



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
AUD083223

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
RON PRICE 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

STATE AUDITOR'S OFFICE
 BUILDING 1, ROOM W100
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0230 558-2251

DATE PRINTED 12/06/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 12/19/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		031-06		
ADDENDUM NO. 1 ATTACHED IS THE SIGN-IN SHEET FOR THE PRE-BID OF DECEMBER 5, 2007. POTENTIAL BIDDERS ARE TO CONTACT 304-627-2415 TO SCHEDULE A SITE VISIT TO COMPLETE THE INSPECTION AND TO COLLECT ANY NECESSARY MEASUREMENTS. HVAC/UPS SYSTEM						
***** THIS IS THE END OF RFQ AUD083223 ***** 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 may be deemed null and void, and 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

SIGN IN SHEET

Page _____ of _____

Request for Proposal No. AuD083223 PLEASE PRINT

Date: _____

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Casto Technical Services</u>	<u>540 Leon Sullivan Way</u>	PHONE <u>304-346-0599</u>
Rep: <u>Barry Justice</u>	<u>Charleston WV 25322</u>	TOLL FREE <u>800-232-2221</u>
Email Address: <u>bjustice@castotech.com</u>		FAX <u>304-346-8920</u>
Company: <u>Mester Service Mid-Atlantic</u>	<u>P.O. Box 2417</u>	PHONE <u>304-636-8170</u>
Rep: <u>Byron Totten</u>	<u>Elkins WV 26241</u>	TOLL FREE
Email Address: _____		FAX <u>304-636-8206</u>
Company: <u>MR DANKO CO</u>	<u>P.O. BOX 8236</u>	PHONE <u>304-624-7155</u>
Rep: <u>GARRICK POLLARD</u>	<u>NUTTFORD 26301</u>	TOLL FREE
Email Address: <u>MR.DANKO@NET</u>		FAX <u>304 624 7182</u>
Company: <u>UNISYS Corp</u>	<u>158 W. 7TH AVE.</u>	PHONE <u>484-436-1181</u>
Rep: <u>ED KANE</u>	<u>TRAPE, PA 19426</u>	TOLL FREE
Email Address: <u>ED.KANE@UNISYS.COM</u>		FAX <u>215-986-7271</u>
Company: <u>BARNES AND BRASS ELECTRIC</u>	<u>PO Box 1956</u>	PHONE <u>304-624-7551</u>
Rep: <u>JASON TOMARO</u>	<u>CLARKSBURG WV 26302</u>	TOLL FREE
Email Address: <u>TOMAROT@ELECTRICALSYSTEMS.COM</u>		FAX <u>304-624-5421</u>

SIGN IN SHEET

Request for Proposal No.

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Date: _____

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Bowles & Brass Elevator</u>	<u>Po Box 1956</u>	PHONE <u>304-624-7851</u>
Rep: <u>Miko Smalley</u>	<u>Clarksburg</u>	TOLL FREE
Email Address: _____		FAX <u>304-624-8401</u>
Company: <u>Tri-State Roofing & Sheet Metal Co.</u>	<u>PO Box 892</u>	PHONE <u>304-378-5244</u>
Rep: <u>Dan Weitz</u>	<u>Morgantown WV</u>	TOLL FREE
Email Address: <u>Morgantown@tri-stateservice.com</u>	<u>26507</u>	FAX <u>304-378-5248</u>
Company: <u>Unisys</u>	<u>P.O. Box 2349</u>	PHONE <u>304-545-0794</u>
Rep: <u>Dave Williams</u>	<u>Chereshm WV</u>	TOLL FREE
Email Address: <u>David.H.Williams@unisys.com</u>	<u>25328</u>	FAX <u>215-986-9235</u>
Company: _____		PHONE _____
Rep: _____		TOLL FREE _____
Email Address: _____		FAX _____
Company: _____		PHONE _____
Rep: _____		TOLL FREE _____
Email Address: _____		FAX _____