



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
HHR 70055

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 BUILDING MANAGEMENT
 VARIOUS LOCALES AS INDICATED

DATE PRINTED 09/29/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 10/13/2006		BID OPENING TIME: 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*****ADDENDUM NO. 1*****</p> <p>1. AGENCY RESPONSE TO VENDOR QUESTIONS.</p> <p>2. NEW BID SHEET WITH REVISIONS.</p> <p>3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>PLEASE NOTE THE FOLLOWING ATTACHMENTS:</p> <p>1) HHR70055 QUESTIONS AND ANSWERS</p> <p>2) EXHIBIT A-EQUIPMENT LISTING BID SHEET</p> <p>3) ADDENDUM ACKNOWLEDGEMENT</p> <p>*****END OF ADDENDUM NO. 1*****</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

1. PAGE 10 LISTS THE PARKING GARAGE @ 500 CAPITOL STREET AS BEING A PART OF THIS CONTRACT. HOWEVER, PAGE 19 ONLY LISTS FILTER SERVICE FOR THIS BUILDING AND DOES NOT LIST ANY EQUIPMENT PLEASE PROVIDE AN EQUIPMENT LIST FOR THIS BUILDING FOR ANY COVERED EQUIPMENT.

RESPONSE:

TWO UNITS – TRANE – MODEL # PTEC1502G13A. THIS EQUIPMENT IS NOW IDENTIFIED ON THE NEW EQUIPMENT LIST AS ITEM #1 FOR 500 CAPITOL STREET, CHARLESTON, WV. PARKING BUILDING.

2. PLEASE CLARIFY PAGE 13 "SPARE PARTS INVENTORY". PARAGRAPH 1 READS THAT VENDOR MUST MAINTAIN A SPARE HEAT PUMP CHASSIS FOR EACH HEAT PUMP SIZE. WHO WILL BE RESPONSIBLE FOR PROVIDING THE CHASSIS?

RESPONSE:

PAGE 13 – SPARE PARTS INVENTORY – FIRST LINE VENDOR MUST MAINTAIN A SPARE HEAT PUMP CHASSIS (OWNED BY AGENCY). AGENCY WILL SUPPLY THE CHASSIS.

3. WHAT IS CLASSIFIED AS AN EMERGENCY CHANGE OUT DURING EVENING HOURS?

RESPONSE:

EMERGENCY CHANGE OUT DURING EVENING HOURS WOULD BE TO REPLACE A HEAT PUMP IN AN AREA OF THE BUILDING WHERE WORKING DURING NORMAL BUSINESS HOURS WOULD DISRUPT THE WORKING ENVIRONMENT TO A POINT THAT WOULD STOP WORK. THIS WOULD BE AT THE OWNER'S DISCRETION.

4. THERE ARE THREE (3) AAON UNITS FOR OFFICE OF LABORATORY SERVICES, WHICH ARE NOT ON THE EQUIPMENT LIST. ARE THE UNITS TO BE COVERED UNDER THE CONTRACT?

RESPONSE:

THEY ARE INCLUDED ON THE NEW EQUIPMENT LIST AS ITEMS #22, 23, 24 FOR OFFICE OF LABORATORY SERVICES.

END OF ADDENDUM #1

#	Building Location and Type of Equipment	No. of Units	Manufacturer	Size	Area Served	Model Number	Serial Number	O&M Manual Reference	Monthly Cost
350 Capitol Street, Charleston, WV 25301 (Diamond Building)									
1	Computer Room Water-Cooled AC	2	Data Aire, Inc.	17 ton	Section 1	O&M 10/89		Page 23	\$
2	Computer Room Steam Humidifiers	2	Nortec Industries		Section 1	MES-U MES-P		Page 4	\$
3	Water Source Heat Pumps	192	Trane	1-5 tons	Section 2			Pages 107-109	\$
4	Programmable Thermostats	190 4	Honeywell Trane VariTrac II		Section 2	VAV-ION-8		Pages 1-2	\$
5	Cooling Tower & Water Treatment	1	Baltimore Aire Coil	600 ton	Section 3	M248/1-OBA PP-5M-8/96			\$
6	Closed Recovery System & Separator	1	Lakos		Section 3	CRS-360-C LS-574 LS-301N			\$
7	Plate Frame Heat Exchanger	1	Armstrong		Section 4	PFX85			\$
8	Centrifugal Pumps	3	Armstrong		Section 5	4030 SERIES			\$
9	Flow Combination Valves	3	Armstrong		Section 5	FLO-TREX			\$
10	Rooftop Gas Fired Make-up Air Units	3	Trane		Section 6	1200 PBH			\$
11	Honeywell Damper Motor	3	Honeywell		Section 6	M436A/MK36A,B			\$
12	Power Roof Ventilators	1	Loren Cook Company		Section 7	H-SERIES-M-A		Pages 7-11	\$
13	Centrifugal Roof Ventilator	2	Loren Cook Company		Section 7	AC-SERIES-AC-M8		Pages 6-8	\$
14	Propeller Wall Fan	2	Loren Cook Company		Section 7	30-XLHP S X-STREAM 5/97		Page 4	\$
15	Motorized Outside Air Louvers	2	Siebe		Section 7	MA-305 F-06491-22 BK		Page 4	\$
16	Hot Water Heating Boiler	2	Lochinvar Copper-Fin		Section 8	CB0985 MNL7019 REV A		Pages 8-11	\$
17	Packaged Terminal Air Conditioners	2	Trane		Section 9	PTEC M-1		Pages 18-19	\$
18	Water Treatment	1			Section 10				\$
19	Filter Service External Units	3			Section 11				\$

#	Building Location and Type of Equipment	No. of Units	Manufacturer	Size	Area Served	Model Number	Serial Number	O&M Manual Reference	Monthly Cost
13	Filter Service		American Air Filter						\$
167 11th Avenue, South Charleston, WV 25303 (Laboratory Services)									
1	Rooftop Unit	1	YORK	7.5 ton		DF090N10PAAA4			\$
2	Rooftop Unit	1	YORK	5 ton		DM060N08P2AAJ 1			\$
3	Rooftop Unit	1	YORK	5 ton		DM060N08P2SSJ 1			\$
4	Rooftop Unit	1	YORK	4 ton		DM048N06P2AAJ 1			\$
5	Rooftop Unit	1	YORK	6 ton		DF072N08P2AAJ 1			\$
6	Rooftop Unit	1	YORK	6 ton		DF072N08P2AAJ 1			\$
7	Rooftop Unit	1	YORK	10 ton		DF120N15P2AAA 3			\$
8	Rooftop Unit	1	YORK	6 ton		DF072N08P2AAJ 1			\$
9	Rooftop Unit	1	YORK	8.5 ton		DF102N10P2AAA 4			\$
10	Rooftop Unit	1	YORK	5 ton		DM060N08P2AAJ 1			\$
11	Centrifugal Roof Exhaust Fan	1	GREENHECK			GB-070-6			\$
12	Centrifugal Roof Exhaust Fan	1	GREENHECK			GB-141-3			\$
13	Centrifugal Roof Exhaust Fan	1	GREENHECK			GB-101-4			\$
14	Centrifugal Roof Exhaust Fan	1	GREENHECK			GB-151-5			\$
15	Belt driven Exhaust fan w/backward inclined centrifugal wheel	1	GREENHECK			SWB-210-5			\$
16	Centrifugal Roof Exhaust Fan	1	GREENHECK			GB-101-4			\$
17	Belt driven Exhaust fan w/backward inclined centrifugal wheel	1	GREENHECK			SWB-131-5			\$
18	Centrifugal Roof Exhaust Fan	1	GREENHECK			GB-131-5			\$
19	Centrifugal Roof Exhaust Fan-Belt Driven	1	COOK			ACEB-100C2B			\$

#	Building Location and Type of Equipment	No. of Units	Manufacturer	Size	Area Served	Model Number	Serial Number	O&M Manual Reference	Monthly Cost
20	Centrifugal Roof Exhaust Fan-Belt Driven	1	COOK			ACEB-70C2B			\$
21	Filter Service								\$
22	Rooftop Unit	1	Aaon	10 ton		RM-010-8-0AA02-334	200602-AMGJ23854		\$
23	Rooftop Unit	1	Aaon	6 ton		RM-006-8-0-AA01-322	200602-AMGF24080		\$
24	Rooftop Unit	1	Aaon	13 ton		RM-013-8-0-AA	200		\$
167 11th Avenue, South Charleston, WV 25303 (Bio-Safety Level III Laboratory)									
1	Makeup Air	1	Aaon	16		49207	200312-AKCHO 11201		\$
2	Makeup Air	1	Aaon	8		49206	200312-AKCHO 7823		\$
3	Exhaust with HIPA Filtration	1	Acme	3hp		QBR161	03A711210		\$
4	Exhaust with HIPA Filtration	1	Acme	3hp		QBR161			\$
5	Control System	1							\$
6	Filter Service								\$
								Monthly Total =	\$
<p>Other Work: When non-preventative maintenance work is requested of the Vendor by the Agency, the Vendor shall provide labor and material needed to accomplish the requested work. Vendor shall bill for this labor at his regular hourly rate and materials shall be billed at the Vendor's cost, plus 10%. Mechanic = \$ _____ per hour Helper = \$ _____ per hour</p> <p>Documentation of the Vendor's cost for materials, in the form of invoices from third-party vendors, shall accompany any bills to the Agency for work as defined in this paragraph.</p>									
<p>Contractor's Name: _____</p> <p>Telephone Numbers: _____</p> <p>Normal Business Hours: After Normal Business Hours</p> <p>Competence of Vendor: Vendor should attach information to demonstrate experience and resume of employees.</p>									
<p>Monthly Sub-Totals by Location</p> <p>350 Capital Street \$</p> <p>500 Capital Street \$</p> <p>619 Virginia St.W \$</p> <p>167 11th Ave (Lab) \$</p> <p>167 11th Ave (Bio) \$</p>									

**STATE OF WEST VIRGINIA
PURCHASING CONTINUATION SHEET**

Buyer:
RW-22

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Req or P. O. No.:
HHR70055

Vendor:

Spending Unit:

Requisition No.: _____

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

Signature

Company

Date

**Pre-Bid Conference RFQ# 70055
Division of Maintenance and Planning
HVAC Maintenance Contract**

September 21, 2006 – 1:00 p.m.
Diamond Building, Conference Room B-10
350 Capitol Street, Charleston, WV 25031

**LAB SERVICES BUILDING
Sign-In Sheet**

2006 SEP 25 AM 10:41
OFFICE OF DHHR PURCHASING

RECEIVED

	Name	Company	Phone#	Fax#
1.	Fred Maier	Casta Technical	346-0549	346-8920
2.	Sheldon Taylor	Rock Branch	755-0373	755-5270
3.	PATRICK O'NEILL	TRI-STATE MECH	755-8155	
4.	Michael Hatfield	A/A Mechanical	757-1945	
5.	Jeff Gillenwater	A/A Mech. Service	757-1945	757-6716
6.	Greg EDELMAN	H.E. NEUMANN	345-5580	345-5543
7.	John Jennings	H.E. Neumann	345-5580	345-5543
8.	STEVE HUIE	S. A/R	324-4272	324-4274
9.	BRANDAN Newlin	S. A/R	324-4272	324-4274
10.	ROCK CORCOVICO	DHHR		
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2006 SEP 28 P 2:03
PURCHASING DIVISION
STATE OF WV
RECEIVED