



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
 GSD076442

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BLDG 22 - TAX AND REVENUE
 1001 LEE STREET
 CHARLESTON WV
 25301 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/23/2007				

BID OPENING DATE: 07/31/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED AT THE MANDATORY PRE-BID MEETING AND THOSE SUBMITTED PRIOR TO THE JULY 19TH DEADLINE. ALSO, TO ADD VAV AIR HANDLING UNIT SCHEDULE FOR REFERENCE.		
				DRAWINGS M-1 THROUGH M-5 ARE AVAILABLE IN PDF FORMAT EITHER BY DOWNLOADING THEM FROM THE WEST VIRGINIA PURCHASING BULLETIN OR BY EMAILING KRISTA FERRELL AT KFERRELL@WVADMIN.GOV.		
				BID OPENING DATE REMAINS: 07/31/2007 BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	JB		936-10		
				DUCT CLEANING BUILDING #22		
				***** THIS IS THE END OF RFQ GSD076442 ***** 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

VAV AIR HANDLING UNIT SCHEDULE

MARK	CFM SA	CFM OA	HEATING COIL		COOLING COIL		AHU S.P.	TOTAL S.P.	HP	V/φ	TRANE MOD #	REMARKS
			MBH	GPM	MBH	GPM						
AHU-B	7000	1400	123	12.3	236	47.4	2.0	4.0	10	480/3	14 VDT	
AHU-1	7040	1400	214	21.5	336	67.2	2.0	4.0	10	480/3	14 VDT	65# HUMID.
AHU-M	9450	1800	210	21.1	320	64.1	2.0	4.0	15	480/3	17 VDT	63# HUMID.
AHU-2	17,725	3500	361	36.1	552	110.5	2.0	4.0	20	480/3	31 VDT	110# HUMID.
AHU-3	11,840	2300	259	25.9	371	74.2	2.0	4.0	15	480/3	21 VDT	72# HUMID.
AHU-4	12,500	6500	315	31.5	398	79.6	2.0	4.0	15	480/3	25 VDT	79# HUMID.

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: GSD076442

Date: July 17, 2007 @ 10:00 am

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>Indoor Air Technologies</u>
Firm Address:	<u>33 W. Main St Victor, N.Y. 14564</u>
Representative Attending:	<u>Jonathan Hernandez</u>
Phone Number:	<u>585-924-2010</u>
Fax Number:	
Email Address:	

Firm Name:	<u>Duchang</u>
Firm Address:	
Representative Attending:	<u>Kristen J. Ferrell</u>
Phone Number:	<u>304.558.2596</u>
Fax Number:	<u>304.558.4115</u>
Email Address:	<u>Kferrell@wradmin.gov</u>

Firm Name:	<u>E. LUKE GREENE Co.</u>
Firm Address:	<u>619 E. MAPLE ST. TOWSON CITY, TR. 37601</u>
Representative Attending:	<u>STEVE MORTON</u>
Phone Number:	<u>422-926-1151</u>
Fax Number:	<u>422-926-3358</u>
Email Address:	<u>STEVE@ELUKEGREENE.COM</u>

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

Firm Name:	<u>WU-GSD</u>
Firm Address:	
Representative Attending:	<u>ROBERT KERR</u>
Phone Number:	<u>(304) 558-9013</u>
Fax Number:	
Email Address:	

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

1. Vendors expressed a desire to perform work during night hours to reduce inconvenience to tenants. Will this be possible?

Response: If Contractor desires to perform the duct cleaning operations during evening/night shift hours, the Owner will make arrangements with security to accommodate building entry and supervision during these hours.

2. Tenant's representative expressed desire to limit access to the building through the rear entrance. How will this be accommodated?

Response: The specifications require the front entrance of the building to be used for all entry to and exit from the facility. The rear entrance is always locked and is used by the Division of Tax and Revenue for loading and unloading supplies. The duct cleaning contractor may use the rear entrance on a limited basis for loading and unloading equipment and materials. These periods must be coordinated through the building supervisor and should not last longer than one half hour.

3. Asbestos in ceiling tiles?

Response: The ceiling system was installed after the asbestos ban went into effect. Since the Ductwork cleaning specifications were written, ceiling tiles have been tested and no asbestos was found. If, during the work, asbestos is suspected, contact Owner's representative, and Owner will have area tested and remediated, as necessary.

4. Vendors expressed concerns over the language regarding the one-year warranty on the work performed under the contract. Will this warranty apply only to defects in workmanship, or to cleaning as well?

Response: The one year warranty is a standard construction clause. The warranty will cover the contractor's workmanship, materials and latent defects in the work performed. The warranty is not intended to cover additional duct cleaning required by normal usage of the ductwork after the cleaning project is substantially completed.

5. Vendors expressed a desire to know the tonnage of the HVAC units within the building and to have more legible drawings. How will this be addressed?

Response: The "VAV Air Handling Unit Schedule" table lists Supply Air CFM, and Heating & Cooling MBTUH. This table is included in the addenda.

PDF files of the floor plans are available.