



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
GSD086407

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BUILDING 1
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 304-558-3517

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/15/2007				

BID OPENING DATE: **09/11/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		968-42		
<p>MAIN CAPITOL EXTERIOR MASONRY CLEANING AND REPAIR</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF ADMINISTRATION'S GENERAL SERVICE DIVISION, IS SOLICITING BIDS TO PROVIDE ALL LABOR AND MATERIALS FOR CLEANING OF MASONRY AND REPAIRS OF THE MAIN CAPITOL BUILDING (BUILDING #1) LOCATED ON THE WEST VIRGINIA STATE CAPITOL COMPLEX IN CHARLESTON, WEST VIRGINIA.</p> <p>SPECIFICATIONS AND DRAWINGS MAY BE OBTAINED BY CONTACTING:</p> <p>CHARLESTON BLUEPRINT 1203 VIRGINIA STREET EAST CHARLESTON, WV 25301 TELEPHONE: 304-343-1063 FAX: 304-343-1095</p> <p>FEE FOR SPECIFICATION AND DRAWING PACKAGE IS \$200.00 PAYABLE TO CHARLESTON BLUEPRINT. SHIPPING AND HANDLING COST IS INCLUDED.</p> <p>BIDDING DOCUMENTS MAY ALSO BE EXAMINED AT CHARLESTON BLUEPRINT OR BY SPECIAL ARRANGEMENT THROUGH ROBERT KRAUSE, PE, AIA GENERAL SERVICE DIVISION, ENGINEERING SECTION, STATE OF WEST VIRGINIA. PLEASE CALL: 304-558-9018.</p>						

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



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BID OPENING DATE: **09/11/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON WEDNESDAY AUGUST 29, 2007 AT 10:00 AM IN ROOM MB-60 OF THE MAIN CAPITOL BUILDING (BUILDING #1) IN THE BASEMENT. ALL PRIME/GENERAL CONTRACTORS WISHING TO SUBMIT A BID ON THIS PROJECT MUST ATTEND THIS MEETING. SUBCONTRACTORS AND MATERIAL SUPPLIERS ARE WELCOME TO ATTEND; HOWEVER, ATTENDANCE IS NOT MANDATORY. ANY PRIME/GENERAL CONTRACTOR FAILING TO ATTEND THIS MEETING WILL BE DISQUALIFIED FROM BIDDING ON THIS PROJECT. NO ONE PERSON MAY REPRESENT MORE THAN ONE VENDOR.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS LISTED IN THE BODY OF THIS REQUEST FOR QUOTATION (RFQ), VIA FAX AT 304-558-4115, OR VIA EMAIL AT KFERRELL@WVADMIN.GOV. TECHNICAL QUESTIONS INCLUDE, BUT ARE NOT LIMITED TO, SCOPE OF WORK, CLARIFICATIONS, MATERIALS, LABOR, ETC. (REQUESTS FOR PRODUCT SUBSTITUTIONS MUST BE SUBMITTED DIRECTLY TO SWANKE HAYDEN CONNELL ARCHITECTS, 295 LAYFAYETTE STREET, NEW YORK, NEW YORK 10012 PHONE: 212-226-9696. FAXED REQUETS WILL NOT BE ACCEPTED AND MUST BE IN ACCORDANCE WITH THE REQUIREMENTS OUTLINED IN THE PROJECT SPECIFICATIONS.) TECHNICAL QUESTIONS MAY ALSO BE SUBMITTED VERBALLY DURING THE PRE-BID MEETING. DEADLINE FOR ALL TECHNICAL QUESTIONS IS AUGUST 31, 2007 AT 9:00 AM. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 5</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 270 CALENDAR DAYS AFTER THE NOTICE TO PROCEED</p>						

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<p>IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>() BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL</p>						

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<p>STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p>						

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<p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED</p>						

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<p>ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS.:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>.....SIGNATURE</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR</p>						

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<p>CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME:</p> <p>CONTRACTORS LICENSE NO.:</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p style="text-align: center;">APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p>						

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	REV. 1/2005					
<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> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>REQ. NO.: GSD086407</p> <p>BID OPENING DATE: 09/11/2007</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:</p> <p>-----</p>						

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Advertisement for Bids

Sealed bids for the West Virginia State Capitol – Exterior Cleaning and Repairs, West Virginia State Capitol Building, Charleston, West Virginia, will be received by the State of West Virginia, in accordance with the Request for Quotations issued by the Purchasing Division until the time and date listed in the State's Request for Quotations. Bids will be opened and publicly read aloud at that time.

The bidding documents consist of the Request for Quotation forms, the Plans and Specifications. The Request for Quotations forms are available from the West Virginia Department of Administration Purchasing Division.

Up to two sets of the Plans and Specifications for this project may be obtained by qualified prime contractors by contacting Charleston Blueprint, 1203 Virginia Street E., Charleston, WV 25301, Tel. (304) 343-1063, Fax. (304) 343-1095, attn: Dave Evans. Each set of documents shall be available for a purchase price of \$200, payable to Charleston Blueprint. The cost of shipping and handling is included in the cost.

Requests for Quotations may be obtained by contacting:

Krista Ferrell, Senior Buyer
State of West Virginia, Department of Administration
Purchasing Division
P.O. Box 50130
Charleston, West Virginia 25305-0130
Fax: (304) 558-4115
Kferrell@wvadmin.gov

Bidding Documents may be examined at Charleston Blueprint or by special arrangement through Robert Krause, PE, AIA, General Services Division, Engineering Section, State of West Virginia, Tel: (304) 558-9018.

A pre-bid conference will be held at the job site at the date and time stipulated in the State's Request for Quotations. Attendance at the pre-bid conference is mandatory for all prime bidders.

WEST VIRGINIA STATE CAPITOL
 FAÇADE CLEANING & REPAIR PROJECT
 SHCA PROJECT #: 5827 D

SECTION 00100 – INSTRUCTIONS TO BIDDERS

1.1 SUMMARY

- A. The State of West Virginia, hereinafter called the “Owner” invites bids on the forms included. All blanks must be appropriately filled in. Bids will be received at the same time and place set forth in the Request for Quotations.
- B. Definitions:
 - 1. Bidding Documents include the following:
 - a. Bidding Requirements: Invitation to Bid, Instructions to Bidders, the Bid Form, and other sample bidding and contract forms.
 - b. Contract Documents: The form of Agreements between the Owner and Contractor, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Contract.
 - 2. A Bidder is a person or entity who submits a Bid.
 - 3. A Sub-Bidder is a person or entity who submits a bid to a Bidder for materials, equipment or labor for a portion of the work.

1.2 BIDDING DOCUMENTS

- A. Bidders may obtain complete sets of the Bidding Documents from the issuing office designated in the invitation to Bid for the sum stated therein.
- B. Bidding Documents will not be issued directly to Sub-bidders or others unless specifically offered in the invitation to Bid. All interested parties may refer to documents on the file at a location as identified in the Invitation to Bid.
- C. Bidders shall use complete sets of Bidding Documents in preparing Bids: neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- D. Addenda: Addenda will be posted on the West Virginia Purchasing Bulletin Website. Copies of Addenda will also be faxed to registered vendors, registered plan holders and persons attending the pre-bid meeting. Copies of Addenda will also be made available wherever Bidding Documents are on file for inspection.

1.3 BIDDER’S REPRESENTATIONS

- A. By submitting a Bid, the Bidder represents that:
 - 1. The Bidder and all subcontractors the Bidder intends to use have carefully and thoroughly reviewed the Bidding Documents and have found them complete and free from ambiguities and sufficient for the purpose intended.

WEST VIRGINIA STATE CAPITOL
 FAÇADE CLEANING & REPAIR PROJECT
 SHCA PROJECT #: 5827.D

2. The Bidder has visited the site, become familiar with local conditions under which the Work is to be performed.
 3. The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception.
 4. The Bidder and all workers employees and subcontractors the Bidder intends to use are skilled and experienced in the type of construction represented by the Bidding Documents.
 5. The Bid is based solely upon the Bidding Documents, including properly issued written addenda, and not upon any other written representation.
 6. Neither the Bidder nor any of the Bidder's employees, agents, intended suppliers or subcontractors have relied upon any verbal representatives from the Owner, or the Owner's employees or agents including architects, engineers or consultants, in assembling the Bid figure
- B. If any Bidder is in doubt as to the true meaning of any part of the Bidding Documents, the Bidder may submit to the Senior Buyer a written request for an interpretation thereof, prior to the date for Submission of Questions noted in the Request of Quotations. An interpretation of Bidder's request will be made only by addenda. All inquiries for specification clarification shall be addressed to:

Krista Ferrell, Senior Buyer
 Purchasing Division
 P.O. Box 50130
 Charleston, West Virginia 25305-0130
 Fax: (304) 558-4115
 Kferrell@wvadmin.gov

1.4 BIDDING PROCEDURES

- A. The Owner invites the bids as stipulated in the bidding documents and as prescribed in the bid forms. No alternate proposals except those stated on the bid forms will be accepted. Conditional bids will not be accepted.
- B. Bid shall be made on forms, identical to the form included with the Bidding Documents
- C. All blanks on the bid form shall be filled in by typewriter or manually in ink
- D. Where so indicated on the bid form, sums shall be expressed in both words and figures. In case of discrepancy between the two, the amount written words shall govern.
- E. All erasures, interpolations and other physical changes in the bid form shall be signed or initiated by the bidder. Bids containing any conditions, commissions, erasures, alterations or items not called for in the Bid Form, or irregularities of any kind may be rejected by the Owner as being incomplete or irregular.
- F. Bids shall give the business address of the Bidder and shall be signed by authorized representatives with his or her usual signature. Bids by partnerships shall be signed with the partnership name by one of the members of the partnership or by an authorized

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representative, followed by the signature and designation of the person signing. Bids by corporations shall be signed with the name of the corporation followed by the signature and designation of the president, secretary or other person authorized to act in the matter. The names of all persons signing shall also be typed or printed below the signature.

- G. Bids shall not be withdrawn. Any Bidder may alter his proposal after it has been received by the Owner but prior to bid opening time and date. The Bidder shall submit an alternate bid, in writing, and such bid shall be received by the Owner prior to the time specified in the Request for Quotation. Alterations may include changes in the proposal amounts or request to change Proposal to "No Bid".
- H. Bid's shall be enclosed in two envelopes in (outer and inner) both for which shall be sealed and clearly labeled to indicate and to guard against openings prior to the time designated for the receipt of Bids – identify the Bidder's name and the name of the project on the outside of both envelopes, with the notation "SEALED BID ENCLOSED".

1.5 SUBSTITUTIONS

- A. Requests for approval of substitutions must be received by Swanke Hayden Connell Architects at least fourteen (14) days prior to the date for receipt of bids to be given consideration. Direct requests to the Architect at address stated on the "Request for Substitution (prior to Bid)" form following this document. Requests must be received by the Architect by mail or messenger. Receipt of substitution request by fax are not permitted and will be rejected.
- B. Submission shall be made by prime Bidders; no consideration will be given to items submitted directly by manufactures, suppliers, distributors or subcontractors. Substitutions of materials, products or equipment for those items specified will be considered only when submitted with a completed "Request for Substitution (Prior to Bid)" form. Substitution requests must be accompanied by manufacturer's original product data information. Reproduced copies of manufacturer's product data will not be permitted and will be rejected. Burden of proof of merit of requested substitution is upon submitter; modifications of provisions of the Request for Substitution Form shall be stated on Contractor's letterhead and attached with request form and other attachments.
- C. Approved requests will be set fourth Addenda issued in accordance with these instructions to Bidders. All items allowed by Addenda are subject to full provisions of original Bidding Documents, including all modifications thereto and shall be warranted as substitutions conforming with the Bidding Documents.

1.6 LIST OF PROPOSED SUBCONTRACTOR AND EQUIPMENT/MATERIAL SUPPLIERS

- A. The Bidder shall submit a listing of all subcontractors and all major equipment/ material suppliers along with the contractor's license for each subcontractor as required by the "West Virginia Contractor Licensing Act" proposed for each major branch of work

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1. Failure to submit a list of subcontractors and equipment/material suppliers along with contractor's license number for each proposed subcontractor shall result in disqualification of the Bidder's proposal
 2. Only one subcontractor or equipment/material supplier may be listed for each area of work.
- B. In addition, the successful bidder, thereafter known as the Contractor, may be requested within ten (10) calendar days after award of contract to furnish to the Owner or Architect a more detailed and complete list of the materials and equipment, together with the product manufacturer's name and catalog number and catalog cut or illustration thereof.
- C. Each Bidder shall establish the reliability and responsibility of all proposed subcontractors and equipment/material suppliers being proposed, to perform the work, and verify availability of proposed subcontractors.
- D. Prior to award of the Contract, the Owner and Architect will review the list of proposed subcontractors and equipment/material supplies and advise the Bidder of any actions that may be necessary in order to meet the requirements of the Contract Documents. The Bidder may be requested to change an unsatisfactory subcontractor or equipment/material supplier. Proposed subcontractors or equipment/material suppliers found to be unsatisfactory jointly by the Owner, Architect, and the Bidder, shall be changed to an acceptable subcontractor or equipment/material supplier at no additional cost to the Owner, as the Contractor has full responsibility for execution of the work.
1. Should it develop that any of the equipment or materials named do not meet the requirements and intent of the Contract Documents, the Bidder shall be required to furnish to the Owner other materials or equipment acceptable and fully complying with the specifications at no change in contract price. Preliminary review and acceptance of the listing provided shall not relieve the Contractor from furnishing equipment and materials in complete accordance with the specifications.

1.7 QUALIFICATION STATEMENT

- A. Completed Verification of Bidder Qualification Documents may be required of successful bidders for General Contractor Work, Stone Restoration, Terra Cotta Restoration, Bronze Window Restoration and Masonry Cleaning and Repair to verify competency of Bidder prior to award of Contract. All requested documents shall be completed and returned within seven (7) days of request.

1.8 BID SECURITY

- A. Each Bid shall be accompanied by a bid bond payable to the Owner for five percent (5%) of the total Bid issued by an A.M. Best, A- or better rated surety company listed on the most current Federal Register, Circular 570, and authorized to do business in the state of the proposed project. Should the Bidder refuse to enter into a contract with the Owner on the terms stated in the Bidding Documents or fail to furnish bonds covering faithful

performance of the Contract and all obligations arising thereunder, the full amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

- B. Bonds may be provided in the form of a certified check, irrevocable letter of credit, or Bond furnished by a solvent surety company authorized to do business in the State of West Virginia. Personal or business checks are not acceptable in lieu of Bonds.

1.9 PERFORMANCE BOND AND PAYMENT BOND

- A. The Bidder to whom any contract is awarded, shall pay for execute and deliver to the Owner via the Architect within ten (10) days after award of contract by Owner and before signing the contract, a corporate survey Performance and Labor and Material Payment Bond on the State of West Virginia bond forms bound herein, to be executive by an A.M. Best, A- or better rated surely company listed on the most current Federal Register, Circular 570, and which is authorized to do business in the resident state of the Project, and which is satisfactory to and approved by the Owner in the sum of one hundred percent (100%) of the amount of the contract, insuring the full and faithful performance of the work and payment in full for all materials, machinery, equipment and labor, and covering all the guarantees called for in the specifications and all other obligations arising thereunder.

1. The Labor and Material Payment Bond shall be made in the sum of one hundred percent (100%) of the Contract Sum.
2. All contractors and subcontractors performing work must be covered by a performance bond and must be included on the list of subcontractors submitted with Bid Form.
3. The cost of the bond shall be included in the Bid.
4. The Owner will not accept responsibility for direct payments to subcontractors performing work on projects by way of consignment.

- B. Should the successful Bidder fail or refuse to deliver the required bond and all other Contract Documents, properly executed, with ten (10) days after receipt of the Owner's letter of intent to award a Contract, the Bidder may forfeit the bid security as liquidated damages, not as a penalty.

1.10 CONSIDERATION OF BIDS

- A. It is the intent of the Owner to award a contract to the lowest responsible Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities or irregularities in a Bid received and to accept the Bid which, in the owner's judgment is in the Owner's own best interests.
- B. The Owner shall have the right to reject any or all Bids, reject a Bid not accompanied by a required bid security or by other data required by the Bidding Documents, or reject a Bid which is in any way incomplete or irregular.

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- C. The Owner shall have the right to accept Alternates in any other or combination and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

1.11 TIME SCHEDULE AND LIQUIDATED DAMAGES

- A. The Work shall begin no later than seven (7) days after Owner's signing of the Contract and/or issuance of Notice to Proceed, and shall be completed within 270 calendar days from the Notice to Proceed.
- B. The time set for completion shall apply to all trades and branches of the work whether the items of work are performed by the Contractor or by any subcontractor.
- C. The Bidder shall note that the Conditions of the Contract include a provision for liquidated damages for delays beyond the stipulated date of Completion.

1.12 CONTRACTOR'S LICENSING

- A. Bidders and their proposed subcontractors shall be licensed in compliance with SB 409 (WV Contractor's Licensing Act). All Bidders shall include their License Number in their Bid Proposal.
- B. Each Subcontractor shall register with WV Tax Department (304) 558-2500, WV Employment Security (304) 558-2524, WV Workers Compensation (304) 558-2580, Secretary of State (304) 558-4000 and WV Department of Labor (304) 558-7890. All companies must be registered with each of these agencies before their Contractors License to work in West Virginia can be issued.
- C. For further information regarding Contractors Licensing contact: West Virginia Division of Labor, Capital Complex, Building 3, Room 319, Charleston, West Virginia 25305; Phone (304) 558-7890.

1.13 WAGE RATES

- A. In any work resulting from this Bid, the Prime Contractor and Subcontractors shall pay the local prevailing fair minimum wage rates for the applicable trades or occupations, in accordance with Chapter 21 of the West Virginia Code.
- B. Each Bidder shall be responsible for obtaining a current and correct schedule of the prevailing wage rates, as determined by the WV Department of Labor for the resident county of the Project.
 - 1. Bidders may obtain wage rates at:
www.wvsos.com/adiaw/wagerates/buildings03.htm
 or contact the office of the WV Secretary of State (304) 558-6000.
- C. Bidders are reminded that subject to the provisions of Chapter 21-5A of the West Virginia Code, a legible statement of all fair minimum wage rates to be paid the various classes of

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workers employed, shall be posted in a prominent place at the project site by each Contractor and Subcontractor.

1.14 AWARD OF CONTRACT

- A. It is the intent of the Owner to award a Contract to the lowest responsible Bidder provided the Bid has been submitted in accordance with the requirements to the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive any informality or irregularity in any Bid or Bids received. The Owner shall have the right to accept the bid or Bids which, in the Owner's judgment, are in the Owner's own best interest.
- B. The Bidder will note that Bids consist of the Base Bid and may also include several related add or deduct Alternate items, all comprising items that will form the contract as a whole. Thee Owner may award the contract on the basis of the Base Bid alone, or if and when conditions warrant, accept such alternates appearing on the proposal, thereby reducing or increasing the amount of the Base Bid to form the Contract amount.
- C. The Contract shall be deemed as having been awarded when formal notice of award has been duly served upon the intended awardee (i.e., the Bidder to whom the Owner contemplated awarding the contract) by an authorized individual representing the agency receiving bids. Terms of the Contract shall not be deemed to have been perfected until a satisfactory surely bond equal to 100% of the contract sum has been furnished to the Owner by the successful Bidder, at his own expense as a guarantee of contract performance.

END OF DOCUMENT 00100

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SECTION 00400 - BID FORM

PROJECT MASONRY CLEANING & REPAIR PROJECT
 WEST VIRGINIA STATE CAPITOL
 CHARLESTON, WEST VIRGINIA

SUBMISSION PLACE

State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130
 Attn: Krista Ferrell, Senior Buyer
 Tel.: (304) 558-0492

Mark on lower left hand of envelope: "MASONRY CLEANING & REPAIR PROJECT"

BID FOR:

 (Bidder's Name)

 (Bidder's Address)

 (Date)

The undersigned, in compliance with the "Instructions to Bidders," having examined the Drawings and Specifications prepared by Swanke Hayden Connell Architects and related documents, visited the site of the proposed Work, and being familiar with all of the conditions surrounding the construction of the proposed Project, including availability of materials and labor, proposes to furnish labor, services, equipment and material and to perform work required for the construction of the above referenced Project for the consideration of the following amount:

BID AMOUNT, (STIPULATED SUM), SUM OF:

_____ Dollars (\$ _____)

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ALTERNATES

Submit prices for Alternates in accordance with Section 01030 of the specifications.

ALTERNATE #1: *Electrical / Lighting Repairs*

ADD: _____ Dollars (\$ _____)

The undersigned stipulates hereby that this Bid will remain valid for ninety (90) days from the above submission date or any postponement therefrom.

The undersigned stipulates hereby that he will commence work on this Project on the date he is notified of acceptance of this Bid and will be substantially complete within (to be determined) consecutive calendar days.

The undersigned stipulates except for items identified in writing to the Architect during the bidding period, where there is a conflict or discrepancy on the Drawings, in the Specifications, or between the Drawings and Specifications, which involves the choice of one or more methods, materials, size, thickness, procedure, technique, equipment, sequence, etc., that he has included in his Base Bid the most expensive method, materials, size, thickness, procedure, technique, equipment, sequence, etc., and the Architect, in his interpretation of the Drawings and Specifications, is free to select the method, materials, size, thickness, procedure, technique, equipment, sequence, etc., which the Architect feels is in the best interest of the Project.

UNIT PRICE

ID	DESCRIPTION	UNIT	PRICE
---	Masonry Cleaning (With JOS Quintex Micro-Abrasive and Selected Biocide)	SF	
CN 02	Concrete Spall Repair	SF	
---	Prep and Paint Concealed Structural Steel	SF	
SI (LI) 01a	Limestone Crack Repair	LF	
ST (LI) 01b	Limestone Crack Repair with Helical Ties	LF	
SI (LI) 01d	Limestone Repair – Lift and Pin Keystone, 1 st Floor	EA	
ST (LI) 02a	Limestone Spall Repair	SF	
SI (LI) 02b	Limestone Spall Repair with Pins	SF	
SI (LI) 02c	Limestone Spall at Column Base	SF	

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SI (LI) 02d	Limestone Spall at Lion's Head	SF	
SI (LI) 03	Limestone Dutchman	SF	
SI (LI) 04	New Limestone Ashlar Unit	SF	
SI (GR) 04	New Granite Veneer Unit at Pier Base	SF	
PO 02	Limestone Repointing	LF	
SE 02	Horizontal Lead Joint Caps	LF	
SE 03	Installation of Vertical Movement Joint	LF	
TC 01	Terra Cotta Crack Repair	LF	
TC 02	Terra Cotta Spall Repair	SF	
TC 03	Remove and Reset Terra Cotta Cornice	LF	
TC 06	Coat Terra Cotta (2-Color)	SF	
---	Rehabilitate Double-Hung Bronze Windows (Types A-G), including temporary protection of opening	EA	
---	Rehabilitate Casement Window (Type H)	EA	
---	Rehabilitate Casement Window (Type I)	EA	
---	Rehabilitate Transom Windows Above Main Entrance	EA	
---	Rehabilitate Exterior Light Fixtures	LS	
---	Restore N and S Main Entrance Doors (incl pocket door)	EA	
---	Restore Bronze Perimeter Railing at N and S Entrance	EA	
---	Restore Bronze Lamps at N and S Main Entrance	EA	
---	Refinish Bronze Doors	EA	
---	Refinish Bronze Fixtures at North Elev. Side Entrances	EA	
---	Refinish Bronze Grilles	EA	
---	Pipe Scaffolding at Elevations from Ground Level	SF	
---	Pipe Scaffolding at Entrance Portico	SF	
---	Scaffolding at Dome Drum	SF	
---	Hanging Scaffold Drop	EA	

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TOTAL BID BREAKDOWN (Including Overhead and Profit)

SECTION	DESCRIPTION	COST
	Scaffolding / Rigging / Mobilization	\$
02070	Removal Work, Selective Demolition and Protection	\$
02222	Protection, Salvage and Removal of Historic Elements	\$
04100	Mortar and Repointing	\$
04520	Stone Restoration	\$
04530	Terra Cotta Restoration	\$
04902	Masonry Cleaning	\$
05120	Structural Steel	\$
05910	Treatment of Historic Ornamental Metal	\$
07620	Sheet metal Flashing and Trim	\$
07920	Joint Sealant	\$
08520	Bronze Window Restoration	\$
09890	Coating Removal	\$
09900	Painting	\$
10296	Bird Deterrent Netting	\$
	Lighting Fixtures and Lamps	\$
	General Conditions/Requirements	\$
	Building Department Permits, Etc.	\$
	Insurance	\$
TOTAL		\$

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SUBCONTRACTOR LIST

01510	-	Enclosed Scaffold System	_____
02070	-	Removal Work, Selective Demolition and Protection	_____
02222	-	Protection, Salvage and Removal of Historic Elements	_____
04100	-	Mortar and Repointing	_____
04520	-	Stone Restoration	_____
04530	-	Terra Cotta Restoration	_____
04902	-	Masonry Cleaning	_____
05100	-	Structural Steel	_____
05910	-	Treatment of Historic Ornamental Metal	_____
07620	-	Sheet metal Flashing and Trim	_____
07920	-	Joint Sealants	_____
08520	-	Bronze Window Restoration	_____
09890	-	Coating Removal	_____
09900	-	Painting	_____
10296	-	Bird Deterrent Netting	_____
16510	-	Lighting and Lamps	_____

ALTERATION OF BID

This Bid may be altered prior to the Time of Bid opening.

REJECTION OF BID

The undersigned acknowledges the Owner's right to reject bids, to reject subcontractors or firms, and to waive informalities in the bidding.

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NOTICE OF ACCEPTANCE

The undersigned designates the person and office, to which Notice of Acceptance may be mailed, telegraphed or delivered:

Respectfully submitted,

BY
 (Signature)

FIRM

ADDRESS

DATED:
 (Corporate Seal Above)

NOTE: Type under signature the name and title of signing officer. If Bidder is a corporation, write State of Incorporation under firm address, and if a partnership, give full name of parties.

DIRECTIONS FOR MAILING BIDS

Envelope containing Bid must be sealed, marked and addressed as follows:

ADDRESS:

State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130
 Attn: Krista Ferrell, Senior Buyer

TIME OF RECEIPT

Date

Time

Mark on lower left hand of envelope: "MASONRY CLEANING AND REPAIR PROJECT"

All Bids must be submitted in triplicate on this Bid Form.