



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
 GSD086401

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
 BUILDING EIGHT - MANSION
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/25/2007				
BID OPENING DATE: 08/08/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				<p>ADDENDUM NO. 1</p> <p>THIS ADDENDUM IS ISSUED TO ADD SPECIFICATIONS AND DRAWINGS (DRAWINGS 1-7) TO THE ORIGINAL RFQ.</p> <p>MANDATORY PRE-BID DATE REMAINS: 07/31/2007 MANDATORY PRE-BID TIME REMAINS: 10:00 AM</p> <p>(CONTRACTORS ARE ASKED TO MEET AT THE GUARDHOUSE AT THE GOVERNOR'S MANSION DRIVEWAY LOCATED ON THE CORNER OF GREENBRIER STREET AND VIRGINIA STREET IN CHARLESTON, WEST VIRGINIA.)</p> <p>ALL GENERAL/PRIME CONTRACTORS ARE REQUIRED TO ATTEND THIS MEETING. SUBCONTRACTORS AND MATERIAL SUPPLIERS ARE WELCOMED TO ATTEND; HOWEVER, ATTENDANCE IS NOT MANDATORY. ANY GENERAL/PRIME CONTRACTOR FAILING TO ATTEND THE MANDATORY PRE-BID MEETING WILL BE DISQUALIFIED FROM BIDDING ON THIS PROJECT. NO ONE PERSON MAY REPRESENT MORE THAN ONE VENDOR.</p> <p>ALSO,</p> <p>BID OPENING DATE REMAINS: 08/08/2007 BID OPENING TIME REMAINS: 1:30 PM</p> <p>***** END ADDENDUM NO. 1 *****</p>		
0001	1	LS		910-54		
				EXTERIOR PAINTING OF GOVERNOR'S MANSION		

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

**WORK DESCRIPTION
GOVERNOR'S MANSION
EXTERIOR PAINTING**

General Notes:

Underlying layers of paint may contain lead based paint. Provide lead paint abatement procedures in areas with old lead based paint (primarily older wood windows, doors and trim). Procedures shall follow EPA Approved methods including wet sanding, HEPA vacuuming, chemical stripping or other approved method. Provide drop cloths on ground and clean up all residue. Dust shall be HEPA filtered.

1. Paint White - In general remove loose paint, spot prime as necessary and provide two coats semi-gloss exterior white paint. In general provide minor wood repairs and caulking as necessary.
 - 1-A Denotes vinyl window in wood frame/ trim. Paint frame / trim with two coats semi-gloss exterior white paint.
 - 1-B Denotes wood window or door and trim. Strip paint. Prime with oil based primer and paint with two coats semigloss exterior white paint. If applicable, remove storm windows (see Note 5). Note possibility of lead based paint on lower layers of paint.
2. Paint metal black gloss enamel. Sand to remove rust. Back prime with rust inhibiting primer. Provide two finish coats black gloss enamel.
3. Paint electrical conduits, boxes, etc. with primer and two coats semi-gloss exterior enamel. Color of paint shall match color of background material ie: white over white wood surfaces; 'Brick Red' color to match brick surfaces; or 'Black' at metal.
4. Damaged wood repair. Replace damaged wood or provide approved 'dutchman' repair.
5. Remove screens / storm windows. Patch screw holes and restore wood trim. (Typical note at all wood windows and side doors.)
6. Clean Mortar from brick. Grind joints to remove off-color mortar and tuckpoint with matching mortar.
7. Clean limestone. Provide low pressure water mist (0.5 gpm nozzle for 3 hours) cleaning of limestone panels. Allow to dry. After low pressure cleaning, clean areas where dirt remains using high pressure water blasting. Exercise care not to damage stone.
8. Replace Light Fixture. Remove existing floodlight base. Install new recessed downlights. Include \$1,000 fixture allowance in bid.
9. Remove Vegetation. Coordinate vegetation removal with Owner's Ground's Supervisor. Vegetation to be moved the location adjacent to garden for removal by Owner.
10. Copper Downspout and Gutter. Paint boots at base of downspouts 'Black'.

11. Light Fixture to be removed and cleaned by Owner.
12. Existing Light Fixture – Contractor to protect during painting and clean restoration work in area. Clean fixture at completion of other work in area.
13. Repaint light fixtures with 'High Temperature' White enamel.
14. Paint Garage floor grey with two coats alkyd enamel floor paint. Fill holes with concrete patch prior to painting, smooth and allow to dry before painting. At low and damaged areas near the garage doors - score surface, fill to provide drainage to exterior trench drain with traffic grade leveling compound. Cut and caulk floor cracks with Sonneborn Sonolastic SL1 sealant or equal.
15. Caulk limestone wall cap joints. Caulk joints with Sonneborn "NP-1" caulk or equal (color to match limestone).
16. Paint porch ceilings 'White'. Refinish ceiling of garden porch. Patch joints, nail holes and other irregularities to provide smooth surface. Paint with two coats eggshell finish white.
17. Paint wall grilles 'Black'.
18. Paint wood garden gate gloss black with two coats paint.
19. Tuckpoint brick sidewalk inside garden gate. Remove loose bricks, grind all joints and replace with matching mortar. Include entire brick area below gate in bid (Item separate from # 30 below).
20. Caulk Joint – Remove existing caulk joints (both exterior and interior surfaces), install backer rod and re-caulk with Sonneborn NP1 sealant or equal (grey color to match mortar joints).
21. Remove stainless steel bands on chimney.
22. Re-anchor antenna bracket using expansion anchors into masonry. Remove existing stainless steel bands around chimney.
23. Check chimney cap. Provide new terne-coated stainless cover/cap (color - brick red). Caulk to chimney.
24. Check flashing at chimney. Recaulk top edge with previously specified sealant (red color to match brick).
25. Garden Wall – Clean limestone, recaulk joints between limestone panels, repoint masonry joint at base of limestone. Pointing mortar to match existing mortar color.
26. Paint light fixture brick red with two coats, high temperature, enamel. Color to match bricks.
27. Copper Downspout - Cut off PVC boot six inches above grade. Paint PVC black. Extend copper downspout to boot with section of new copper downspout. Rivet new downspout to existing. Provide copper bracket near joint & fasten at mortar joint.

28. Remove & re-place caulk between wall and concrete slab. Provide backer rod and Sonneborn NP-1 caulk or equal (grey color).
29. Parapet Wall Coping – Clean Limestone, recaulk joints (Sonneborn NP1 or equal – color to match limestone). Tuckpoint mortar joint at base of limestone as required.
30. Point mortar between bricks at garden terrace. Include 50 lf of pointed brick joint in bid.
31. East 'Garden' Porch – Tuck point tiles at east railing.
32. Caulk at windows, columns and brick. (color – to match adjacent surface).
33. Caulk limestone cap at stone wall between driveway sidewalk and garden wall. Clean limestone.
34. Light Fixtures to be removed by Owner for restoration.
35. Limestone Restoration – Clean limestone as noted previously. Remove existing caulk joints and recaulk (color to match limestone). Recaulk edges at brick.
36. Remove existing mortar joint at floor /wall intersection (west side of porch). Replace mortar joint with caulk joint (color to match mortar).
37. Remove rust spots by wire-brushing / sanding to bare metal. Prime and paint metal column bases and camera poles with two coats gloss rust inhibiting enamel.