



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
GSD076405

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES
 BUILDING ONE- ROOM MB60
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0123 558-2317

DATE PRINTED 11/29/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 12/12/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO ANSWER ALL QUESTIONS RECEIVED PRIOR TO THE 11/20/2006 DEADLINE. ONLY QUESTIONS CONCERNING THE ACTUAL SUBMISSION OF THE VENDOR'S BID WILL CONTINUE TO BE ACCEPTED.						
ALSO TO EXTEND THE BID OPENING DATE TO ALLOW VENDORS TIME TO INCORPORATE THESE QUESTIONS AND ANSWERS INTO THEIR BID REAPONSE.						
BID OPENING DATE IS EKTENDED TO: 12/12/2006						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	MN		910-13		
TOTAL MONTHLY ELEVATOR MAINTENANCE FEE						
***** THIS IS THE END OF RFQ GSD076405 ***** 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

RFQ: GSD076405
ADDENDUM NO. 1
QUESTIONS AND ANSWERS
11/29/2006

Below are the answers to all technical questions raised prior to the November 20, 2006 deadline. Only questions pertaining to the actual submission of a vendor's bid will be accepted and answered.

Question:

How many units are associated with the one full-time mechanic? The "minimum one full-time mechanic" is to be associated with the Capitol Complex buildings only. Assuming there are 36 units affiliated with the Capitol Complex. Are any of the buildings 20-32 associated with the Capitol Complex?

Answer:

Generally a service call is of one such as non running or elevator car stuck between floors. The local elevator company can elect to either service those calls by their staff off of the Capitol Complex or by another employee of theirs. I see no problem with either system as long as it is recorded for a service call and they answered the service call with in the stated times of the contract.

Vendor is to made aware that a service call must be relayed back to General Services as being completed.

The following buildings are part of the Capitol Complex Charleston area.

Building # 37, DEP AT 610, 57th Street Kanawha City
Building # 20 Tax & Revenue, Lee & Dickinson Street
Building # 36, One Davis Square, 321 Capitol Street
Building # 20, Old Liquor Warehouse, 617 Leon Sullivan Way

Question:

Can you provide further clarification on callbacks that occur between 4:30 p.m. and 8:00 a.m. Monday through Friday and weekends. Can the contractor bill for the entire amount or just the overtime portion?

Answer:

Vendors may bill only for the overtime amount. Vendors must pay for the hourly rate such as. Employee wages is \$5.00. Overtime rate is \$7.50. GSD will pay \$2.50 of that amount. Vendor will pay \$5.00.

Question: (Per the pre-bid discussion)

No building in Weirton, WV are addressed. Are these included?

Answer:

Yes, please add to the list of building the office complex in Weirton, WV at 100 Municipal Plaza. This building has two Otis, two stop elevators.