



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  
**DRS070871**

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
04/05/2007				

BID OPENING DATE: **04/12/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
<p>THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED AT THE MANDATORY PRE-BID MEETING HELD ON MARCH 20, 2007 AND TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE MARCH 22, 2007 DEADLINE.</p> <p>QUESTIONS CONCERNING THE ACTUAL SUBMISSION PROCESS FOR A VENDOR'S BID MAY STILL BE SUBMITTED TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT INCLUDING ORAL. NO ADDITIONAL TECHNICAL QUESTIONS WILL BE ACCEPTED. TECHNICAL QUESTIONS INCLUDE QUESTIONS ABOUT SCOPE OF WORK, INSTALLATION, AND MATERIALS.</p> <p>BID OPENING DATE REMAINS: 04/12/2007            BID OPENING TIME REMAINS: 1:30 PM</p> <p>***** END ADDENDUM NO. 2 *****</p>						
0001	1	LS		910-66		
ROOFING MAINTENANCE, REPAIR, AND INSTALLATION						

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.

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**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 #02**  
**DRS070871**

002

To add the following clarifications:

- 1) Remove and properly dispose of existing skylights.
- 2) Cover skylight openings with decking to match existing decking and roofing application.
- 3) Add two "connector" roofs to be re-roofed located between building H and Building B and between Building H and Building F.
- 4) EPDM roofing system is acceptable for these two connector roofs due to low clearance. EPDM (.060 gauge) shall be fully adhered over 1 ½" Isocyanurate, or equal, insulation and sealed. System must include 15 year no-leak manufacturer warranty.
- 5) Replace top and bottom fascia to match on the lower flat roof area.
- 6) Add 24 gauge Kynar 500, or equal, pre-painted metal fascia over all capstones to match.
- 7) Excerpt from 12/20/06 asbestos report is attached. Note: The asbestos found is in the ceiling materials and not on the roof.

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Addendum #02

Asbestos Report Excerpt:

Date	Sample Location	Color	Total Asbestos Present (%)	Fibrous Material(s)	Non-fibrous Material(s)	Sample Homogeneity
12/20/06	H Bldg. Area G	Black	None Detected	19-fibrous Glass	81-binder	No
12/20/06	2 <sup>nd</sup> layer	Black	None Detected	23-fibrous Glass	77-binder	No
12/20/06	3 <sup>rd</sup> layer	Brown	None Detected	81-cellulose	19-perlite	No
12/20/06	H Bldg. Area B	Black	None Detected	23-fibrous Glass	77-binder	No
12/20/06	2 <sup>nd</sup> layer	Black	None Detected	23-fibrous Glass	77-binder	No
12/20/06	3 <sup>rd</sup> layer	Brown	None Detected	65-cellulose	35-perlite	No
12/20/06	H Bldg. Area D	Black	None Detected	21-fibrous Glass	79-binder	No
12/20/06	2 <sup>nd</sup> layer	Black	None Detected	22-fibrous Glass	78-binder	No
12/20/06	3 <sup>rd</sup> layer	Brown	None Detected	68-cellulose	32-perlite	No
12/20/06	4 <sup>th</sup> layer	Brown	None detected	62-cellulose	38-perlite	No
12/20/06	H Bldg.	Black	15-chrysotile	23-cellulose	62-binder	No
12/20/06	2 <sup>nd</sup> layer	Black	None detected	33-fibrous glass	67-binder	No