



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
 DRS070870

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	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/26/2007				

BID OPENING DATE: 04/05/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		031-28		
<p>ADDENDUM NO. 1</p> <p>THIS ADDENDUM IS ISSUED TO ANSWER ALL QUESTIONS SUBMITTED AT THE MANDATORY PRE-BID MEETING HELD ON 03/20/2007 AND ALL QUESTIONS RECEIVED PRIOR TO THE 03/22/2007 DEADLINE FOR TECHNICAL QUESTIONS.</p> <p>QUESTIONS CONCERNING THE ACTUAL SUBMISSION OF A VENDOR'S BID MAY STILL BE SUBMITTED TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL, VIA EMAIL AT KFERRELL@WVADMIN.GOV, VIA FAX AT 304-558-4115, OR VIA PHONE AT 304-558-2596 AT ANY TIME PRIOR TO THE BID OPENING.</p> <p>BID OPENING DATE REMAINS: 04/05/2007 BID OPENING TIME REMAINS: 1:30 PM</p> <p>***** END ADDENDUM NO. 1 *****</p> <p>COOLING TOWERS: FORCED AIR, GRAVITY, ETC.</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)**

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
DRS070870

To provide the following clarifications:

- 1) Delete items G. and H., from section I. "General Specifications", found on page 11. There will be no exterior piping required for this project.
- 2) The successful vendor will be requested to begin work on a weekend, but will be permitted to complete the project during normal business hours, if needed.
- 3) Sign-in sheet from the pre-bid meeting is attached.

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PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: PRS070870

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:	<u>Tri-State Roofing & Sheet Metal</u>
Firm Address:	<u>PO Box 1231</u> <u>Charleston WV 25324</u>
Representative Attending:	<u>Terry Morgan</u>
Phone Number:	<u>304-755-8135</u>
Fax Number:	<u>304-755-5275</u>
Email Address:	<u>tmorgan@tri-stateservice.com</u>

Firm Name:	<u>FLCO MECHANICAL</u>
Firm Address:	<u>PO Box 349</u> <u>CHAS. WV 25322</u>
Representative Attending:	<u>William Ashworth</u>
Phone Number:	<u>304 346 0546</u>
Fax Number:	<u>346 0543</u>
Email Address:	

Firm Name:	<u>A-2 Mechanical Service Inc</u>
Firm Address:	<u>3760 Sleepy Hollow Dr.</u> <u>Hurricane WV 25526</u>
Representative Attending:	<u>Jeff Gillenwater</u>
Phone Number:	<u>304 757-1945</u>
Fax Number:	<u>304 757-6716</u>
Email Address:	<u>HWCA@aol.com</u>

Firm Name:	<u>JOHNSON CONTRACTS</u>
Firm Address:	<u>4132 First Ave.</u> <u>NETO, WV 25143</u>
Representative Attending:	<u>Scott Cross</u>
Phone Number:	<u>304-757-2703</u>
Fax Number:	<u>304-755-0765</u>
Email Address:	<u>Scott.A.Cross@JCF.com</u>

Firm Name:	<u>Carrier</u>
Firm Address:	<u>#2 Mission Way</u> <u>Scott Depot</u>
Representative Attending:	<u>Tom Ball</u>
Phone Number:	<u>741-2538</u>
Fax Number:	<u>Tom.Ball@Carrier.wv.com</u>
Email Address:	

Firm Name:	<u>WV HEATING & PLUMBING</u>
Firm Address:	<u>PO Box 1507</u> <u>CHAS WV 25325</u>
Representative Attending:	<u>MARY BETH JOHNSON / JSHW</u>
Phone Number:	<u>342-3197</u>
Fax Number:	<u>342-3184</u>
Email Address:	<u>JOHNBETH@AOL.COM</u>

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PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: DR5070 870

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:	<u>Harris Bros. Roofing Co.</u>
Firm Address:	<u>1518 Hansford St. Charl, WV 25311</u>
Representative Attending:	<u>Jay Holcomb</u>
Phone Number:	<u>343-5566</u>
Fax Number:	<u>343-5568</u>
Email Address:	<u>jayhol@verizon.net</u>

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

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
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RECEIVED
 2007 MAR 21 P 2:45
 PURCHASING DIVISION
 STATE OF WV