



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
 ADJ09003

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 JOHN ABBOTT
 304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

WV AIR NATIONAL GUARD
 ADJUTANT GENERAL'S DEPARTMENT
 EASTERN WV REGIONAL AIRPORT
 222 SABRE JET BLVD-167 AW/CES
 MARTINSBURG, WV
 25401

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/03/2009				

BID OPENING DATE: 03/12/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
THIS ADDENDUM IS ISSUED TO CLARIFY, MODIFY, AND ADD TO THE ORIGINAL REQUEST FOR QUOTATION SPECIFICATIONS, PER THE ATTACHED DOCUMENTATION.						
QUESTION PERIOD: QUESTIONS PERTAINING TO THIS PROJECT WILL BE ACCEPTED UNTIL 3/9/2009; 2:00 PM - EMAIL TO: JOHN.H.ABBOTT@WV.GOV						
0001	1	LS		031-06		
HVAC & ELECTRICAL INSTALLATION						
***** THIS IS THE END OF RFQ ADJ09003 ***** 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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

Addendum #1 – 27 February 2009

Prepared / Submitted By: Michael J. Beckner
Facilities Manager

RFQ Number: ADJ9003

West Virginia Air National Guard Facility at Martinsburg, West Virginia

RECEIVED

2009 MAR -3 AM 11:05

WV PURCHASING
DIVISION

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents.

**ATTACH THIS ADDENDUM TO THE FRONT COVER OF THE PROJECT MANUAL AND
ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM.**

CLARIFICATIONS/GENERAL COMMENTS:

Bidding Procedures

- a. All Contractors submitting a bid are required to procure a bid packet from the State of West Virginia - Purchasing Division that contains specific instructions for submitting a bid. Contact Mr. John Abbott at State Purchasing for more information.
- b. Prevailing building and construction wage rates apply to this project.
- c. Any and all questions pertaining to this project must be addressed through John Abbott during the bidding phase. John Abbott's phone number is (304)558-2544.

Pre-bid Conference

- a. A list of those attending the Pre-bid Conference is included in this addendum (Copy attached).
- b. Contractors were given the opportunity to inspect the existing facility building systems.

Comments during Pre-Bid Meeting Minutes

- a. To arrange additional site visits please contact Mr. David Ferree at 304-201-3894/3890
- b. Once the successful vendor has been selected Lt. Col Rodney E. Neely, Base Civil Engineer (BCE), (304)616-5198 or Major Paul A. Henry, Deputy Base Civil Engineer (DBCE), 304-616-5233 are the Owner's Representative's. Michael J. Beckner will be primary point of contact for administrative questions and applications for payment. Phone: 304_561_6333 Fax: 304_561_6344 Address: WV State Armory Board Attn: Michael J. Beckner, 1707 Coonskin Drive, Charleston, WV 25311
- c. The bid opening is 12 March 2009.
- d. Contractors conducted an on-site survey during pre-bid visit.

Modifications to contract bid

- a. Smoke sensors will need to be added into new duct work and connected into existing fire alarm system. Per NFPA regulations / requirements.
- b. Remove the ten foot section of unused duct work. (Make up air duct, vented to the outside). Seal duct voids in walls and soffit to prevent exposure.
- c. Remove 3 foot section of duct previously used as exhaust located directly over the room doorway and seal void at the supply main duct with rivets and sheet metal.
- d. Contractor shall be responsible for the placement of the concrete pad for the considering unit.
- e. Suspended Ceiling installation in the DTTP room will be included into the base bid. The suspended ceiling grid shall accommodate the proposed lighting fixtures described earlier in the specifications. Ceiling will be located at the same location as the existing perimeter ceiling tile. There is currently an existing perimeter grid section that can be utilized to pin point the new suspended ceiling location. Prior to installation the existing wall perimeter ceiling grid will be removed and disposed of.
- f. Room lighting will be connected to a single switch surface mounted and located near the entryway door. Precise location TBD by owner.
- g. Public announcement system speaker will be remounted into the suspended ceiling. Location TBD by owner.
- h. Existing emergency lights can be removed and disposed.
- i. Masonry walls shall have surface laid raceways color to match walls.
- j. Floor coving for the space will be added into the base bid. Vinyl Composition Tile (VCT) Tile will be Armstrong, Imperial Texture Standard EXCELON or equal and a matching cove base. Tile and cove base color to be selected by owner after bid selection.

END OF ADDENDUM

SIGN IN SHEET

Request for Proposal No. ADJ 7003

PLEASE PRINT

Date: 26 Feb 07

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Comfort Zone Heating & Cooling, Inc</u>	<u>18602 Old Valley Pike</u>	PHONE <u>540-459-1799</u>
Rep: <u>Aaron Baker</u>	<u>Edinburg VA 22824</u>	TOLL FREE
Email Address: <u>comfzzoneheat@air@yahoo.com</u>		FAX <u>540-459-7465</u>
Company: <u>JA Gorman Inc</u>	<u>5521 Tabbec Sta Rd</u>	PHONE <u>304-260-0935</u>
Rep: <u>Pat Mesich</u>	<u>Inwood, WV 25425</u>	TOLL FREE <u>304-2</u>
Email Address: <u>engpatack@aol.com</u>		FAX <u>304-260-0953</u>
Company: <u>ALLIANCE ELECTRIC, LLC</u>	<u>401 ALBERT ST.</u>	PHONE <u>304-262-9884</u>
Rep: <u>CURTIS R. KIMBLE</u>	<u>MARTINSBURG, WV 25404</u>	TOLL FREE
Email Address: <u>CRKIMBLE@ALLIANCEELECTRIC.NET</u>		FAX <u>304-262-9888</u>
Company: <u>Daniels Elec/HVAC</u>	<u>P.O. Box 3426</u>	PHONE <u>304-344-1113</u>
Rep: <u>Frank Roush</u>	<u>Chas. W. Va. 25334</u>	TOLL FREE
Email Address: <u>Frame 333@aol.com</u>		FAX <u>304-344-1146</u>
Company: <u>Cumberland Valley Heating & AC</u>	<u>11005 Bower Ave</u>	PHONE <u>301-739-3830</u>
Rep: <u>Jeff Short / Glenn Kager</u>	<u>Hagerstown, Md 21740</u>	TOLL FREE
Email Address: <u>cvjshort@mgactv.net</u>		FAX <u>301-582-0580</u>

Date: 26 Feb 07

SIGN IN SHEET

PLEASE PRINT

Request for Proposal No. ADS 9003

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>TODD ELECTRIC</u>	<u>97 EDMOND RD</u>	PHONE <u>304 288 793</u>
Rep: <u>SCOTT TODD</u>	<u>KEARNEYVILLE WV</u>	TOLL FREE <u>304</u>
Email Address: <u>TODDELECTRIC@CFLINK.NET</u>	<u>05470</u>	FAX <u>725-7092</u>
Company: <u>Wycliffe Enterprises Inc.</u>	<u>4211 Maryland Ct.</u>	PHONE <u>540-335-3423</u>
Rep: <u>Charlie Drummond</u>	<u>Middleton, MO. 21769</u>	TOLL FREE
Email Address: <u>cdrummond@wycliffeinc.com</u>		FAX <u>304-263-2479</u>
Company: <u>WVAEPG</u>	<u>1707 Cearskin Dr</u>	PHONE <u>304-561-6332</u>
Rep: <u>Michael Beckner</u>	<u>Charleston, W. Va</u>	TOLL FREE
Email Address: <u>Michael.Beckner@w.v.a.gs.gov</u>		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX