



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
DNR80145

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

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

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
03/12/2007				

BID OPENING DATE: 03/29/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
<p>THIS ADDENDUM IS ISSUED TO ADD TO, DELETE, MODIFY, AND/OR CLARIFY THE REQUIREMENTS OF THE ORIGINAL REQUEST FOR QUOTATION; AND TO EXTEND THE BID OPENING DATE TO 3/29/2007; 1:30 PM.</p> <p>NOTE: THE REVISED PROJECT MANUAL WILL BE MAILED OUT ON 3/16/2007 - NO OTHER ADDENDUM WILL BE ISSUED TO ACKNOWLEDGE RECEIPT OF THE MANUAL - PLEASE CALL JOHN ABBOTT AT (304) 558-2544 IF YOUR REVISED MANUAL HAS NOT ARRIVED BY 3/22/2007.</p> <p>ATTACHMENTS: 1. PRE-BID MEETING SUMMARY/ADDENDUM #1 2. PRE-BID MEETING CHECKLIST 3. SIGN-IN SHEET</p> <p>***** END OF ADDENDUM #1 *****</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)**

P2

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

**Pipestem Resort State Park
Elevator Repair Project
RFQ DNR 80145
Pre-Bid Meeting Summary
Date of Meeting: March 8, 2007**

- 1 A pre-bid meeting was held as scheduled on the above referenced date at Park Headquarters. Meeting was convened at 1:00 pm.
- 2 The pre-bid meeting checklist was used, as was a sign in sheet. Copies of these documents are attached.
- 3 An addendum will be necessary to address the following items:
 - Printed copies of General Conditions were found to be defective.
 - Division of Purchasing will include a copy of the Bid Bond form in the addendum and asked that we include this form in future project manuals.
 - Contractor shall furnish any required load test and certification via a state or state approved inspector per state code. A written report or certification from this inspection shall be furnished to the Engineer prior to final payment.
 - The bid opening time will be extended to allow additional time to consider the addendum.
- 4 Copies of the corrected Project Manuals and the addendum request will be delivered to the Division of Purchasing on Friday March 15, 2007.
- 5 The meeting was concluded after a site inspection allowing all to view the work.


Bradley S. Leslie, PE

CC: Steve DeBarr, PE
Blair Taylor
Steve Bolar
Butch Mansfield
Beverly Carte
John Abbott

PRE-BID MEETING CHECKLIST

Date of Meeting: 3/08/07

Project: APESTEM RESORT STATE PARK, ELEVATOR REPAIR PROJECT

Requisition No.: DNR-80145

- 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.

SIGN IN SHEET
 PIPE ~~AND~~ MELTING
 PIPESTEM RESORT STATE PARK
 ELEVATOR REPAIR PROJECT
 P.O. DNR-80145

ATTENDEE	REPRESENTING	FAX
Brad Lusk	WV DNR	558-0077
✓ J.T. Roux	Murphy Elevator 100 CAPITAL ST. CHARLESTON WV 25301	(304) 345-0878
ERIC HACKNEY	THYSSENKRUPP ELEV.	(304) 342-8141
✓ ROBERT GILCHRIST	EMAR CORP. 2406 CAPITAL DR. PARKERSBURG WV 26101	(304) 424-7422 50 877-863-5101
Butch Mansfield	Pipestem State Park	304-466-1800