

**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

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: DRS 070862

Date: 3/20/07

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name: TRI-STATE ROOFING & SHEET METAL
 Firm Address: PO Box 1231
CHARLESTON, WV 25324
 Representative Attending: Brian Linville, Bill HUGART
 Phone Number: 304-755-8135
 Fax Number: 304-755-5275
 Email Address: blinville@TRU-STATESERVICE.COM

Firm Name: Mansuetto Roofing
 Firm Address: Second + Wood Streets
Martins Ferry OH 43935
 Representative Attending: Mark S Speirs
 Phone Number: 740-633-7320
 Fax Number: 740 633-7322
 Email Address: mark@mansuettoroofing.com

Firm Name: Singer Sheet Metal Co.
 Firm Address: 510 - East Street
Parkersburg WV 26101
 Representative Attending: Lenny Barker
 Phone Number: 304-422-5495
 Fax Number: 304-424-6026
 Email Address: Singerlenny@Casiaferret-Net

Firm Name: Krista Ferrell / Shelly Murray
 Firm Address: Purchasing Division
 Representative Attending:
 Phone Number:
 Fax Number:
 Email Address:

Firm Name: Harris Bros Roofing Co.
 Firm Address: 1518 Hamford St.
Char. WV 25811
 Representative Attending: Jay Holcomb
 Phone Number: 343-5566
 Fax Number: 343-5568
 Email Address: jayhol@verizon.net

Firm Name:
 Firm Address:
 Representative Attending:
 Phone Number:
 Fax Number:
 Email Address:

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 PURCHASING DIVISION
 STATE OF WV

ADDENDUM #01
DRS070862

To provide the following clarifications:

- 1) Vendor shall remove and re-install existing conduit on the penthouse.
- 2) Cover all stone coping with Kynar 500, or equal, metal fascia.
- 3) 1" Perlite, or equal, board shall be used for insulation.
- 4) Existing vapor barrier has been re-tested for asbestos and none was found.
- 5) Existing vapor barrier may be left in place if found to be in acceptable condition.
- 6) Pre-bid sign-in sheet is attached.
- 7) Add the following language to the RFQ:

“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.”