



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  
 DRS080466

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 SHELLY MURRAY  
 304-558-8801

RFQ COPY

TYPE NAME/ADDRESS HERE

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DIV OF REHABILITATION SERVICES  
 WV REHABILITATION CENTER  
 ATTENTION: RECEIVING  
 INSTITUTE, WV  
 25112 766-4621

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/05/2008				

BID OPENING DATE: 03/19/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS AND CONCERNS RAISED DURING THE MANDATORY PRE-BID CONFERENCE OF 02/20/2008 AND THE QUESTION SUBMISSION DEADLINE OF 02/22/2008.						
ATTACHMENTS: SPECIFICATION ADDITIONS AND CLARIFICATIONS PRE-BID SIGN IN SHEET						
----- END OF ADDENDUM NO. 1 -----						
0001	1	LS		031-06		
AIR CONDITIONING AND HEATING, CENTRAL UNITS						
***** THIS IS THE END OF RFQ DRS080466 ***** 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.

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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.

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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

**DRS080466**  
**ADDENDUM #01**

To add the following additions and clarifications:

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1. The existing unit's model and serial numbers are as follows:
  - Building E – 7.5 ton Carrier A/C Unit – Model # 50TFQ009-251, serial # 1704G40775
  - Building A – 7.5 ton York Gas Fired Heat Pump – Model # DINA036N07206C, Serial # NEGM051005
  - Building E – 4 ton Singer A/C Unit – unit's numbers are illegible due to its age.
2. Vendor shall properly remove and dispose of refrigerant for all units.
3. Vendor shall provide new, digital thermostats for all units.
4. To clarify the existing duct work is adequate for the replacement 10 ton Building A unit.
5. Agency shall provide the gas regulator and all fittings needed as part of the installation for the Building A unit gas line (threaded pipe).
6. All three units are 3 phase/240 volt.

PRE-BID CONFERENCE  
SIGN IN SHEET

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Request for Quotation Number: DRS 080466

Date: 2/20/08

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	<u>Casto Technical Services</u>
Firm Address:	<u>540 Leon Sullivan Hwy Charleston WV 25322</u>
Representative Attending:	<u>Charles A. Ray</u>
Phone Number:	<u>(304) 346-0549</u>
Fax Number:	<u>(304) 346-4202</u>
Email Address:	<u>cray@castotech.com</u>

Firm Name:	<u>AAA Mechanical Service Inc</u>
Firm Address:	<u>3760 Sleepy hollow Dr Hurricane WV 25526</u>
Representative Attending:	<u>Willie Taylor Jr</u>
Phone Number:	<u>304-757-1946</u>
Fax Number:	<u>304 755 6716</u>
Email Address:	<u>willie.taylor@aamservice.com</u>

Firm Name:	<u>Dougherty Co Inc</u>
Firm Address:	<u>P.O. Box 1828 Chas. WV 25327</u>
Representative Attending:	<u>Lee Gill</u>
Phone Number:	<u>(304) 925-6664</u>
Fax Number:	<u>(304) 925-4280</u>
Email Address:	<u>leegill@doughertyco.com</u>

Firm Name:	<u>ELCO MECHANICAL</u>
Firm Address:	<u>P.O. Box 349 CHARLESTON WV 25322</u>
Representative Attending:	<u>WILLIAM F. ASHWORTH</u>
Phone Number:	<u>304-346-0546</u>
Fax Number:	<u>304 346 0548</u>
Email Address:	<u>RONALD.KWIK@SPEEDRULINK.MAIL.COM</u>

Firm Name:	<u>Carrier</u>
Firm Address:	<u>4970-C Feays Valley Road Scott Depot, WV 25560</u>
Representative Attending:	<u>Vince Posthauer</u>
Phone Number:	<u>304-722-8760</u>
Fax Number:	<u>860-998-4293</u>
Email Address:	<u>Vincent.J.Posthauer@carrier-utv.com</u>

Firm Name:	<u>Carrier</u>
Firm Address:	<u>2 Mission Way Scott Depot, WV 25560</u>
Representative Attending:	<u>Bryan Graham</u>
Phone Number:	<u>304-941-8331</u>
Fax Number:	<u>304-752-3018</u>
Email Address:	<u>Bryan.Graham@carrier-utv.com</u>

PRE-BID CONFERENCE  
SIGN IN SHEET

Rev 2/12

Request for Quotation Number: PRS 08 046

Date: 2/20/08

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	<u>PERSONTECH. SERVICE</u>
Firm Address:	<u>302 SPRUCE ST</u> <u>ST. ALBANS WY 15302</u>
Representative Attending:	<u>Ed Gunter</u>
Phone Number:	<u>304-722-1710</u>
Fax Number:	<u>304-722-1846</u>
Email Address:	<u>Ed.Gunter@PTSWI.COM</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
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