



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
DNR80203

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUTCH CHITTUM
304-558-8806

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES
 CASS SCENIC RAILROAD ST PARK
 ATTN: PARK SUPERINTENDENT
 BOX 107
 CASS, WV
 24927
 456-4300

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/02/2007				

BID OPENING DATE: **07/18/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				CHANGES TO THE SPECIFICATIONS PER THE ATTACHED.		
				BID OPENING DATE AND TIME CHANGED		
				FROM: 07-11-07 AT 1:30 P.M.		
				TO: 07-18-07 AT 1:30 P.M.		
				NO OTHER CHANGES		
0001	1	JB		988-63		
				CASS RAILROAD STATE PARK CLUBHOUSE RENOVATION		
				***** THIS IS THE END OF RFQ DNR80203 ***** 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)**

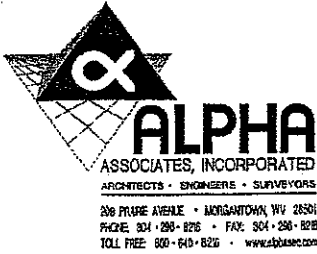
1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful 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



Cass Scenic Railroad State Park
The Clubhouse
Addendum Bulletin No. 1

DEPT. of Natural Resources
Cass Scenic Railroad
Clubhouse Renovation

AAI PROJECT NO.: 0404039.00
DNR-80203

TO ALL BIDDERS:

1.0 GENERAL NOTES:

- .01 This Addendum is part of the Contract Documents for the Project.
- .02 Acknowledge receipt of this Addendum on the Form of Proposal in the space provided. Failure to do so may be cause for rejection of bid.
- .03 A Mandatory Pre-Bid Conference was held on June 14, 2007. Copies of the Pre-Bid Conference Minutes and Attendance List are appended to this Addendum.
- .04 The bid opening time and date shall be changed **from July 11, 2007 to July 18, 2007.**

2.0 CORRECTIONS/ADDITIONS TO THE PROJECT MANUAL:

- .01 See corrected Bid Proposal Form, Attached.
- .02 **ADD: Section 01230-Alternates.**

3.0 CORRECTIONS/ADDITIONS TO THE PROJECT DRAWINGS:

- .01 **Sheet A-1.09**
OMIT: All work associated with Roof except for Details 6/A-5.02 at Fireplace Flue and Detail 3/A-5.01 at Porch Eave. No other work on roof is to be included in the Base Bid. There are no alternates to Add the roof details to the job.

Issued: June 25, 2007
Alpha Associates, Incorporated

Rebecca Jean Key
Rebecca Jean Key, AIA



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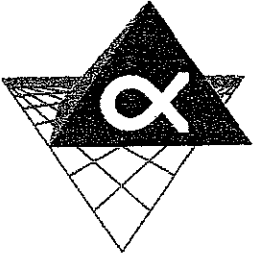
DEPARTMENT OF NATURAL RESOURCES
CASS SCENIC RAILROAD
CLUBHOUSE RENOVATION

AAI PROJECT NO. 404039.00
DNR - 80203

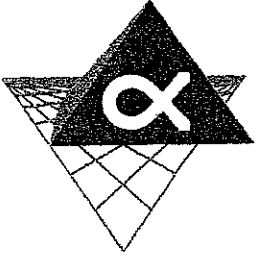
PRE-BID MEETING MINUTES
JUNE 14, 2007

R. Key

- Item 1:** **Sign-In Sheet**
- Item 2:** **Introduction of Parties:** Steve Debar – Chief of Engineering 304-558-2775, Richard Colebank – Alpha Principal in Charge, Rebecca Key – Alpha Project Manager 304-296-8216, and Butch Chittum – Buyer 304-558-8806.
- Item 3:** **Summary of Project:** Approx. 5200 sq. ft. renovation plus basement. Installation of 6-1/2 baths, kitchen, new services, new fixtures, renovation of flooring, siding, new porch, etc. sprinklers, HVAC, electrical.
- Item 4:** **Bid Date:** Original Bid Date of July 11, 2007 has been changed to Wednesday, July 18, 2007.
- Item 5:** **Bid Location:** WV State Purchasing Division, Building 15, 2019 Washington Street East, Capitol Complex, Charleston, WV 25305.
- Item 6:** **Last day for Questions:** Submit in writing, Friday, June 29, 2007 by 3:00 pm via Fax: 304-296-8245 or 304-296-8216. Contact Butch Chittum at the State for any questions pertaining to contractual information with the State.
- Item 7:** **Prevailing Wage:** Use 2007 Pocahontas County Prevailing Wage Rates.
- Item 8:** **Contract Completion:** All work must be completed in the space within 365 consecutive calendar days following receipt of owner's written Notice to Proceed. If time extension is required it will be reviewed at that time.
- Item 9:** **Substitution Requests:** Substitution Requests must be in by June 29, 2007 by 3:00 pm, if not no substitutions will be reviewed during construction.



- Item 10:** Temporary Facilities: Water and power on site is available for Contractor's use without metering or separate charge. Owner may make available space within building for meetings, and as field office.
- Item 11:** Storage Trailer: General Contractor shall provide facilities needed to store tools and materials. Review division 01500 for complete information.
- Item 12:** Permits: None required, except sprinkler plan review.
- Item 13:** Work Restrictions:
- On-Site Work Hours: Work shall be generally performed inside the park during normal business working hours of 7:00 am and 5:00 pm, Monday – Friday, except otherwise indicated.
 - Weekend hours as required.
 - Early morning hours as required.
 - Hours of utility shutdown consult with Project Manager.
 - Hours of core drilling or other noisy activity no restrictions.
 - Existing utility interruptions: do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated.
 - Notify Owner not less than three days in advance of proposed utility interruptions.
 - Do not proceed with utility interruptions without Owner's written permission.
- Item 14:** B&O Tax: Not required.
- Item 15:** Tour of Existing Facility:
- Item: 16:** Questions From the Floor:
- Q. Where is the nearest landfill?
R. On Route 28.
- Q. Will time be made available to see space with sub-contractors at a later date?
R. Yes, contact the park at 304-456-4300 to let them know someone will be on the premises.



- Q. Are cabins available for rent during construction?
R. Contact the Park Superintendent – Dave Caplinger at 304-456-4300, perhaps he would provide a special rate.

The above is considered to be an accurate account of my understanding of the discussions and/or events that took place at the Meeting. Participants are requested to advise this office, in writing, within five (5) days of the issued date of these Minutes, of any errors or omissions. Otherwise, these Minutes are understood to be accepted by all parties receiving a copy of these Minutes and shall be considered as the Official Minutes of the Meeting.

SHIP TO CHANGED

**FROM: DIVISION OF NATURAL RESOURCES
PROCUREMENT OFFICE
CAPITOL COMPLEX
BUILDING 3, ROOM 630
CHARLESTON, WV
25305 304-558-3397**

**TO: CASS SCENIC RAILROAD ST PARK
ATTN: PARK SUPERINTENDENT
BOX 107
CASS WV 24927 304-456-4300**

**CASS SCENIC RAILROAD STATE PARK
The Clubhouse
Cass, West Virginia**

BID OR PROPOSAL

Name of Bidder:

Address of Bidder:

Phone Number of Bidder:

We, the undersigned, having examined the site and being familiar with the local conditions affecting the cost of the work and also being familiar with the general conditions to bidders, drawings, and specifications, hereby proposes to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding documents.

Base Bid: Lump sum for all labor, materials, and equipment as stipulated in the Bidding Documents, written in numbers.

Base Bid: Lump sum for all labor, materials, and equipment as stipulated in the Bidding Documents, written in words.

**CASS SCENIC RAILROAD STATE PARK
The Clubhouse
Cass, West Virginia**

BID OR PROPOSAL

Deductive Alternate No. 1: Deduct work on 3rd floor as described in Division 01230.

Deductive Alt. No. 1 written in numbers as described in Bid Documents.

Deductive Alt. No. 1 written in words as described in the Bid Documents.

Deductive Alternate No. 2: Deduct work on exterior as described in Division 01230.

Deductive Alt. No. 2 written in numbers as described in Bid Documents.

Deductive Alt. No. 2 written in words as described in the Bid Documents.

CASS SCENIC RAILROAD STATE PARK
The Clubhouse
Cass, West Virginia

BID OR PROPOSAL

By: (signature in ink)

Title:

Firm Name:

Firm Address:

SECTION 01230 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to or deducted from the Base Bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.

CASS SCENIC RAILROAD STATE PARK
The Clubhouse
CASS, WEST VIRGINIA

01230 - 2
Division 1

-
- C. Execute accepted alternates under the same conditions as other work of the Contract.
 - D. Schedule: A Schedule of Alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. **Deductive Alternate No. 1**

Deduct work from renovation of third floor:

Retain work as outlined on sheet A -0.04 only to the extent it is necessary for installation of roughed in systems. Retain all work in Room 302. Omit (Deduct), all finish work as shown on Sheet A -1.04 in Room 301, 303, 304, 305, 305A, 306, 307. Omit (Deduct), all new interior partitions. Omit all ceiling and lighting work as indicated on Sheet A-1.08 except for Room 302. Omit all fire alarm signals on Sheet F-1.04 except for Room 302. Omit all plumbing and fixtures as shown on Sheet P-1.08 except that as necessary to bring domestic and sanitary to location of fixtures and cap-off above the floor, for future completion. Omit all ductwork and exhaust fans as shown on Sheet M-1.04 except where necessary to cap system off below floor for future completion. Omit all electrical as shown on Sheet E-1.04 except for Room 302. Run remaining circuits to respective areas but terminate in space for future completion.

B. **Deductive Alternate No. 2**

Deduct work from renovation of retaining wall and sidewalk:

Deduct all work on retaining wall as shown on Sheet S-1.03, S-1.04. Deduct sidewalk and retaining wall as shown on Sheet S-1.06.

END OF SECTION 01230



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The Clubhouse Renovation
Cass Scenic Railroad State Park
Cass, WV

AAI PROJECT NO. 0404039.00

Pre-Bid Meeting
 June 14, 2007

SIGN-IN SHEET

NAME	COMPANY & ADDRESS	E-MAIL	PHONE	FAX
Howard Hays	Triple H Const		304 636 1179	636 3680
Charlie Lucas	Paramount Builders	clucas@fmbuild.com	304-727-2770	304 722 4286
Albert HYPES	NOVCO CONSTRUCTION 467 PHILIPS RUN ROAD SUMMERSVILLE WV 26651	NOVCO@EZI.NET	304-872-4711	304-872-4437
Delbert Legg	Dan Hill Construction Bawley Bridge, 25085 P.O. 685	rdanhill@hotmail.com	632-1660	632-1501
Tony Sizemore	Multiplex Inc. 5 Joseph Sq Summersville WV 26651	Multiplexap@yahoo.com	304 872 6648	304 872 1445
Rick Colebank	Alpha Associates, Inc. 209 Prairie Ave Morgantown, WV 26501	rcolebank@alphaaec.com	304 296-8216 x102	304-296-8245
Rebecca Key		rkey@alphaaec.com	304-296-8216 x117	304-296-8245

PURCHASING CONTINUATION SHEET

Buyer: BC-44	Page 12	Req. or P.O. No.: DNR80203
Spending Unit:		

Vendor:

Requisition No.: DNR80203

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) may be cause for rejection of bids.

Signature

Company

Date