



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
DRS070796

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIV OF REHABILITATION SERVICES
 WV REHABILITATION CENTER
 ATTENTION: RECEIVING

INSTITUTE, WV
 25112 766-4621

DATE PRINTED 02/09/2007	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 02/20/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED AT THE MANDATORY PRE-BID CONFERENCE AND THOSE QUESTIONS SUBMITTED PRIOR TO THE FEBRUARY 8, 2007 DEADLINE FOR QUESTIONS. SEE ATTACHED.		
				BID OPENING DATE REMAINS: 02/20/2007 BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS		910-66		
				ROOFING MAINTENANCE, REPAIR, AND INSTALLATION		
				***** THIS IS THE END OF RFQ DRS070796 ***** TOTAL:		

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

ADDENDUM #01
RFQ DRS070796

To provide the following clarifications:

- 1" of Isoboard and ½" of Fiberboard shall be used for insulation. Each layer shall be installed in a mopping of asphalt.
- The Gypson Deck will receive 1 layer of a nailed base sheet, Perma-Ply, or equal.
- Contractor will remove and dispose of the Skylights. Vendor shall cover resulting holes with materials adequate to meet structural NRCA standards and apply roof as specified.
- The Notice to Proceed is increased from 30 calendar days to 90 calendar days.

To add the following language to the RFQ and resulting contract:

Progress payments may be made to the vendor on the basis of percentage of work completed and accepted by the Agency. 10% retainage shall be held from any progress payments until the final invoice is accepted. Progress reports must be submitted and approved by the Facilities Manager prior to any payments made.

Pre-Bid Conference
SIGN IN SHEET

003

[Please Print]

Request for Proposal No.: DRS 07-0796 Date: 2/6/07

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FAX Numbers</u>
1. <u>Mansueti Roofing</u> <u>Mark J Speirs</u>	<u>Second + Wood Streets</u> <u>Martins Ferry, OH 43935</u>	T: <u>740-633-7320</u> F: <u>740-633-7322</u>
2. <u>Tci - State Roofing</u> <u>Tim Dorsch</u>	<u>P.O. Box 1231</u> <u>Chas. 25324</u>	T: <u>755-8135</u> F: <u>755-5275</u>
3. <u>Singed Sheet Metal</u> <u>Lenny Barked</u>	<u>510 EAST STREET</u> <u>PARKERSBURG WV 26101</u>	T: <u>304/22-5495</u> F: <u>464-4800</u>
4. <u>Harris Bros. Roofing</u> <u>Jay Holcomb</u>	<u>1518 Homestead St.</u> <u>Chas. WV 25311</u>	T: <u>343-5566</u> F: <u>343-5568</u>
5. _____	_____	T: _____ F: _____
6. _____	_____	T: _____ F: _____
7. _____	_____	T: _____ F: _____
8. _____	_____	T: _____ F: _____
9. _____	_____	T: _____ F: _____
10. _____	_____	T: _____ F: _____

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

PLEASE LEAVE YOUR BUSINESS CARD.