



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  
**DRS080557**

PAGE  
**1**

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIV OF REHABILITATION SERVICES  
 WV REHABILITATION CENTER  
 ATTENTION: RECEIVING

INSTITUTE, WV  
 25112 766-4621

DATE PRINTED <b>12/19/2007</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **01/30/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DIVISION OF REHABILITATION SERVICES TO PROVIDE MAINTENANCE SERVICES FOR HEATING/VENTILATION/AIR CONDITIONING SYSTEMS LOCATED AT THE WEST VIRGINIA DIVISION OF REHABILITATION SERVICES COMPLEX AT INSTITUTE, WV.</p> <p>ATTACHMENTS: SPECIFICATIONS PURCHASING AFFIDAVIT</p> <p>A MANDATORY PRE-BID CONFERENCE WILL BE HELD 01/15/2008 AT 10:30 AM IN THE SMALL CONFERENCE ROOM, FRP BUILDING, INSTITUTE COMPLEX, BARRON DRIVE, INSTITUTE, WV.</p> <p>FAILURE TO ATTEND THE MANDATORY PRE-BID CONFERENCE WILL RESULT IN BID DISQUALIFICATION.</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 01/17/2008. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER, OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:</p> <p style="text-align: center;">SHELLY MURRAY            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25311            FAX: 304-558-4115            EMAIL: SHELLY.L.MURRAY@WV.GOV</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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**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.

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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



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**WV REHABILITATION CENTER**  
**ATTENTION: RECEIVING**  
  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		936-10		
<p><b>HVAC MAINTENANCE AND REPAIR</b></p> <p><b>EXHIBIT 1</b></p> <p><b>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</b></p> <p><b>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</b></p> <p><b>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.</b></p> <p><b>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FEIN \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

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<p><b>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</b></p> <p><b>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</b></p> <p><b>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</b></p> <p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</b></p> <p style="text-align: center;"><b>VENDOR PREFERENCE CERTIFICATE</b></p> <p><b>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</b></p> <p><b>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</b></p> <p><b>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS</b></p>						

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CERTIFICATION; OR ( ) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR ( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION. B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: ( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID; OR ( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE						

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<p>OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p>						

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<p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				SLM / FILE	31	
RFQ. NO.:				DRS080557		
BID OPENING DATE:				01/30/2008		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
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***** THIS IS THE END OF RFQ DRS080557 ***** TOTAL:						_____

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**Request for Quotation  
DRS080557**

Contractor shall provide all labor, material and equipment necessary to furnish preventative maintenance and maintenance service including labor, repair and/or replacement of all component parts related to all heating and cooling systems. This is to include temperature controls and boiler controls on all units for each building listed below and as detailed in Exhibit A. This also includes all pneumatic valves, compressors, (i.e. refrigerant and air), temperature valves, air handlers and return air fans.

Contractor shall be responsible for providing preventative maintenance and maintenance service for the following structures.

1. A Building
2. B Building
3. C Building
4. Chapel
5. E Building
6. F Building
7. F. Ray Power Building (FRP)
8. H Building
9. J Building
10. K Building
11. L Building
12. M Building
13. R Building

**DEFINITIONS**

“Owner” as used herein shall mean the West Virginia Division of Rehabilitation Services.

“Contractor” as used herein shall mean the successful bidder with whom the Owner contracts for maintenance service.

**OWNER RESPONSIBILITIES**

West Virginia Division of Rehabilitation Services will be responsible for maintaining circulating pumps on hot water systems and on the chilled water system, for maintaining electrical service to the unit and for plumbing up to the units and replacement of low water cutoff controls, manual gas valves and regulators.

Owner will be responsible for all electric up to the equipment disconnect box, and also be responsible for all water piping both chilled and hot.

Owner will be responsible for supplying and maintaining all air filter media within the West Virginia Division of Rehabilitation Services Complex.

Owner will provide reasonable means of access to all equipment covered by this agreement.

Owner will provide a storage site for Contractor's cabinet, if Contractor so desires to store supplies at the facility.

**VACATED BUILDINGS**

The WVDRS may be vacating some of these buildings during the life of the contract. Service for the units located in any such buildings will become the responsibility of other entities and will be removed from this contract. The contractor understands and agrees that the contract will be reduced by the unit price for any such building removed during the life of this contract. The contractor will be promptly notified of such removals via a change order to the original contract approved by the Purchasing Division and the Attorney General's Office as to form.

**GENERAL CONDITIONS**

Contractor shall provide all taxes, permits, fees, insurance liability, compensations, and any other items necessary to render the Owner free and harmless from all claims rising from services performed under such contract. Contract insurance liability and compensation shall be sufficient to cover contractor's employees and the public in general as hereinafter specified. The contractor shall take steps required to ensure policies promulgated by the President's Committee on Equal Opportunity.

1. Contractor agrees to:

- A. Make at least six (6) scheduled inspections of said equipment as follows: 1) At least two (2) weeks before season startup, this date to be designated by the Owner; 2) One inspection each month thereafter during the cooling season, making a total of six (6) inspections.

Note: Preventative maintenance inspections shall be performed by contractor every thirty (30) days [six (6) inspections in cooling and six (6) inspections in heating] on all equipment listed in contract.

- B. Make preventative maintenance inspections every thirty (30) days and provide written reports or tasking sheets of equipment.
- C. Furnish the proper recovery equipment necessary to recover any refrigerant vented during the evacuation of any equipment that may need repairs.

- D. Replace worn, failed, or doubtful components and parts with parts produced by the same manufacture and current design to minimize system depreciation and obsolescence and to assure uniformity of operation.
- E. Furnish all labor, replacement parts, refrigeration lithium bromide and supplies.
- F. Furnish emergency service between scheduled inspections for all equipment listed.
- G. Lubricate and adjust equipment as required. Clean condenser section air or water cooled, one time per year for all conditioning equipment. Instruct the operator in the proper operation of the equipment.
- H. Contractor also agrees to maintain and replace if necessary the following items related to the equipment listed:
  - 1. Electric wiring from the starter to its responsive motor.
  - 2. Refrigerant piping between two or more pieces of equipment.
  - 3. Insulation on the refrigerant piping and equipment.
  - 4. All pressure and temperature controls, thermometers, gauges, dampers, steam traps, control devices and thermostats located at equipment.
  - 5. Starters.
  - 6. Remove all replacement parts and debris (when necessary), clean and restore equipment from to as near condition as when repairs started.
  - 7. Refrigerant leaks repaired or replaced by contractor.
  - 8. Contractor will be responsible for refrigerant piping and refrigerant.

Contractor will be free to start and stop all primary equipment incidental to the operation of the mechanical system(s) arranged with Owner representative.

### **SERVICE RESPONSE**

Contractor shall, within two hours of the Owner's request for service, respond with a qualified technician on-site to perform the service.

### **INSPECTIONS**

All scheduled inspections must be scheduled in advance with the Owner and a designated person of the Owner must accompany them on inspection and sign inspection completed papers.

### **TELEPHONE SERVICE**

Contractor shall maintain a continuous telephone service where he can be reached 24 hours a day, seven days a week including holidays. Phone

numbers are to be included in contract. Service to be manned by Contractor's employees.

Contractor's contact person and telephone number(s):

\_\_\_\_\_  
\_\_\_\_\_

### **SCOPE OF WORK (Preventative Maintenance and Regular Repair)**

Program: Upon award of contract, the Contractor shall visit job site to engineer and design a complete preventative maintenance program based on equipment run time, rather than calendar time. In design of the program, the following shall be minimum frequencies, although actual maintenance required may be greater.

### **TEMPERATURE CONTROL**

Each and every temperature control device in system covered by contract to receive maintenance: once at the beginning of the heating season for all heating equipment or systems and once at the beginning of cooling season for all cooling equipment or systems.

Preventative maintenance shall include:

- A. Regularly and systematically examine, adjust, calibrate, and clean all thermostats, humidity controls, valves, relays, motors, and accessories directly pertaining to the control system(s).
- B. Regularly and systematically furnish lubricants and lubricate such components as air compressors, valve packing gland, damper bearing, linkages, switches, etc., directly pertaining to the control system(s).
- C. Replace valve packing materials of control valves as often as may be necessary in order to maintain the valves without leaking.

### **BOILER CONTROLS**

Contractor will be responsible for cleaning and maintaining boiler controls and burners. Contractor will also be responsible for conducting efficiency testing at start up. A written report is to be submitted regarding this test to: Manager, Facility Services.

During the heating season, the Contractor shall perform monthly inspections of the following:

- A. Sequence the combustion controls.
- B. Measure the flame current.
- C. Measure the flame response time.
- D. Measure the flame failure time.

- E. Sequence the operating control.
- F. Sequence the high limit control(s).
- G. Blow down low water cutoff control(s).

Contractor shall be responsible for repair and/or replacement (at Contractor cost) of boiler burners, if the burners cannot be repaired. This contract does not include the boiler sections.

### **EMERGENCY SERVICE**

In the event of a breakdown due to failure of controls, the Contractor shall cause at least one of his competent mechanics to be on the premises after notice by telephone within two (2) hours. Said mechanics shall proceed at once and continue without stopping to make necessary repairs or adjustment, to place the system in proper operating conditions. Contractor must have adequate personnel in the area to provide this service twenty four (24) hours per day, three hundred sixty-five days per year. No additional charge is to be made by the Contractor for this service. All travel and living expenses and labor, including overtime, is to be borne by the Contractor.

Emergency Service contact person and telephone: \_\_\_\_\_

### **RECORDS AND REPORTING**

Contractor's representative shall report to the Owner or his representative upon arrival. After performance of work Contractor must obtain signature of Owner or Owner's representative on maintenance report to certify that work was actually performed.

Contractor shall maintain and keep current records as to work performed including drawing, parts used, emergency calls, and all maintenance and repairs.

### **HOURS OF WORK**

All work shall be performed by skilled mechanics of the trade directly employed and supervised by the Contractor. Except for call back and emergency service, all work shall be performed during regular established hours.

Contractor shall provide 24 hour coverage of HVAC in H Building and J Building. In Building R, this same 24 hour coverage is also needed for the 19D chiller and cooling tower and the walk-in refrigeration units in the Kitchen.

## ATTACHMENT A BUILDING DESCRIPTIONS

### A BUILDING

1. York Gas Fired Package (Southwest)  
Model #DMO78N15A2AAA1A – Serial #NFKMO72496

#### Roof Top Units

2. Trane Gas Fired Package  
Model #YCH120C3MOAB – Serial #M2110404009D
3. York Heat Pump (North Center)  
Model #SHP090-HPO-17A – Serial #HM350848
4. Intertherm Air Conditioning Unit (East)  
Model #30-U – Serial #3JE29CN304C6
5. York Gas Fired Package (Lobby)  
Model #DINA036NO7206C – Serial #NEGMO51005
6. York 20 Ton Rooftop Heat Pump (Northwest)  
Model #NOC7482861 – Serial #BQ240E54P2BAA2B

#### Located in Boiler Room

7. Trane Air Conditioning Unit  
Model #CG40C – Serial #521326
8. #1 Peerless Boiler  
Model #210-13-W – Serial #210-2575
9. Peerless Boiler  
Model #210-11-W – Serial #210-3460

#### Located Behind Snack Shack

10. Peerless Boiler  
Model #170-8-W – Serial #170-6624

#### Located Over Snack Shack

11. Trane – 7.5 Ton A/C Unit  
Model #TTA090 A300A – Serial #46192710
12. York Split Gas Furnace  
Model #P3HUD20N10401A – Serial #EBGMO35925

York Condenser  
Model #H2RA060506A – Serial #EBGMO58677

13. York Split Gas Furnace  
Model #P3HUC16N09201A – Serial #EAGM019051  
York Condenser  
Model #HIRA036506A – Serial #EHFM311220

Located On Roof

14. Trane Heat Pump (For "B" Conference Room)  
Model #WCC024F1008G – Serial #2191NBH2H

Located Outside Southwest Corner

15. Trane 5-Ton Condenser  
Model #BTA0600300AD – Serial #S49217763

### B BUILDING

1. Carrier Air Conditioning Unit (North, located East in 3<sup>rd</sup> Floor Equipment Room)  
Model #38GR005800 – Serial #A518642
2. Carrier Air Conditioning Unit (South, located East in 3<sup>rd</sup> Floor Equipment Room)  
Model #38CKC060640 – Serial #2401E09000

### C BUILDING

1. Furnace PICKD20N09601A – Serial # EHEM1335869 – York  
Condenser H2DB060506A – Serial # EHEMS12401
2. Furnace P2MPD20N1120F – Serial # ELDM417540 – York
3. Furnace P2MPD20N11201F – Serial # ELDM417541 – York  
Condenser H2DB060525A – Serial # EMEM472064
4. Furnace P2MPD16N09601E – Serial # EFDM227297 – York  
Condenser TTR030C100A2 – Serial # K3634WNAF – Trane
5. Furnace P2MPD16N09601E – Serial # EFDM227285  
Condenser H1RA030506A – Serial # EDE126420
6. Furnace P2MPD16N096016 – Serial # EFEM217746  
Condenser MC42-10A – Serial # HM112414

7. Payne Air Handler and Condenser  
Model #PF1MN8024, Serial # 1905475234
8. Furnace TWC024B140A1 – Serial # L28366130 – Trane  
Condenser TTS724A100B0 – Serial # F25247167
9. York Gas Fired Package  
Model #DINA060N11025A – Serial # NGEM081688
10. Peerless Boiler  
Model #210-6-W – Serial #210-2679

### CHAPEL

1. Carrier Air Handler (West inside)  
Model #FB4BNF042 – Serial #2605A70529  
Condenser 384CC036340 – Serial #3605E43264
2. Frigidaire Air Handler (East inside)  
Model #GB5BM-742B – Serial #GBD060313124  
Condenser FT5BD-036K – Serial #FTD060500221

### E BUILDING

1. Carrier Air Conditioning Unit  
Model #50DG008400 – Serial #D895120
2. Trane Heat Pump  
Model #WCCO48F100BG – Serial #Z282TKE2H
3. Whirlpool Air Conditioning Unit  
Model #NPABA 59AH01 – Serial #H61249114
4. Carrier Air Conditioning Unit  
Model #500P0094000A – Serial #A798590
5. Singer Air Conditioning Unit (no numbers available)
6. Carrier Heat Pump  
Model #50PQ008510 – Serial #P294821
7. Carrier Heat Pump  
Model #50P0008510 – Serial #P294829
8. Carrier Heat Pump  
Model #50PQ0010510 – Serial #Q294248



9. Peerless Boiler (near South end of E)  
Model #210-10-W – Serial #210-2573
10. Trane 15-Ton Air Conditioning Unit (over Laundry)  
Model #TCH180B300HB – Serial #4121006 15D
11. Arcaire Split System (Engineering Technology, North End of E Building)  
Model #GUH100A0161N – Serial #R883300239 (no numbers for outside unit)

## F BUILDING

1. American Standard Boiler  
Series #18-J3 – Boiler #G-6013
2. American Standard Boiler (for Greenhouse)  
Series #18N-J3 – Boiler #G-608
3. Trane Package  
YCC036F3HOBC – Serial # L1215351H
4. Trane Package  
YCC036F3H0BC – Serial # L122TPE1H
5. Trane Package  
YCC048F3M0BD – Serial # M102R551H
6. Luxaire Split Heat Pump  
Air Handler Electric Heat  
Model #N-AHB1206A – Serial #ENFS298871  
Luxaire Heat Pump  
Model #EBBA-F0245A – Serial #EEEEPO42698

## F. RAY POWER BUILDING (FRP)

### Units in Room 110-First Floor

1. Singer Heat Pump 3, Room 108  
Model #CC19085 – Serial # 436110004
2. Singer Heat Pump 3, Room 111  
Model #CC19085 – Serial # 43611002

3. Singer Heat Pump 4, Room 109  
Model #FV40085 – Serial # 436100123
4. Singer Heat Pump 5, Room 121  
Model #FV30085 – Serial # 436320325
5. Singer Heat Pump (In Ceiling beside Men's Restroom, 2<sup>nd</sup> Floor)  
Model SPH8-48 – Serial # (unavailable)
6. Singer Heat Pump (Located in T.V. Studio)  
Model #SPH-48 – Serial # 47608-113755
7. Singer Heat Pump (Audiovisual Equipment Room)  
Model #FV330887 – Serial # 436340277
8. Singer Heat Pump (Large Conference Room)  
Model #SPH5 – Serial # 47605-113454
9. Singer Heat Pump (Small Conference Room)  
Model #FV330887 – Serial # 436940226
10. Singer Heat Pump (First Floor, Lobby (6) Room 200)  
(Numbers have been painted over)  
  
2 – Johnson Control Panels  
1 – Singer Control Panel
11. Trane Air Conditioning Unit (Outside Southwest)  
Model #RAUA300-MC – Serial # 5M12681
12. (Located on Roof Top Above Room 111, Access From Room 110)  
York Air Conditioning Unit  
Model #DIEB030A06B – Serial #NBHM015563
13. Trane Split System (Outside Southeast for computer room)  
Model #BTD736A100BO – Serial #S80221854
14. York Unit (for Information Technology Unit)  
Model #DIEB030A06B – Serial #NBHM015563
15. The cooling tower service and maintenance is included in this service agreement.

## H BUILDING

1. Carrier 20-ton Heat Pump (For H Dorm Recreation Area)  
Model #50EQ024600HA – Serial # 90533
2. Trane Air Conditioner (For File Room)  
Model #TCD180B300HA – Serial # 327100546D
3. Trane Air Conditioner (Chiller) (Located in Basement)  
Model #CG75C – Serial # 510376
4. Heil 2.5 ton Air Conditioner (Outside in Courtyard, Air Handler in Ceiling Hallway)  
Model #CA3030QKBI – Serial # 867822130
5. York Package Heat Pump (Located on Roof Top) (For “Basic” Conference Room)  
Model #B1HA042A46B – Serial #NGHM098107
6. Whirlpool Air Conditioner (Located over Southeast Roof Section)  
Model #NRGF24D8802 – Serial # H705-166-58
7. Whirlpool Air Conditioner (Located over Southeast Roof Section)  
Model #NRGF24D8802 – Serial # H705-166-28
8. American Standard Boiler  
Series #1BLN-43, Boiler #G6028
9. American Standard Boiler  
Series #1BLN-J3, Boiler #G6028
10. Trane (for Isolation Room 115, East on Roof)  
Model #TCC018F100BG – Serial # 3245JPS2H

- 11. Trane (for Isolation Room 121, West on Roof)  
Model #TCC018F100BG – Serial # 3244YSH2H
- 12. Reznor Heater (for Men’s Shower Room, on Roof, East End)  
Model #RGB150-8-5-2 – Serial # EBAG06X2N15566
- 13. Trane Split System (Outside, Southeast, between Buildings H and F)  
Model #TTR012C100A1 – Serial # K17201667
- 14. Contractor will be responsible for coils which freeze due to outside air temperature damper failing. Fan coil units to be maintained by contractor:
  - Lobby ..... Two Trane floor mounted units
  - Former Speech and Hearing ..... Two Trane Climate Changers
  - Conference Room ..... Two Trane floor mounted units
  - Former Physical Therapy ..... Four overhead units and two Climate Changers
  - Room 112 ..... One overhead unit for East hallway
  - Room 142 ..... One overhead unit for West hallway
  - Former Occupational Therapy ..... Five overhead Trane units and one Climate Changer

**J BUILDING**

- 1. York Air Conditioner (Located on Roof, for Lobby)  
Model #B3CH048A25C – Serial # NDFM045163
- Located on Roof
- 2. York (For Room F)  
Model #DINA042NO3606C – Serial #NKJM119484
- 3. York (For Room E)  
Model DINA036NO3606C – Serial #NKJM120443
- 4. York (For Room B)  
Model #DINA030NO3606C – Serial #NHJM108522
- 5. York (For Room D)  
Model #DINA018NO3606C – Serial #NKJM120882
- 6. York (For Room C)  
Model #DINA030NO3606C – Serial #NHJM108520
- 7. York (For Room A)  
Model #DINA030NO3606C – Serial #NHJM108521

## K BUILDING

1. Carrier 20-Ton Heat Pump (Located on Roof)  
Model #50EQ024520 H.A.A – Serial # P293571

### Units Outside from West to East

2. York Air Conditioning Unit  
Model #COHE60-25A – Serial # MCXM078761
3. York Air Conditioning Unit  
Model #CA91-25G – Serial # YGXM139115
4. York Air Conditioning Unit  
Model #MCE48-25A – Serial # MEXM108974
5. York Air Conditioning Unit  
Model #CXDHE60-25A – Serial # JIM-205856

### Units Northwest Outside

6. Heil Heat Pump  
Model #NPHB030AKOL – Serial # HA917161197
7. York Air Conditioning Unit  
Model #COHE60-25A – Serial # MFXM-138109
8. American Standard Boiler  
Series #1BL-N-J-3, Boiler #G-6019

## L BUILDING

1. General Electric Air Conditioning Unit  
Model 818924A100A1 – Serial #2565009A31
2. York Air Conditioning Unit (For Maintenance)  
Model #MC848-10A – Serial #HM323898
3. Split System (Outside of A/C Shop)  
Model #38BA003510 – Serial #5189752
4. Split System (for former Construction Technology)  
Model #NAC060AKA1 – Serial #LO21105841

## M BUILDING

1. Trane Air Conditioning Unit (Located on Roof, East)

Model #RAUB-624-A – Serial # 6-0-23005

**R BUILDING**

- 1. Ducane Air Conditioning Unit (For former Snack Bar, on Roof)  
Model #AC10B60 – Serial #0098129811
- 2. Make-Up Units (Located in Equipment Room)
- 3. Trane Series R  
Model #RATC 2504 UHON UARN LINY IDDN NNOE NION ROEX N  
Serial #404R04444
- 4. Remote Evaporator  
Serial #VO4BO4444

- 4 – M.U. Units in Equipment Room, New Cooling Coils and Controls
- 5 – HVAC Units in Equipment Room
- 1 – HVAC Unit Behind Auditorium Stairs
- 1 – Return Air Fan Behind Auditorium Stairs
- 5 – Return Air Fans in Equipment Room
- 1 – HVAC in Bowling Alley
- 4 – HVAC in Gym
- 5 – Fan coil units for heating and air (between Buildings R and B)
- 17 – Mixing Boxes in Ceiling – First Floor

Walk-In Refrigeration Units (In Kitchen)

- Dairy Cooler .....approximately 588 cu ft
- Produce Cooler.....approximately 546 cu ft
- Meat Cooler .....approximately 798 cu ft
- Freezer .....approximately 4,900 cu ft

**ATTACHMENT B  
COST PAGE**

Vendors shall quote a monthly cost for each of the buildings as described in Attachment A and the total monthly cost. The lowest bid vendor meeting specifications shall be awarded the contract.

<u>Building .....</u>	<u>Monthly Cost</u>
A Building .....	\$ _____
B Building .....	\$ _____
C Building .....	\$ _____
Chapel .....	\$ _____
E Building .....	\$ _____
F Building .....	\$ _____
H Building .....	\$ _____
J Building .....	\$ _____
K Building .....	\$ _____
L Building .....	\$ _____
M Building .....	\$ _____
R Building .....	\$ _____
 Total Monthly Cost .....	 \$ _____
 Total Monthly x 12 months = \$ _____	 Annual Cost

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_