



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
 GSD086421

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 36
 ONE DAVIS SQUARE
 CHARLESTON, WV
 25301 304-558-3517

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/08/2008				

BID OPENING DATE: 02/13/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED DURING THE MANDATORY PRE-BID MEETING AND THOSE QUESTIONS RECEIVED PRIOR TO THE 02/06/2008 DEADLINE.		
				2.) PROVIDE THE MANDATORY PRE-BID ATTENDEE LIST.		
				BID OPENING DATE REMAINS: 02/13/2008		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	JB		968-42		
				OFFICE RENOVATIONS, BLDG#36 ONE DAVIS SQUARE		
				***** THIS IS THE END OF RFQ GSD086421 ***** 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.

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#GDS086421 Bldg#36 Office Renovations
Mandatory Pre-Bid Meeting: 2/5/2008

Technical Questions & Answers

Question #1. Can you clarify whether Page 2 of the RFQ or Page 12 prevails concerning the notice-to-proceed allowance, in days, for completion of the project.

Answer#1: Page 12 of the RFQ prevails; the successful contractor shall be given thirty (30) days from the notice-to-proceed to complete the project.

Question#2: Will the ceiling tiles and grid be provided by the Owner?

Answer#2: The ceiling tiles will be provided by the Owner, and the grid provided by the Contractor.

Question#3: Does the Page 18 section of the RFQ concerning "As-Built Documents" apply?

Answer#3: No. Please delete the two paragraphs on Page 18 under the heading "As-Built Documents."

Question#4: Is there a full set of drawings/plans available?

Answer#4: Only what is available for download from the Purchasing Division's website.

Question#5: Will the Contractor need to provide for VAV Boxes?

Answer#5: No. The entire areas undergoing remodeling will be rezoned afterwards by the Owner.

Question#6: Will the walls need constructed from the base floor to the deck above?

Answer#6: Yes, as indicated in the drawings, the walls will be constructed by the base floor (approximately 6" below the existing computer floor) to the deck above (approximately 3.5' above the existing ceiling tile). This remodeling will require the cutting of the floor panels.

Question#7: What is the height from the base floor to the ceiling deck?

Answer#7: Approximately 13 feet.

Question#8: Is the Contractor to provide for a sprinkler head for the office space on the 4th Floor?

Answer#8: No, this will be provided by the Owner. The Contractor will need to coordinate with Owner to allow for installation of sprinkler head.

Question#9: Is the flooring on the 4th Floor carpet squares?

Answer#9: Yes.

Question#10: Is the Contractor to move any of the cubicle offices to allow for free work areas?

Answer#10: No, but the Contractor will need to coordinate with the Owner, who will perform the move.

Question#11: Is the Contractor to replace the partition wall in the conference room on the 3rd Floor?

Answer#11: No. Please delete this wall as part of the drawings. No changes will be made to the existing partition wall.

Question#12: Who are the occupants of the Building?

Answer#12: The offices being remodeled under this contract are those of the Office of Technology.



PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: 650086421

Date: 2/5/2008

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>Dodhill Construction Co.</u>
Firm Address:	<u>PO Box 685 Gauley Bridge, WV 26085</u>
Representative Attending:	<u>Jessica Van Meter</u>
Phone Number:	<u>304-632-1600</u>
Fax Number:	<u>304-632-1501</u>
Email Address:	<u>cdodhill@notmgil.com</u>

Firm Name:	<u>Wiseman Construction</u>
Firm Address:	<u>1616 6th Ave. Charleston, WV 25312</u>
Representative Attending:	<u>Hop White</u>
Phone Number:	<u>304-344-1200</u>
Fax Number:	<u>304-344-1281</u>
Email Address:	<u>hwhite@wisemanconst.com</u>

Firm Name:	<u>OVAL CONSTRUCTION MGMT LLC</u>
Firm Address:	<u>P.O. Box 401 CHARLESTON, WV 25322</u>
Representative Attending:	<u>JAMES CARNAY JR.</u>
Phone Number:	<u>304-347-8820</u>
Fax Number:	<u>304-347-8821</u>
Email Address:	<u>J.CARNAY@OVALCONSTRUCTION.COM</u>

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

Firm Name:	<u>Paramount Builders</u>
Firm Address:	<u>304-777 501 6th Avenue Post Office Box 1370 St. Albans, West Virginia 25177</u>
Representative Attending:	<u>Dave Casto</u>
Phone Number:	<u>304 727-2770</u>
Fax Number:	<u>304 722-4230</u>
Email Address:	<u>dfoster@paramountwv.com</u>

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