



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
GSD086405

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BUILDING TWENTY FIVE
 5TH & AVERY
 PARKERSBURG, WV
 26105 304-558-2317

PURCHASING

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
09/11/2007	09/20/2007			

BID OPENING DATE: 09/20/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS RECEIVED DURING THE MANDATORY PRE-BID MEETING AND THOSE QUESTIONS SUBMITTED PRIOR TO THE SEPTEMBER 9, 2007 DEADLINE FOR TECHNICAL QUESTIONS. ALSO, TO EXTEND THE BID OPENING DATE.		
				BID OPENING DATE IS EXTENDED TO: SEPTEMBER 20, 2007 BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	JB		910-66		
				REPLACEMENT OF ROOF, BLDG#25, PARKERSBURG		
				***** THIS IS THE END OF RFQ GSD086405 ***** 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

**BUILDING 25 – ROOFING REPLACEMENT
(GSD 086405)
PRE-BID COMMENTS:**

Include with addendum:

- Pre-Bid Sign-in sheet
- Revised Drawing labeled Addenda #1 and dated 8-23-07.

• Bid Deadline: Please change the deadline for submission of bids from September 13th, 2007 at 1:30pm to September 20th, 2007 at 1:30pm.

• Revised Roof Plan: A revised roof plan was handed out to all persons present at the pre-bid meeting. A copy of the revised roof plan is also included as part of this addenda.

• Hazardous Materials: Note that asbestos was found on a small section of parapet wall moistureproofing (approx. 2 sf). Contractors should expect to find other asbestos containing moisture proofing behind the existing roofing running up the parapet wall. This material should remain in place.

The moisture proofing over the concrete deck (under the existing roof membrane) was not found to contain asbestos.

• Building Hours: Although normal building hours are 8:00 – 7:00 pm, extended hours may be arranged with the GSD building staff (Paul Griffith).

• Parking: No spaces are available in the state parking lot. Contractor must arrange for his own parking. One space, adjacent to the loading dock, may be coordinated with GSD personnel on site for use by the contractor.

Access: Access to roof through loading dock area.

• Ladders: Include new excluders on two roof ladders. (One on ladder from the main roof above loading dock to the main building roof and the other on the ladder from the main roof to the highest roof). Excluders shall be constructed using 3/16” metal plate of a width to match the ladder, by seven feet tall. Hinge on one side with three hinges welded to ladder bar. Provide a lockable hasp on the opposite side.

• Use tapered insulation on the canopy over south east edge of building to provide positive drainage. Other drainage problems include

• Roof Slope: Slope roof to drain – In general subroofs appear to be sloped. Exceptions were noted on the canopies and standing water on lower roofs.

- Caulking: Caulk existing limestone coping including outside edge where coping abuts the existing EIFS (Dryvit) wall material.
- Roof Warranty – In general provide a 20 year warranty. If total system warranty is not available, use 15 year system and 20 year membrane warranty.
- Roof insulation use 3 inch average depth (2.5” insulation and ½” protection board.).
- Page 16: 120 day contract period. The existing roof has leakage problems and the state intends to get the project underway as soon as possible. The State understands the project is scheduled during the fall, winter or spring. Weather related delays will be considered if a time extension is required. Such delays must be purely due to inclement weather and must be properly documented.
- Delete references to building extending under sidewalk.

Language in specifications to be changed:

1. Page 15, under “Scope”: delete “adding a new roof hatch and ladder” from the second sentence. The project will not require the fabrication or installation of these items.
2. Page 15, under “Scope”: Delete the entire fourth paragraph, “Note that space...over basement areas.” This was erroneously included in the RFQ and does not apply to this project.
3. Page 27, under Section 3.1.A: the reference to “steel deck” and the substrate board should only to apply for work associated with steel decking, whereas most of this roofing project is atop a concrete deck.
4. Page 27, under Sections 3.2.E, 3.2.F, and 3.2.G, a question was raised as to which of these three instructions regarding three different types of insulation would apply to this project. The successful contractor must follow the manufacturer’s specification for installing the type of insulation; in effect, the contractor must follow the option (of these three) for the type of insulation chosen to be used on this project.
5. Page 22, under “Contractor Security Badges”: Add language, “Successful contractor will not allow any personnel who have a known, active grievance or dispute with the Department of Health and Human Resources on the premises to work on the project.”
6. Page 32, delete paragraph 3.2, Line 4. “Remove materials wet or damp. –All existing insulation must be removed.

Question and Answers from the Meeting:

1. In reference to Page 31, Section 3.2.D.1, what if bitumen and felts are strongly adhered to the concrete deck, where it could be detrimental to the concrete deck itself to remove it?

Answer: If the successful contractor uncovers such areas, all loose, deteriorated material or material which does not provide an acceptable surface must be removed. A determination by the Owner will be made at the time as to how the contractor should proceed, either continuing removal or foregoing the removal.

050055405
SIGN IN SHEET

Request for Proposal No. ⁰⁵⁰⁰⁵⁵⁴⁰⁵ 050055405

Date: 5/30/2007

PLEASE PRINT

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	PHONE	TOLL FREE	FAX
Company: SINGER SHEET METAL	510 EAST ST. PARKERSBURG	422-8495	1-800-756-3033	
Rep: LARRY CLARK				
Email Address: SINGERLENNY@CASINTERNET.NET				
Company: Mansuett Roofing	Second + Wood Streets	740-633-7320		
Rep: Mark S Speirs	Martins Ferry, OH		N/A	
Email Address: mark@mansuettroofing.com	42935	740-633-7322		
Company: TRI-STATE Roofing & Sheetmetal	P.O. Box 189	304-485-6593		
Rep: STEVE WALLBORN	DANVILLE, WV 26142			
Email Address: SWALLBORN@TRI-STATE SERVICE.COM				
Company: WV. GENERAL SERVICES DIV.		PHONE (304) 558-9018		
Rep: Robert Krause, PE AIA		TOLL FREE		
Email Address: r.krause@wvadmin.gov		FAX		
Company: WV GENERAL SERVICES DIV		PHONE (304) 558-5672		
Rep: ROGER WINNIS		TOLL FREE		
Email Address: RWINNIS@WVADMIN.GOV		FAX		

Bob Kelschick - Paul Griffin, both of ASD.