



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
DEFK8082

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
JOHN ABBOTT
304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIV ENGINEERING & FACILITIES
NATIONAL GUARD ARMORY
20-B AVENUE, RIVERSIDE ADD.

RICHWOOD, WV
26261 **341-6368**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
10/15/2007				

BID OPENING DATE: **10/25/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM #01		
				THIS ADDENDUM IS ISSUED TO CHANGE THE SPECIFICATIONS PER THE ATTACHED; AND CHANGE THE BID OPENING DATE FROM 10/18/2007 TO 10/25/2007		
				NEW BID OPENING DATE: 10/25/2007; 1:30 PM		
0001	1	LS		910-66		
				ROOF REPLACEMENT		
***** THIS IS THE END OF RFQ DEFK8082 ***** 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

Addendum #1 –Richwood Armory Roof Replacement

9 October 2007

Prepared / Submitted By: **Michael J. Beckner**
Facilities Manager

Roof Re-pair / Re-placement for WVARNG C&FMO at

Richwood National Guard Armory

Richwood, West Virginia

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents.

**ATTACH THIS ADDENDUM TO THE FRONT COVER OF THE PROJECT MANUAL AND
ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM.**

CLARIFICATIONS/GENERAL COMMENTS:**Bidding Procedures**

All Contractors submitting a bid are required to procure a bid packet from the State of West Virginia - Purchasing Division that contains specific instructions for submitting a bid. Contact Mr. John Abbott at State Purchasing for more information.

Pre-bid Conference

- a. A list of those attending the Pre-bid Conference is included in this addendum (sign in sheet attached)

Comments during Pre-Bid Meeting Minutes

- a. To arrange additional site visits please contact Robert Dooley 304-201-3870/3874
- b. During the vendors bid period John Abbott will be primary point of contact for any questions. Phone: 304-558-2455
- c. The contractor shall obtain required permits for construction.
- d. A copy of the certified payroll must accompany applications for payment.
- e. It's the contractor responsibility to dispose of and removed debris material off site.
- f. Hours of work shall be Monday through Friday from 07:30 to 16:00. No weekend or holiday work will be permitted.
- g. Contractors conducted an on-site survey during pre-bid visit.

CHANGES TO SPECIFICATIONS:

- a. Add to roof replacement - one small covered entry way door near the drill hall area. Contractors were given the opportunity to estimate size during pre-bid conference.
- b. During construction, the small radio tower can be removed and discarded by the contractor.
- c. A minimum of a ten (10) year warranty is acceptable from the manufacture.
- d. **Recommendation: Extend the pre-bid opening one week**

DELETE: Language describing removal / disposal of 1.5 inches of roof insulation.

ADD: Replace 1.5 inch insulation as needed; cost will be based on square footage. A 1/2 inch layer of insulation will be added over entire roof, adhered to the 1.5 inch of existing roof insulation. Per manufactures recommendations.

END OF ADDENDUM

Pre-Bid Conference
SIGN IN SHEET

[Please Print]

Request for Proposal No.: _____ Date: 4 Oct 07

Firm & Representative Name	Mailing Address	Telephone & FAX Numbers
1. <u>Michael Beckner</u> <u>STATE Army Base</u>	<u>1703 Coopers Dr</u> <u>Charleston, WV 25311</u>	T: <u>561-6333</u> F: <u>561-6244</u>
2. <u>BENJAMIN ROXBY</u> <u>KALKREUTH Roofing.</u>	<u>PO Box 6399</u> <u>WHEELING WVA. 26003</u>	T: <u>(304) 233-8540</u> F: <u>(304) 233-8006 FAX</u>
3. <u>Lenny Barker</u> <u>Singer Sheet Metal</u>	<u>510 - East Street</u> <u>Parkersburg, WV 26101</u>	T: <u>304-422-5495</u> F: <u>304-424-6026</u>
4. <u>BRIAN LINVILLE</u> <u>TRI-STATE ROOFING & SHEETMETAL</u>	<u>PO Box 1231</u> <u>CHARLESTON, WV 25324</u>	T: <u>304-755-9135</u> F: <u>304-755-5275</u>
5. <u>Danhill Construction Co.</u> <u>Chris Dozier</u>	<u>P.O. Box 685</u> <u>Gawley Bridge, WV,</u> <u>25085</u>	T: <u>304-632-1600</u> F: <u>304-632-1501</u>
6. <u>Farris Bros. Roofing Co.</u> <u>Jay Holcomb</u>	<u>1518 Hansford St.</u> <u>CHAS, WV 25311</u>	T: <u>304-343-5566</u> F: <u>" 343-5568</u>
7. _____	_____	T: _____ F: _____
8. _____	_____	T: _____ F: _____
9. _____	_____	T: _____ F: _____
10. _____	_____	T: _____ F: _____

RECEIVED
 2007 OCT 12 P 2:53
 PURCHASING DIVISION
 STATE OF WV

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