NAME/CO	ADDRESS	TELEPHONE/FAX
	Chuck Harper		304/636/1121
	Triple H Cont	P.O. Box 176 Beverly, W.V. 26253	Fax 304/355/4777
	TRI STATE PIPELINE	412 SOLIDA ROAD WIRTH POINT OH 45680	740 377 4208 ✓ 740 377 9438 F
	Jonathan Wiseman	Packages Systems	304 904-3333
	Chojnacki Co Inc		cell 208-3935
	Andrew Chojnacki		Home office 778-7599
			FAX 304-224-7779
	Randy Carpenter	PO BOX 13015	SISSONVILLE 9841115
	Carpenter Reclamation	W V 25360	9842776
	ANTHONY REESE	110 VIRGINIA ST.	
	JIMMY SUNN EXC.	67 ALBANS W.V. 25177	
		304-722-4317	FAX
		304-722-5246	OFFICE
	Kevin Beckwell	TRAYAGO SYSTEMS	304 984-3333

PRE-BID MEETING CHECKLIST

Date of Meeting: 12/07/06

Project: TWIN FALLS LIFT STATION REPLACEMENT

Requisition No.: DNR-20076

- Meeting attendees are to sign a signature sheet.
- Review of the invitation to bid and the form of proposal.
- Review of the instructions to bidders.
- Bid opening date, place, and time.
- Procedure for issuing addendum.
- An explanation of the mandatory pre-bid meeting.
- Review of insurance requirements.
- Review of bond requirements.
- The Owner's line of contract administration authority
- Time required for contract completion
- Liquidated damages
- Overview of the project and scope of work as described by the bidding documents.
- Description of any unusual or special provisions described by the bidding documents.
- Information and/or work to be furnished by the Owner.
- Sequencing or phasing of work requirements.
- Review and/or identification of any mistakes/conflicts found in the bidding documents.
- Procedure for compensating the Contractor and description of any retainage required.
- Permits required to be obtained by the Contractor.
- Utilities to be encountered, moved, required, or available for temporary and/or permanent use.
- Site conditions.
- Site access and use of the area.
- Maintenance of the site and daily cleanup requirements
- Working with the park staff and park guests.

Work Time Mon - SAT
7:00AM - 9:00PM