



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  
 GSD086406

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 15  
 2019 WASHINGTON STREET, EAST  
 CHARLESTON, WV  
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/13/2008				

BID OPENING DATE: 02/21/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				THIS ADDENDUM IS ISSUED TO CORRECT THE QUESTION AND ANSWER PAGE (PAGE 2) OF ADDENDUM NO. 1 TO THIS REQUEST FOR QUOTATION.		
				ALSO, TO EXTEND THE BID OPENING DATE.		
				BID OPENING DATE IS EXTENDED TO: 02/21/2008		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 2 *****		
0001		EA	910-66	ROOF REPLACEMENT, BLDG#15, 2019 WASHINGTON ST E		
				***** THIS IS THE END OF RFQ GSD086406 ***** 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 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

## RFQ#GDS086406 Bldg#15 Roof Replacement

## Technical Questions &amp; Answers

Question #1: Will the roof be removed down to the existing metal deck and replaced with a mechanically fastened EPDM roof?

Answer#1: The roofs including insulation will be removed to the existing deck and replaced with a single mechanically fastened EPDM roof. Note that the lower roof is a built-up roof with pea gravel surface. A sample of this roof was tested and tests indicated it did not contain asbestos.

Question#2: What is the desired insulation thickness?

Answer#2: In general 2-1/2 " will be the minimum insulation thickness. The only exception is at the scuppers where the insulation thickness can be reduced to get proper slope to drain. Minimum thickness at the scuppers should not be less than 1.5".

Question#3: Is the successful contractor installing a standard EPDM roof?

Answer#3: Yes

Question#4: Are shop drawings required?

Answer#4: Yes. There will be a one week turnaround for their submission after contract award.

Question#5: Will there be a pre-construction meeting?

Answer#5: Yes, the scheduling of which will be coordinated by the Owner and the Contractor following award of the contract.

Question#6: What is the desired color of the coping?

Answer#6: Coping color will be selected from color samples submitted with the shop drawings. At this point it is the Owner's intent to use a dark bronze color.

Question#7: Does the Owner desire to retain anything removed from the roof?

Answer#7: No, the successful contractor shall dispose of any materials removed from the roof, including any old equipment braces, antenna rods, etc. Electrical and antenna wires have been disconnected, but the Contractor should verify with Owner personnel prior to cutting.

Question#8: Is a ladder a part of the new roof hatch?

Answer#8: Yes, the specification of which are covered in the original drawings.

Question#9: What is the height of the building?

Answer#9: Depending on where you measure from on the exterior the building is approximately 24 to 28 feet high.

Question#10: Is access to the roof granted via the fire stairs in the back of the building?

Answer#10: No. Fire stairs on rear of building cannot be blocked and should not be used for access or unloading materials. We are concerned about possible damage to the existing standing seam metal roof over the stairs; therefore we do not want anyone walking on this roof or using it for material storage.

Question#11: How many layers are on the existing roof?

Answer#11: Two layers, the existing EPDM roof and an old graveled built-up roof below. The Built-up roof has been tested and the sample did **not** indicate asbestos in the old built-up roof.

Question#12: Is the structural support for the roof hatch provided by the Contractor?

Answer#12: Yes, per the original drawings and specifications, steel angles are shown on the drawings. Angles must be welded in place.

Question#13: Can the successful contractor reuse the existing roof hatch, moving it to the new location specified?

Answer#13: No. This contract required the Contractor to provide a new roof hatch.

Question#14: Will the Contractor be providing new header boxes and downspouts?

Answer#14: Yes.

Question#15: A fully-tapered roof might require edging to match coping on the front edge of the roof; would this be acceptable?

Answer#15: Edging may be used in lieu of coping on the front edges of the lower (main) roof. The profile, material and color of this edging will have to match the coping material.

Question#16: Will a copy of the pre-bid sign-in sheet be included in the addendum?

Question#16: Yes.