



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
GSD076428

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. 21 - ARCH MOORE COMPLEX  
 109 ADAMS STREET  
 FAIRMONT, WV  
 26554 558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/28/2007				

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001		EA	910-66	ROOFING MAINTENANCE, REPAIR, AND INSTALLATION		

ADDENDUM NO. 1  
 THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED AT THE MANDATORY PRE-BID MEETING HELD ON MARCH 22, 2007 AND THOSE QUESTIONS RECEIVED PRIOR TO THE MARCH 26, 2007. ALSO, TO PROVIDE A COPY OF THE PRE-BID ATTENDEE LIST.  
 BID OPENING DATE REMAINS: 04/12/2007  
 BID OPENING TIME REMAINS: 1:30 PM  
 \*\*\*\*\* END ADDENDUM NO. 1 \*\*\*\*\*

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

## Re-Roofing Pre-Bid Meeting Minutes

March 22, 2007

### Attendance:

Hogans Roofing	Robert Cleghorn
S. M. Kisner & Sons	Butch Runion
Mansuetto Roofing	Mark J. Speirs
Tri-State Roofing & Sheet Metal	Ken Hanson
Singer Sheet Metal	Lenny Barker
Sutter Roofing	Paul Nickols

The following items were discussed:

1. Provide an average of 3 inches of insulation to match existing with a minimum depth of 1-1/2". A one (1") inch minimum depth will be permitted at roof drains to achieve slope and drainage.
2. Provide minimum 1/8" per foot roof slope.
3. Note: The following information was not provided at the Prebid Meeting but was noted afterward. The roof structure on the main building (upper) roof structure is already sloped. Sloped insulation will not be required on this roof except for crickets and cants to provide positive drainage. The existing roof has uniform 3 inches of insulation.

The Annex (lower) roof has a flat roof structure over a wood deck. Sloped insulation will be required on this roof. The existing Annex roof has 3 inch thick insulation.

4. Note that Verizon has a call center located in the building and a large telephone duct runs through the alley. Verify the location of a Verizon cable buried in the alley if locating cranes or crane outriggers in that area. Also noted during the meeting were the basement rooms located below the alley and under the sidewalk in front of the building.

5. Change paragraph 3.2 - D of Specification Section 07591 to read:

"D. Roof Tear-Off: Remove existing Roofing membrane and other membrane roofing system components down to the deck original built-up roof. (Note that original built-up roofing felts may contain asbestos.)"

6. Roof warranty shall be a 20 year membrane warranty, with a 15 year warranty for the total system.
7. Paint the roof hatch cover for the Main (upper) Roof.

8. Replace the ladder to the Annex roof. Ladder construction shall be similar to the ladder provided for the main roof.

9. Note that pea gravel may be present on annex (lower) original built-up roof.

10. Provide a minimum of two copies (plus any additional copies required for your subcontractors or suppliers) of shop drawing submittals.

11. The parking lot on the east side of the building is owned by Mr. Tom Brock. Our understanding is he is not available by telephone. Contractors wishing to discuss use of his property need to attempt to contact him at the parking lot.

Pre-Bid Conference  
**SIGN IN SHEET**

[Please Print]

Request for Proposal No.: GSD076428 Date: MARCH 22, 2007

<u>Firm &amp; Representative Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; FAX Numbers</u>
1. <u>TRI-STATE ROOFING &amp; SM</u> <u>KEN HANSON</u>	<u>P.O. BOX 89Z</u> <u>MORBANTOWN, WV 26507-089Z</u>	T: <u>304-328-5244</u> F: <u>304-328-5248</u>
2. <u>S.M. KISNER &amp; SONS</u> <u>Butch Russia</u>	<u>114 Speedway</u> <u>Fairmont, WV 26554</u>	T: <u>304-366-4131</u> F: <u>304-366-4197</u>
3. <u>Hogans Roofing</u> <u>Robert Cleghorn</u>	<u>Box 239 Z</u> <u>RT 3 Beckersport WV</u> <u>26330</u>	T: <u>304-<del>592</del>592-0303</u> F: <u>304-592-0550</u>
4. <u>GERALD BURG</u> <u>GSD</u>	<u>1900 Kan. Blvd E</u> <u>Chas. WV 25305</u>	T: <u>304-982-0529</u> F: <u>304-558-2116</u>
5. <u>Robert Krause</u> <u>WV-GSD</u>	<u>1900 Kanawha Blvd E.</u> <u>Charleston WV 25305</u>	T: <u>(204) 558-9018</u> F: _____
6. <u>JEFF SWISHER</u>	<u>109 ADAMS ST FAIRMONT</u>	T: <u>304-366-0428</u> F: _____
7. <u>Mansuetto Roofing</u> <u>Mark J Speirs</u>	<u>Second + Wood Streets</u> <u>Martins Ferry, OH 43435</u>	T: <u>740-633-7820</u> F: <u>740-633-7822</u>
8. <u>SUSIE TEEI</u> <u>GSD</u>	_____	T: _____ F: _____
9. <u>Singer Sheet Metal</u> <u>510-East Street</u>	<u>Leany BAKER</u> <u>Parkersburg WV 26101</u>	T: <u>304-422-5495</u> F: <u>304-424-6020</u>
10. <u>Scatter Roofing</u> <u>P.O. Box 8036</u>	<u>Paul Nichols</u> <u>Clarksburg, WV 26301</u>	T: <u>304-624-4545</u> F: <u>304-622-3637</u>

Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.

Pre-Bid Conference  
**SIGN IN SHEET**

[Please Print]

Request for Proposal No.: GSD076428 Date: MARCH 22, 2007

Firm & Representative Name	Mailing Address	Telephone & FAX Numbers
1. <u>SUTTER ROOFING</u> <u>Stephen Rogers</u>	<u>Box 2036</u> <u>CLARKSBURG, WV 26301</u>	T: <u>(304) 624-6565</u> F: _____
2. _____	_____	T: _____ F: _____
3. _____	_____	T: _____ F: _____
4. _____	_____	T: _____ F: _____

SHEET METAL  
Roofing Installation  
Duct Collectors  
Cabinets  
Special Fabrication



William (Butch) Runion  
Phone (304) 966-4131  
Fax (304) 366-4187

ROOFING  
Build-up  
Metal  
Carports

**S. M. KISNER & SONS**

INDUSTRIAL • COMMERCIAL  
ROOFING & SHEET METAL

P. O. Box 827 • 1114 Speedway  
Fairmont, W. VA 26554

SEALING  
AREA  
SINCE  
1910



LENNY BARKER  
Roofing Superintendent

**SINGER SHEET METAL COMPANY, INC.**

510 East Street  
Parkersburg, WV 26101  
Office: (304) 422-5495 • Fax: (304) 424-6026  
1-800-756-3033 • Cell: (304) 482-6563  
Home: (304) 464-4804 • Email: lenny@singersheetmetal.com  
Contractor's License WV000153  
Mailing Address: P.O. Box 7 • Parkersburg, WV 26102-0007



Paul F. Nichols  
Estimator

P. O. Box 2038  
Stadium Drive  
Parkersburg, WV 26302-2036

WV License #000463

(304) 624-6565  
Fax (304) 622-3637



KENNETH E. HANSON

**ROOFING & SHEET METAL COMPANY**

1651 Blue Horizon Dr., (Rt. 19N) P.O. Box 892, Morgantown, WV 26507-0892  
TELEPHONE (304) 328-5244  
E-Mail: khanson@tri-stateservice.com FAX (304) 328-5248

done in a timely manner.