



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
 DEFK9008

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIV ENGINEERING & FACILITIES
 CAMP DAWSON ARMY TRAINING SITE
 240 ARMY ROAD
 KINGWOOD, WV
 26537-1077 304-329-4417

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 09/10/2008 | | | | |

BID OPENING DATE: 09/18/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|---|------------|--------|
| | | | | ADDENDUM #01 | | |
| | | | | THIS ADDENDUM IS ISSUED TO ANSWER VENDOR QUESTIONS, AND PROVIDE PRE-BID MEETING MINUTES HELD ON 9/2/08, PER THE ATTACHED. | | |
| 0001 | 1 | LS | | 968-20 | | |
| | | | | CONSTRUCTION OF A QUALIFICATION TRAINING RANGE | | |
| ***** THIS IS THE END OF RFQ DEFK9008 ***** 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

Pre-Bid Meeting Minutes

Contract DEFK9008

Modified Record Fire Range, Kingwood, WV

The following constitutes Pre-bid Meeting Minutes for DEFK9008, Modified Record Fire Range.

A pre-bid meeting was conducted at the site for the Modified Record Fire Range at 1300 hrs on 2 September 2008. During the pre-bid meeting, CPT Hodges welcomed those present for expressing interest in the subject project. Key Owner representatives were introduced and the following agenda items were covered:

1. ADMINISTRATIVE:

- a. All present contractors signed in.
- b. The project is a Federally funded, State administrated project.
- c. The user of the facility will be the West Virginia Army National Guard.
- d. The Administrator of the contract will be the Construction & Facilities Management Office, WVARNG.

2. INTRODUCTION:

- a. CPT Hodges outlined key personnel associated with the project and address for the office. LTC Lambert was identified as the Contracting Officer, CPT Hodges as the Administrative Contracting Officer, and 1SG Kenny Goodson as the Project Manager. Phone numbers and address were identified as follows:
 - i. Address
1703 Coonskin Drive
Charleston, WV 25311
 - ii. LTC Craig Lambert, CFMO
(304) 561-6345
Contracting Officer

- iii. CPT Rocky Hodges, Chief, Design & Construction
 rocky.hodges@wv.ngb.army.mil
 (304) 561-6451
 Administrative Contracting Officer
 - iv. Kenny Goodson, Project Manager
 Email: kenneth.goodson1@wv.ngb.army.mil
 561-6654 (o) 561-6458 (fax)
 Contracting Officer Technical Representative
 - v. MAJ Mike Beckner, Facilities Manager
 561-6333
 - vi. COL Gary Blackhurst, Environmental Program Management Officer
 561-6445
- b. The Contractors are required to submit only one proposal to the Purchasing Division for bidding. A duplicate copy is no longer needed for the Auditors Office. CPT Hodges outlined procedure for submission of questions. The contactor must submit any questions to Mr. Abbott, who will distribute for resolution. Direct discussion is **not** authorized with the Engineer, the Facilities Engineer, or the Project Manager. CPT Hodges noted that State Wage Rates applies for this project. Bid Opening is set for 18 Sept 2008. CPT Hodges provided Mr. Abbotts email, office and fax number. john.h.abbott@wv.gov, (304) 558-2544 (o); (304) 558-4115 (f).
3. CPT Hodges outlined the relationship between the Federal Government and the State Government for funding of the project. Because of this funding relationship, the Contractor includes certain federal acquisitions requirements. The Contractors were encouraged to review and understand General Provision specifications of the Contract.
 4. CPT Hodges discussed security, work hours, access to the site, and temporary facilities. The Contractor will have access to the site from 0700 to 1800 hrs, Monday to Friday. If work hours must be modified, these will be approved on a case-by-case via the Project Manager (K. Goodson) and the Engineer of Record. Contractor is required to provide to the Project Manager, a listing of personnel, which will be gaining access to the site. (**Section 01310-1.4.K**) Superintendence: In accordance with Contract documents, the Contractor must maintain full-time, active superintendent on the job. Regarding temporary Facilities, job trailer, equipment and material storage is located adjacent to entrance to the POV parking lot.
 5. CPT Hodges discussed liquidated damages and duration of construction. Liquidated Damages is \$1,250 per day plus one time fixed cost of \$1,150 for Staff Judge Advocate Review. Duration of the contract is 365 days from the NTP.
 6. CPT Hodges discussed the role of the Architect during construction. The Architect will provide recommendations for actions regarding progress payments, change orders, and acceptance of work.

7. CPT Hodges also outlined project administrative procedures and encouraged the contractors to review various specifications to include but not limited to spec section Project Coordination (Correspondence) – Section 1040; Meetings – Section 01200; SUBMITTALS – 01300 and Pay Application – 1027.

a. **SCOPE OF EARTH WORK**

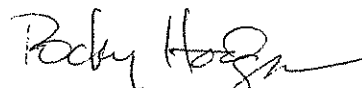
- i. Reviewed the scope of work for subject project:
- ii. Insurance Certificates/Bonds
 - (1) General insurance/bonds from prime contractor are due prior to NTP. Copies to be provided to CFMO. For the subcontractors, copies of insurance due prior to start of work.
- iii. Environmental Issues/comments
 - (1) On-site Burning: Need Proper Permits
 - (2) Spills of fuels: The Contractor must notify the Owner of any fuel spills as soon as possible.
 - (3) Reporting Procedure: Review the Specification for formatting and procedures
- iv. Construction Storm Water Permit
- v. Sediment Erosion Control Measures
 - (1) Need copies of inspections made by DEP
 - (a) Silt Fence must be maintained throughout project

12. The meeting was opened for Questions by the Contractors.

1. Drop Dead Date for Addendum Question to Purchasing? *5 Sep 08*
2. When do the contract days begin? *From the issuance of the NTP from the Owner is when the contract 365 calendar days begin.*
3. Will escalation costs be compensated? *No*

13. CPT Hodges closed the meeting and thanked the Contractors for their interest in the project. CPT Hodges outlined that the meeting notes will be published through state purchasing, along with clarifications to contract documents. Any questions will be addressed through an Addendum released after the question period has closed. It was also stressed that any further questions between now and bid award must be directed to John Abbott at State Purchasing.

Prepared by:



ROCKY HODGES
CPT, EN
Branch Chief, Design & Construction

ATTACHMENTS:

- 1: PRE-BID CONFERENCE SIGN IN SHEET

WEST VIRGINIA ARMY NATIONAL GUARD
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE
1703 Coonskin Drive
Charleston, West Virginia, 25311-1085

FMO-OTR-03

10 September 2008

West Virginia Department of Administration
Purchasing Division
Attn.: Mr. John Abbott
PO Box 50130
Charleston, WV 25305-0130

Subject: Pre-Bid questions, DEFK9008, Modified Record Fire Range, Kingwood, WV

1. The successful contractor is to submit/apply for the WV DEP-NPDES permit. Who is to carry costs for the following:
 - a. Potential engineering/calculations with the application?
 - b. Potential modifications made by DEP including engineering and construction costs?
 - c. The application fees to acquire the permit?

ANSWER: Per the General Provisions 13, pg GP-8, "The contractor is responsible to obtain all licenses and permits required for the prosecution of the work..."

2. Will a CADD CD be provided for layout and elevations?

ANSWER: Yes

3. Please provide soil borings along new road.

ANSWER: All Soil Borings that was conducted is in appendix #2, Section 31 of the specifications.

4. If the alternates are not accepted what happens to the electrical and data runs?

ANSWER: All Electrical and Communication conduit and wire to the Alternates if not accepted will be placed within 5 feet of the proposed structure.

If you have any questions or need additional information contact me at (304) 561-6451.

Sincerely,


ROCKY HODGES
CPT, EN, WVARNG
Branch Chief, Design and Construction

SIGN IN SHEET

PLEASE PRINT

DEFK 9008

PRE-BID SIGN-IN SHEET- PLEASE LEAVE A BUSINESS CARD -

| FIRM & REPRESENTATIVE NAME | MAILING ADDRESS | TELEPHONE & FAX NUMBERS |
|---|-------------------------------|--------------------------------|
| Company: <u>Wolke's Excavating</u> | <u>Rt 1 Box 97 Tinsme/ham</u> | PHONE <u>304-672-5656</u> |
| Rep: <u>Alex E. Wolfe</u> | <u>WV, 26444</u> | TOLL FREE |
| Email Address: | | FAX: |
| Company: <u>Langan G-L Corp</u> | <u>Rt 1 Box 84</u> | PHONE <u>304-738-3300</u> |
| Rep: <u>Steve Langan</u> | <u>Cumberland St East</u> | TOLL FREE |
| Email Address: <u>stevelangan@langanccorp.com</u> | <u>Wiley Ford Dr 26767</u> | FAX <u>304-738-3384</u> |
| Company: <u>Ground Breakers Inc</u> | <u>P.O. Box 1227</u> | PHONE <u>(304) 622-2400</u> |
| Rep: <u>Chris Wolfe</u> | <u>Clarksburg WV. 26302</u> | TOLL FREE |
| Email Address: <u>cmw@f73@yahoo.com</u> | | FAX <u>(304) 622-2410</u> |
| Company: <u>MANHEIM CORP.</u> | <u>2025 GREENTREE RD</u> | PHONE <u>412-306-0534</u> |
| Rep: <u>JEFF MAUZY</u> | <u>PITTSBURGH PA 15220</u> | TOLL FREE |
| Email Address: <u>jmauze@manheimcorp.com</u> | | FAX <u>304-329-3714</u> |
| Company: <u>Poele Dnc.</u> | <u>467 Louie's Run Rd</u> | PHONE <u>cell 412 370-0017</u> |
| Rep: <u>Michael G. Wolford</u> | <u>Pitts. PA</u> | TOLL FREE |
| Email Address: | | FREE <u>412 306 6767</u> |
| | | FAX |

SIGN IN SHEET

PLEASE PRINT

PRE-BID SIGN-IN SHEET - PLEASE LEAVE A BUSINESS CARD -

| FIRM & REPRESENTATIVE NAME | MAILING ADDRESS | TELEPHONE & FAX NUMBERS |
|---|----------------------------|---------------------------|
| Company: <u>Master Service Mid Atlantic</u> | <u>1403 Livingston Ave</u> | PHONE <u>304 636 8170</u> |
| Rep: <u>Pat Smith</u> | <u>ELAINS WAY 26241</u> | TOLL FREE |
| Email Address: <u>pat.smith@verizon.net</u> | | FAX <u>304 636 8206</u> |
| Company: | | PHONE |
| Rep: | | TOLL FREE |
| Email Address: | | FAX |
| Company: | | PHONE |
| Rep: | | TOLL FREE |
| Email Address: | | FAX |
| Company: | | PHONE |
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