



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
GSD076423

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
 BLDG. 22 - TAX AND REVENUE
 1001 LEE STREET
 CHARLESTON, WV
 25301 558-2317

DATE PRINTED 03/07/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 03/21/2007		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 MEETING AND THOSE QUESTIONS RECEIVED PRIOR TO THE FEBRUARY 28, 2007 DEADLINE FOR QUESTIONS. QUESTIONS CONCERNING THE ACTUAL SUBMISSION OF A VENDOR'S BID MAY STILL BE SUBMITTED TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION. ALSO TO EXTEND THE BID OPENING DATE.		
				BID OPENING DATE IS EXTENDED TO: 03/21/2007 BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	JB		936-10		
				DUCT CLEANING SERVICES, PER ATTACHED		
				***** THIS IS THE END OF RFQ GSD076423 ***** 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#: GSD076423
ADDENDUM NO. 1
Answers to Technical Questions

The Pre-Bid Meeting was held at 10:00 on Wednesday February 28, 2007. The following comments were noted from the meeting.

1. **Wage Rates:** Wage Rates should be based on Class II Laborer for Kanawha County. Submit Certified Payrolls with each
2. **Missing Contract Documents:** Contractors were informed of missing pages from the original proposal. These pages were noted on Page 2 of the Request for Quotations (011) and include Specification Section 15890 pages 1 thru 6 and five Drawings (M-1 thru M-5). These missing pages will be included in Addenda 1. These pages are attached. They are also available in PDF format by submitting a request to the buyer (Krista Ferrell) at kferrell@wvadmin.gov. These PDF files will be sent by email to those vendors requesting them.
3. **Asbestos:** Ceiling tiles were installed after asbestos was banned from building materials. Owner will verify that ceiling tiles do not contain asbestos prior to the start of Construction. If found, asbestos will be remediated under a separate contract prior to the Duct Cleaning Contractor beginning work.
4. **Time of work:** Contractors requested use of evening/night shifts for the cleaning operations. This is being considered, a final decision has not been made, but since each contractor has a different preference, work hours and security arrangements will be resolved with the submission of the project schedule.
5. **Parking:** No parking is available on the site. Owner suggested contractors discuss parking with the adjacent private parking lot.
6. **Note that building extends under the sidewalk on the Dickenson Street side.** Use care in placing loads or outriggers when cleaning exterior grilles.
7. **Water Access:** A Janitor's Closet is located on each floor. The contractor will be responsible for running hose from the Janitor's Closet to the Mechanical Rooms.
8. **Air hose access from exterior – access will be provided.**
9. **Toilet Room Exhausts:** Toilet Room Exhaust ductwork will be included in the cleaning project.
10. **Access Doors:** Access doors are not required at all cleaning access locations. Access doors will be required at all fire dampers, turning vanes, VAV boxes and at least every fifty feet of ductwork. Other access points required for cleaning can be patched.
11. **Electrical Connection:** Power connections shall be coordinated with the General Services Building Manager. Power will be available on each floor.

Contractor to provide extension cords for equipment. Note that Computers and other power sensitive equipment are located throughout the building.

12. Dimensions of Building: The Building is approximately 109 feet (east and west sides) by 98 feet (north and south sides) with a slight trapezoidal shape.
13. Elevator Access: The elevator replacement contract work will be substantially complete prior to the beginning of the duct cleaning contract and elevator access will be available. To minimize potential damage to new elevator cabs, we ask that the contractor use the freight elevator.
14. No air balance will be required. Contractor shall mark all damper positions prior to starting cleaning and return the dampers to their original position at the conclusion of cleaning operations.
15. VAV boxes can be cleaned in place and do not have to be removed.
16. In the meeting the ductwork was described as being approximately 75% metal/unlined.
17. Owner will provide clean filters to be installed at completion of each floor or sub-area. Belt replacement is not part of this contract.
18. Final inspection: Final Inspection requirements are included in the Specification Section 15890. See Paragraph 3.5 on page 15890-6.
19. Following the meeting a building walk-thru was conducted.
20. Contact numbers for the Building Manager will be provided before proceeding with the work. Do not call the Building Manager with questions prior to the Bid. All questions must be routed through Krista Ferrell in the West Virginia Purchasing Division.

END OF PRE-BID MINUTES

ADDITIONAL QUESTIONS:

- 1.) IS THE ORIGINAL WORKING HOURS TIMELINE (8AM-5PM) GOING TO REMAIN OR CHANGE AS REQUESTED BY THE OTHER BIDDERS DURNING THE PRE-BID MEETING.

THIS QUESTIONS IS ANSWERED IN THE ABOVE MINUTES.

- 2.) GENERAL EXHASUT IS TO BE CLEANED THROUGHOUT THE BUILDING. DOES THIS INCLDUDE THE RESTROOM EXHAUST?

REST ROOM EXHAUST WILL BE CLEANED UNDER THIS PROJECT.

3.) IS THE OFFICIAL CLASSIFICATION FOR THE HVAC SYSTEM CLEANING LISTED AS LABOR, CLASS II IN WEST VIRGINIA?

WAGE RATES: SEE ITEM 1 UNDER THE PRE-BID MINUTES.

4.) WILL WE BE COATING THE INTERIOR SURFACES OF THE HVAC UNITS? SUPPLY PLENUM/DUCTWORK? RETURN?

DUCT COATING: INCLUDE DUCT COATING OF LINES DUCTS AND AIR HANDLING EQUIPMENT IN THE BID. THIS INCLUDES BOTH SUPPLY AND RETURN SYSTEMS.

5.) DOES THE SCOPE OF WORK REQUIRE SANITIZING THE HVAC UNITS? SUPPLY PLENUM/DUCTWORK? RETURN?

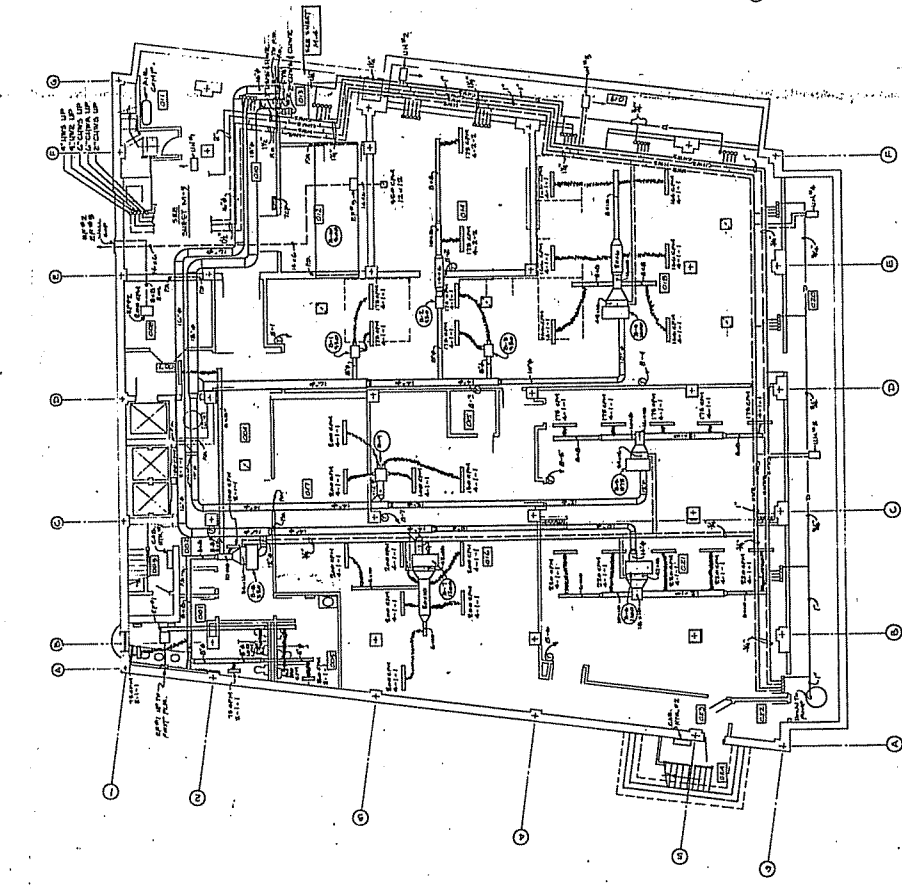
SANITIZING IS INCLUDED IN THE SPECIFICATION AND SHOULD BE DONE FOR ALL DUCTWORK AND INTERIOR SURFACES OF DUCTWORK AND HVAC EQUIPMENT.

6.) SECTION 1.6 QUALITY ASSURANCE, SUBSECTION A, NOTE 1 STATES "EMPLOY A STAFF OF ASCS CERTIFIED BY A NATIONALLY RECOGNIZED CERTIFICATION PROGRAM". THIS WOULD MEAN THAT ALL TECHNICIANS PERFORMING WORK WILL BE ASCS CERTIFIED. HOW WILL THE VEDNORS, AS BID SUBMITTERS, BE INSURED THAT OUR COMPETITION SUBMITTING BIDS FOR THIS PROJECT HAVE THE CAPABILITY TO STAFF 100% ASCS TECHNICIAN'S AND IF AWARDED, WHO IN YOUR ASSOCIATION WILL VERIFY AND PROVIDE THE RESULTS.

THE PERSON SUPERVISING THE WORK FOR THE CONTRACTOR MUST BE ASCS CERTIFIED. WHILE HAVING OTHER CERTIFIED STAFF IS ACCEPTABLE, IT IS NOT A REQUIREMENT. THE GSD PROJECTS/ENGINEERING SECTION WILL BE CHECKING THE CERTIFICATION OF THE LOW BIDDER PRIOR TO PROCEEDING WITH THE PROJECT.

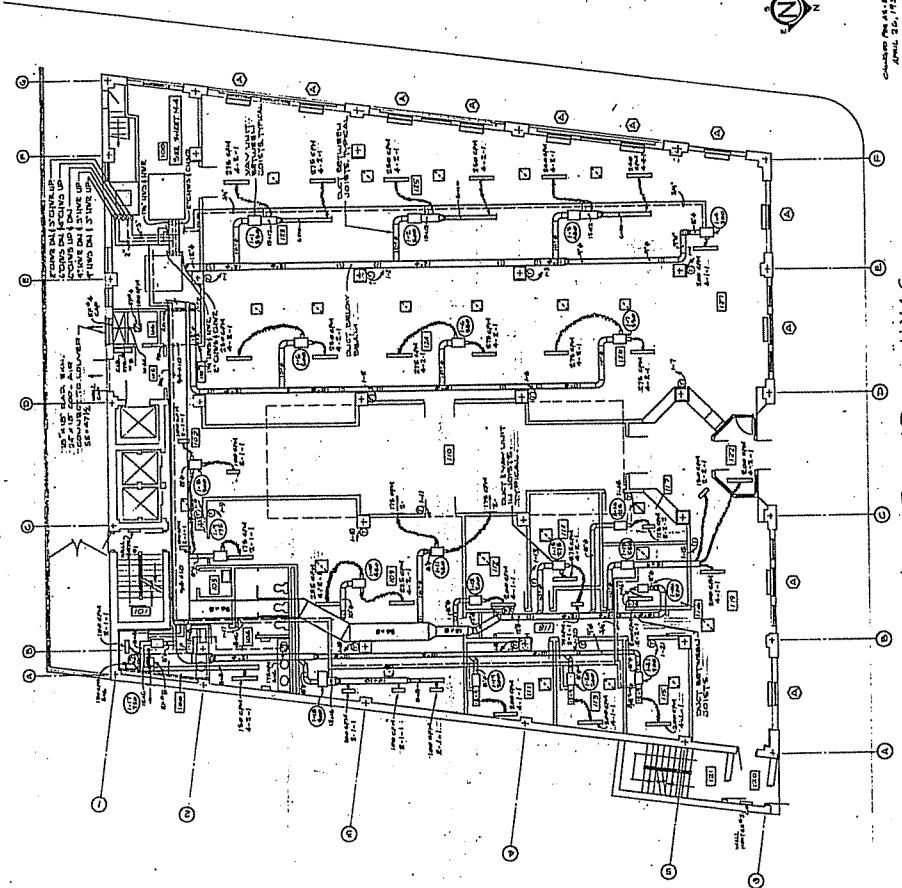
IMPORTANT NOTE:

Mechanical Drawings: M-1 through M-5, included in this addendum, are available in PDF format. To receive these documents by email, please send a request to Krista Ferrell in the West Virginia Purchasing Division at kferrell@wvadmin.gov. Please include your name, company name, phone number, and email address in your request.



BASEMENT FLOOR PLAN
SCALE: 1/8" = 1'-0"

NOTE: ALL ROOMS PRINTED TO BE
COLD AND UNIT HEATED
AND THE DUCTS ARE PRINTED



FIRST FLOOR PLAN - H.V.A.C.
SCALE: 1/8" = 1'-0"

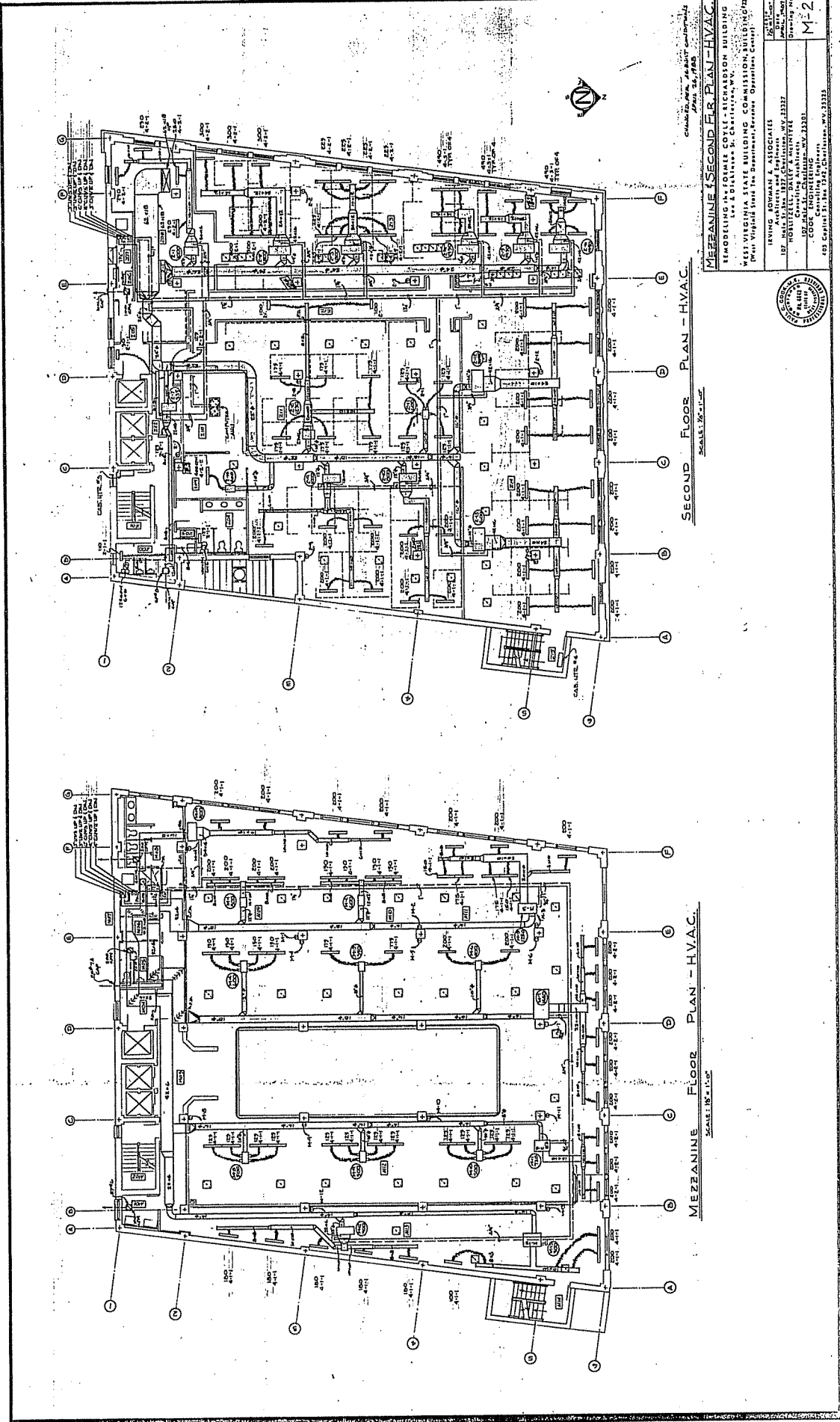
Checked by: J. H. ...
Date: 11/15/50

BASEMENT & FIRST FLOOR PLAN - H.V.A.C.
MODELLING BY: FRANK COYLE - RICHARDSON BUILDING
111 & DISTANCE S. CHARLESTON, W.V.
WEST VIRGINIA STATE BUILDING COMMISSION, BUILDING 27
(West Virginia State Ice Department, Bremer Distribution Center)

IRVING EDWARDS & ASSOCIATES
Architects and Engineers, W.V. 25327
107 HUNTERS LANE, CHARLESTON, W.V.
102 N. MAIN ST., MARTINSBURG, W.V. 25401
- CIVIL ENGINEERING
405 Capitol St., Box 154, Charleston, W.V. 25312



M-1



CHAS. E. WEAVER, ARCHITECT
 1000 MARKET STREET, CHARLESTON, W. VA.
 MEZZANINE (SECOND FLOOR) PLAN - HVAC
 REMODELING THE FORMER COYLE - RICHARDSON BUILDING
 1000 MARKET STREET, CHARLESTON, W. VA.
 WEST VIRGINIA STATE BUILDING COMMISSION, BUILDING # 1000
 Open Virginia Book for the Department of Public Administration, Building Commission

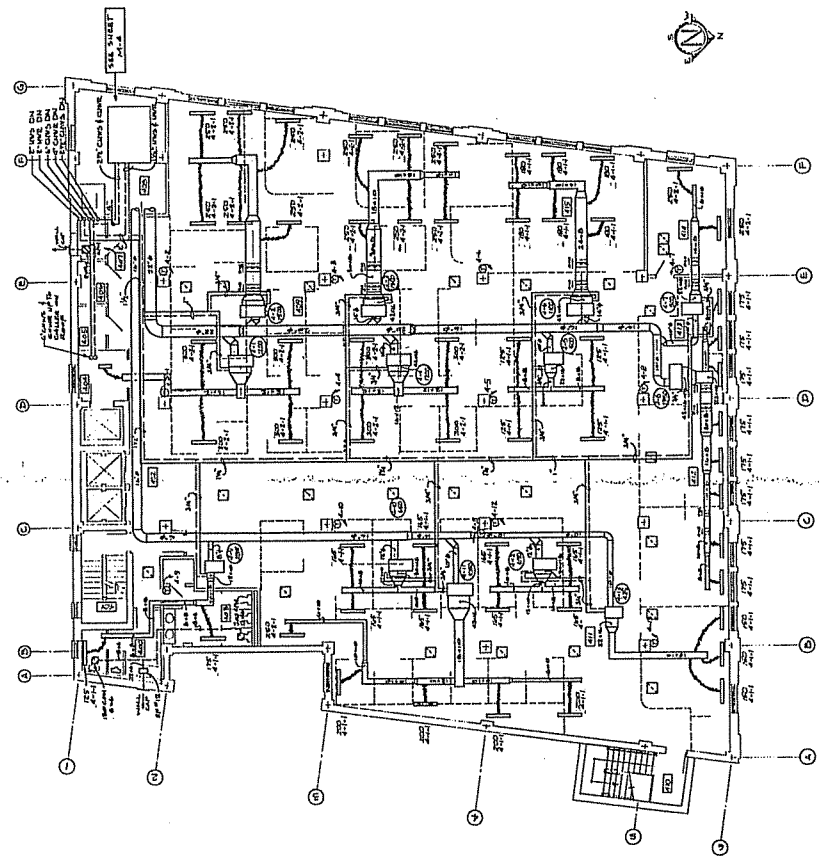
IRVING EDWARDS & ASSOCIATES
 107 HILL STREET, CHARLESTON, W. VA. 25307
 ARCHITECTS
 CONSULTING ENGINEERS
 CONSULTING ARCHITECTS
 CONSULTING MECHANICAL ENGINEERS
 CONSULTING ELECTRICAL ENGINEERS
 CONSULTING PLUMBERS
 CONSULTING SANITARY ENGINEERS
 CONSULTING STRUCTURAL ENGINEERS
 CONSULTING SURVEYORS
 CONSULTING CIVIL ENGINEERS
 CONSULTING CHEMICAL ENGINEERS
 CONSULTING METALLURGICAL ENGINEERS
 CONSULTING AERONAUTICAL ENGINEERS
 CONSULTING AGRICULTURAL ENGINEERS
 CONSULTING INDUSTRIAL ENGINEERS
 CONSULTING MARINE ENGINEERS
 CONSULTING MINING ENGINEERS
 CONSULTING PETROLEUM ENGINEERS
 CONSULTING POWER ENGINEERS
 CONSULTING RAILROAD ENGINEERS
 CONSULTING TRANSPORTATION ENGINEERS
 CONSULTING WATER RESOURCES ENGINEERS
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 CONSULTING WOOD ENGINEERS
 CONSULTING YACHT ENGINEERS
 CONSULTING ZONING ENGINEERS
 CONSULTING ARCHITECTURAL ENGINEERS
 CONSULTING HISTORIC PRESERVATION ENGINEERS
 CONSULTING LANDSCAPE ARCHITECTS
 CONSULTING PLANNING ENGINEERS
 CONSULTING REGIONAL PLANNING ENGINEERS
 CONSULTING URBAN PLANNING ENGINEERS
 CONSULTING VILLAGE PLANNING ENGINEERS
 CONSULTING WATER RESOURCES ENGINEERS
 CONSULTING WIND ENGINEERS
 CONSULTING WOOD ENGINEERS
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 CONSULTING URBAN PLANNING ENGINEERS
 CONSULTING VILLAGE PLANNING ENGINEERS

SCALE: 1/8" = 1'-0"
 SECOND FLOOR PLAN - HVAC

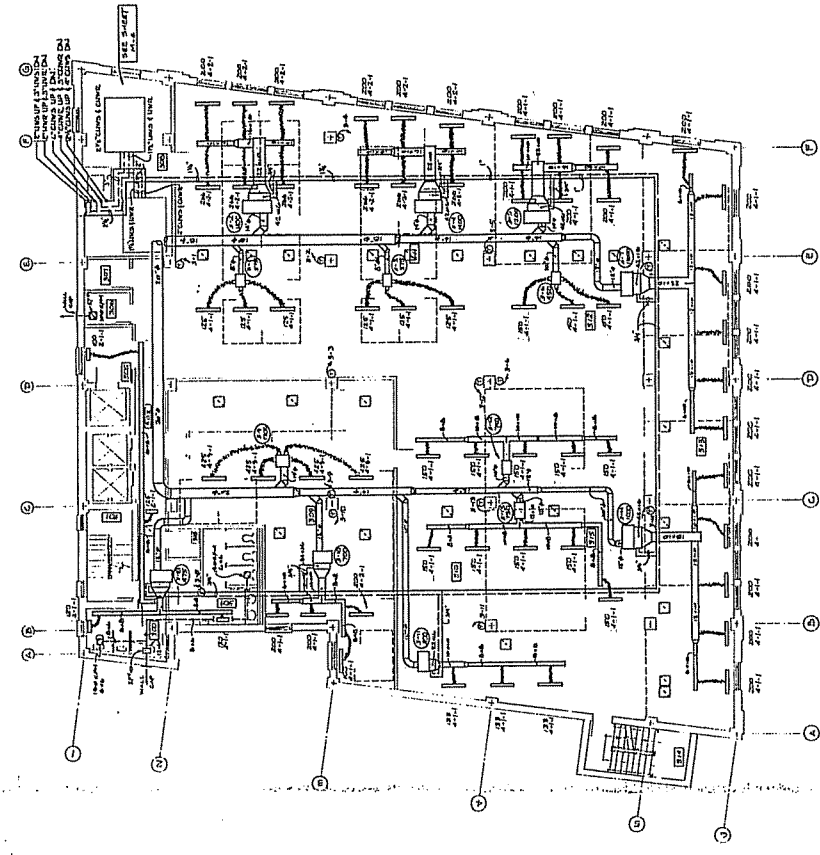
SCALE: 1/8" = 1'-0"
 MEZZANINE FLOOR PLAN - HVAC

WEST VIRGINIA STATE BUILDING COMMISSION
 CONSULTING ENGINEERS
 CONSULTING ARCHITECTS
 CONSULTING MECHANICAL ENGINEERS
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 CONSULTING URBAN PLANNING ENGINEERS
 CONSULTING VILLAGE PLANNING ENGINEERS

MEZZANINE FLOOR PLAN - HVAC
 SCALE: 1/8" = 1'-0"



FOURTH FLOOR PLAN
SCALE: 1/8" = 1'-0"



THIRD FLOOR PLAN
SCALE: 1/8" = 1'-0"

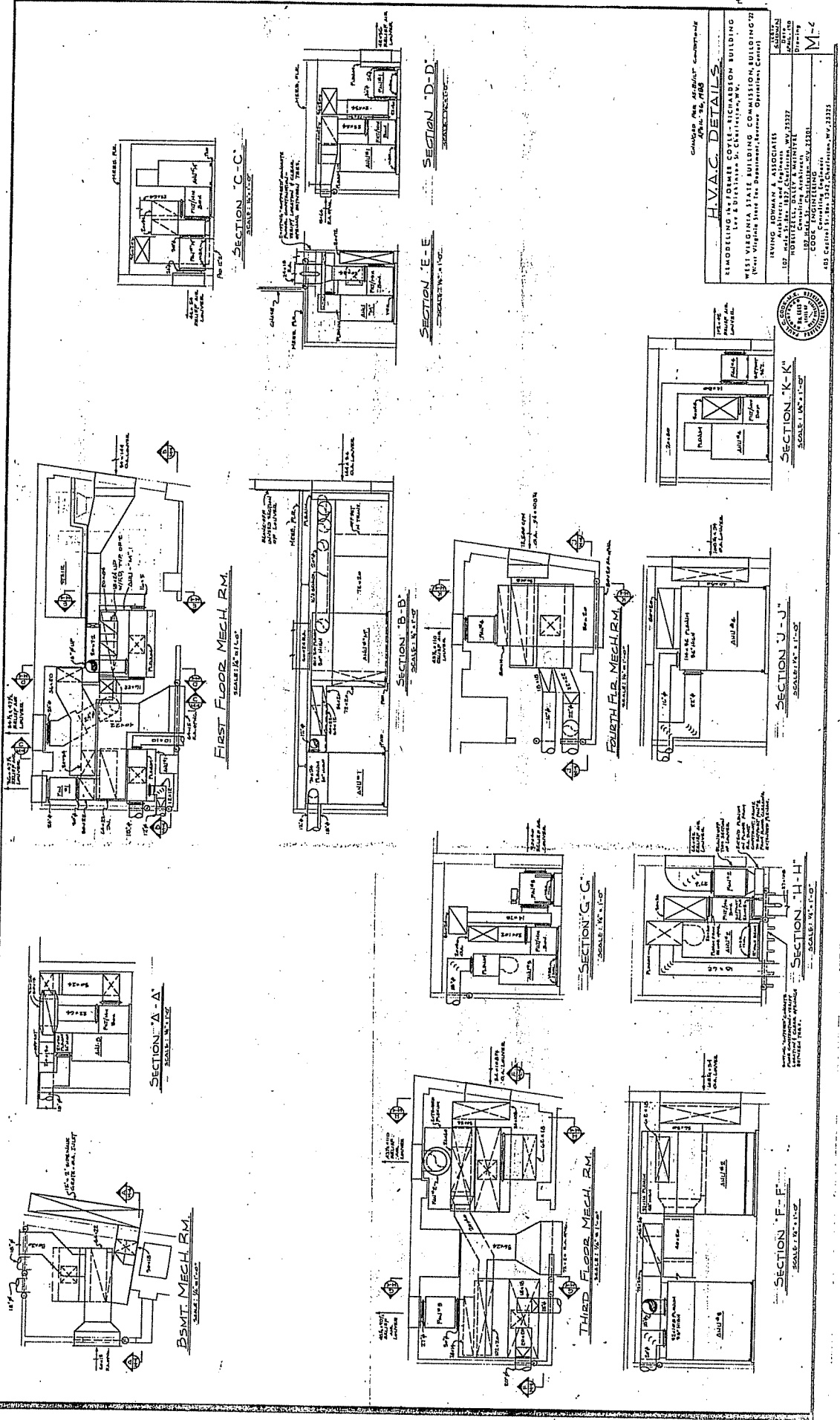
Contract No. 44-01107-0001
APRIL 24, 1952

THIRD & FOURTH FLOOR PLAN - HVAC
 REMODELING INFORMATION CO. - REHABILITATION BUILDING
 1102 WEST VIRGINIA STATE BUILDING, COVINGTON, MISSISSIPPI
 (FORM PREPARED BY THE ARCHITECTURAL BOARD OF MISSISSIPPI)



IRVING EDMAN & ASSOCIATES
 ARCHITECTS
 107 WEST VIRGINIA STATE BUILDING, COVINGTON, MISSISSIPPI 39426
 IRVING EDMAN, ARCHITECT
 107 WEST VIRGINIA STATE BUILDING, COVINGTON, MISSISSIPPI 39426
 IRVING EDMAN, ARCHITECT
 405 CANINE BLVD., COVINGTON, MISSISSIPPI 39426

M-3

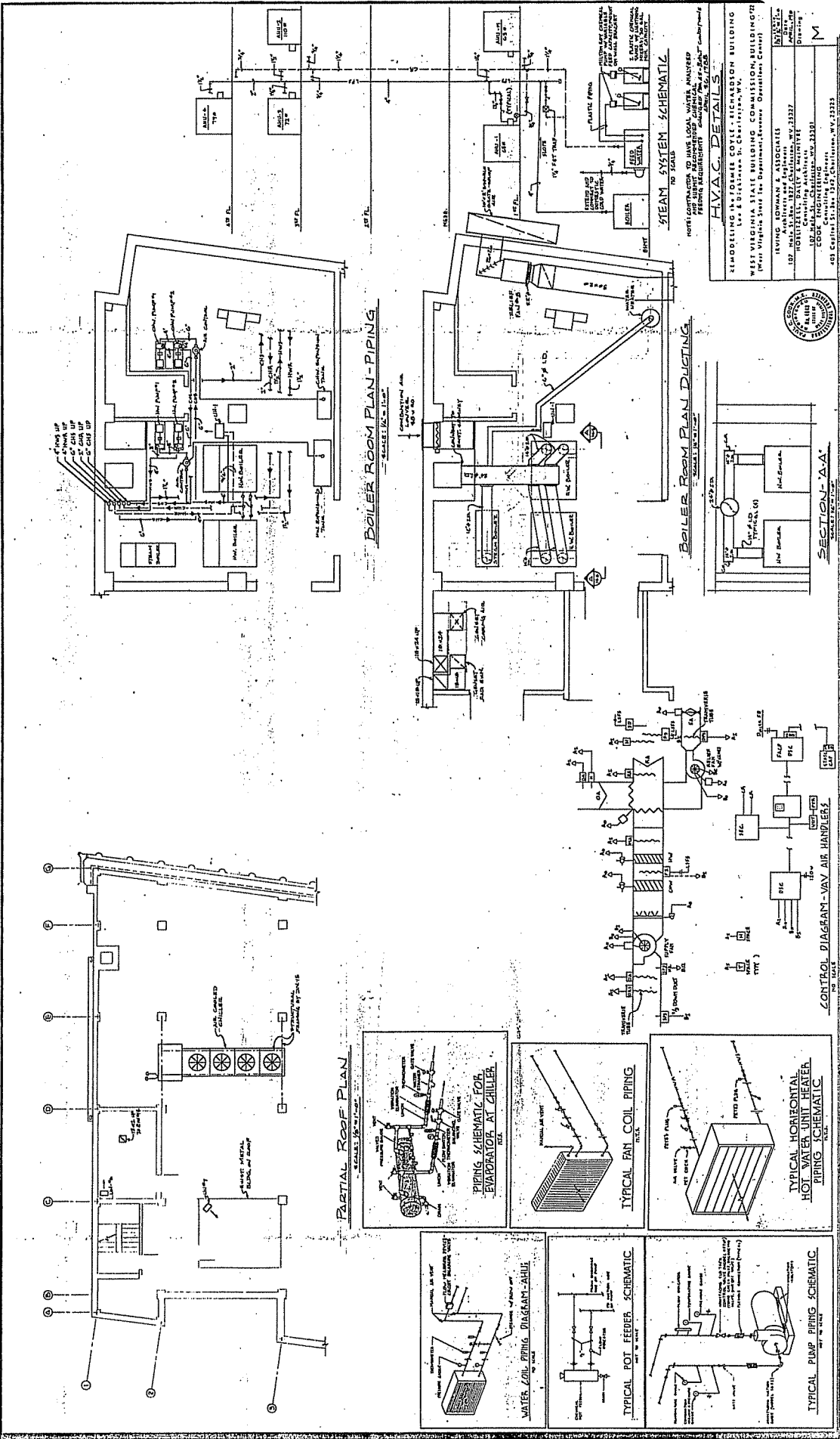


CHAS. W. HARRIS & ASSOCIATES
 REGISTERED PROFESSIONAL ENGINEERS
 107 WEST VIRGINIA STREET, SUITE 100, CHARLOTTE, N.C. 28202
 CONSULTING ARCHITECTS
 ENGINEERS
 405 Capital St., S.W., Tallahassee, FL 32310

HVAC DETAILS
 SIMONING & DENNIS COTTELL-BICHARDSON BUILDING
 WEST VIRGINIA STATE UNIVERSITY COLLEGE OF ARCHITECTURE
 (East Virginia State Department of Transportation, Operation Center)

M-4
 Drawing





H-5

010

STEAM SYSTEM SCHEMATIC
 NO SCALE
 HOTEL CONTRACTOR TO HAVE LOCAL WATER ANALYSIS
 BEFORE INSTALLATION

HVAC DETAILS
 REMODELING 15, 16, 17, 18 FLOOR COLLEGE BUILDING
 WEST VIRGINIA STATE BUILDING COMMISSION BUILDING CODE
 FROM VIRGINIA STATE DEPARTMENT OF CONSTRUCTION

REVISED: 12/15/2011
 403 CAPITAL SQUARE, WEST VIRGINIA, WV 26102
 PHONE: (304) 251-1111
 FAX: (304) 251-1112
 WWW: WWW.METRO-ENGINEERING.COM

