



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
DEFK9009

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
09/11/2008				

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 ADD AND MODIFY THE ORIGINAL REQUEST FOR QUOTATION SPECIFICATIONS, AND CLARIFY AND ANSWER VENDOR QUESTIONS, PER THE ATTACHED DOCUMENTATION.		
0001	1	LS		910-36		
				HVAC ALTERATIONS		
***** THIS IS THE END OF RFQ DEFK9009 ***** 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."

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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 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



ARCHITECTS & ENGINEERS

September 10, 2008

## ADDENDUM NO. 1

RE: Regional Training Institute - HVAC Alterations  
 West Virginia Army National Guard  
 Camp Dawson  
 Kingwood, West Virginia  
 Architect's Project No. 0841

TO: Prospective Bidders

FROM: ZMM, Inc. Architects And Engineers

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.**

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Minutes For Pre-Bid Meeting conducted 1330 hrs. 9 September 2008 are attached to this Addendum.

Pre-Bid Meeting Sign-In Sheets are attached to this Addendum.

### CHANGES TO SPECIFICATIONS:

1. Section 15950 – Testing, Adjusting, And Balancing: Make the following revisions:
  - A. Add Subparagraph 1.4.F to read: EEC Environmental Engineering Consultants.
  - B. ADD to end of Sentence 1.6.A.1 as follows: "or EEC".
  - C. ADD to Sentence 1.6.A.2 immediately following NEBB as follows: "or EEC".

<i>Attachments:</i>	<i>Minutes For Pre-Bid Meeting 1330 hrs. 9 September 2008:</i>	<i>4 pages</i>
	<i>Pre-Bid Meeting Sign-In Sheets</i>	<i>2 pages</i>

**End Of Addendum**

**ADDENDUM No. 1**

**Page 1 of 1**

Re: Pre-Bid Meeting; Center for RTI HVAC Alterations

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The following constitutes Pre-bid Meeting Minutes for DEFK 9009 RTI HVAC Alterations.

The Pre-Bid Meeting was conducted at 1330hrs 9 September 2008, CPT Franklin welcomed those present for expressing interest in the subject project. Key Owner representatives signed in. The following agenda items were covered:

- 1. ADMINISTRATIVE:** CPT Franklin.
  - a. The Pre-bid meeting for the subject contract at 1330 hrs, 9 September 2008, at the Kingwood AFRC then to the Camp Dawson RTI.
  - b. Mandatory pre-bid attendance - Sign-In
  - c. Funding: Federally funded, State administrated project.
  - d. User: West Virginia Army National Guard
  - e. Administrator: Construction & Facilities Management Office, WVARNG

**2. INTRODUCTION:** CPT FRANKLIN

- a. **C&FMO:**
  - i. Address  
1703 Coonskin Drive  
Charleston, WV 25311
  - ii. BG Melvin Burch, CFMO  
(304) 561-6450  
Contracting Officer
  - iii. LTC Craig Lambert  
Craig.lambert@wv.ngb.army.mil  
(304) 561-6453  
Administrative Contracting Officer
  - iv. LTC William Suver, Project Manager  
Email: bill.suver@wv.ngb.army.mil  
561-6454 (o) 561-6458 (fax)

- b. **DIVISION OF PURCHASING:** **PURCHASING REPRESENTATIVE**  
 i. Mr. John Abbott  
 (304) 558-2544  
 (304) 558-4115 (f)

- c. **DESIGNER OF RECORD:**  
 i. Address:  
 ZMM  
 222 Lee Street West  
 Charleston, WV 25302  
 Robert Doeffinger, Bob Groom, Michael Abernethy  
 (304) 342-0159  
 (304) 345-8144 (f)

3. **BIDDING ISSUE** **CPT FRANKLIN**  
 a. Questions must be submitted to Purchasing Division, attention Mr. John Abbott.  
 b. Direct discussion is **not** authorized with the Engineer, the Facilities Engineer, or the Project Manager.  
 c. State Wage Rates Applies  
 d. Bid Opening is 18 September 2008.  
 e. Contract Length: stipulated by bidder on bid form.
4. **WORK HOURS/ ACCESS TO THE SITE/TEMPORARY FACILITIES** **CPT FRANKLIN**  
 a. The Contractor will have access to the site as scheduled with Camp Dawson Post Engineering and Post Operations. Post full-time staff is available Monday – Friday 0730 – 1600 hrs. If work hours must be modified, these will be approved on a case-by-case via the Project Manager and the Post Engineer.  
 b. Contractor is required to provide to the Project Manager and Post Engineer, a listing of personnel, vehicles, equipment, and deliveries NLT 48 hours prior to requirement of contractor site access. **(Section 01310-1.4.K) Personnel change updates must be submitted ASAP. Failure to comply with submission of personnel, vehicles, deliveries, and equipment will make all subject to rejection of access to Camp Dawson by Post Security.**  
 c. Superintendence: In accordance with Contract documents, the Contractor must maintain full-time, active superintendent on the job.  
 d. Temporary Facilities: Temporary construction trailers must be coordinated with Post Engineering and Post Operations. There will be no provided accommodations on site.

**5. LIQUIDATED DAMAGES****ZMM****a. Liquidated Damages**

- i. Liquidated Damages per the contract documents \$500.00/day.

**6. SAFETY****CPT FRANKLIN**

- a. All construction activities will be in conjunction with OHSA, Safety and Health Requirements Manual (US Army Corps of Engineers). As noted, the Army safety and health standards mirror OHSA. All construction activities on site will be a hardhat area and marked as such.
- b. Areas will have personnel moving about and through main access areas. Contractor must be able to make site accessible under most circumstances. When this is not a viable option due to safety concerns, access to the site will be restricted and controlled by the Contractor. A visitor's sign-in and hardhats to be made available for personnel visiting site.
- c. Temporary fueling operations: Any temporary fueling operation will be maintained in accordance with OHSA and WV Fire Marshall Standards to included secondary containment, fire extinguishers, and spill control.
- d. Cleanup required daily by each perspective sub and General Contractor: No open dumps of construction materials. Remove surplus soil material, unsuitable topsoil, obstructions, demolished materials, and waste materials including trash and debris, and legally dispose of them off Owner's property. Crushed pavement, gravel and clean soil may be given to nearby landowners with written approval from the C&FMO.

**7. SUPERVISION OF WORK****CPT FRANKLIN**

- a. Engineer of Record will have the responsibility for the observation of Contractor's quality of work. The Engineer of Record will provide recommendations for actions regarding progress payments, change orders, and acceptance of work.

**8. ASPECTS OF CONTRACT****CPT FRANKLIN**

- a. Project Coordination (Correspondence) – Per contract documents
- b. Meetings – Per contract documents
- c. Submittals – Per contract documents

**9. SUBSTITUTIONS****ZMM**

- a. Specified in contract documents.

**10. SUMMARY OF WORK****ZMM****a. PROJECT Description**

- i. Work will be constructed under a single prime contractor and approved sub-contractors.
- ii. Contractor shall have limited use of premises for construction operations, subject to limitations and requirements of the West Virginia Army National Guard.
- iii. Contractor is responsible for keeping driveways and entrances serving the premises clear and available for the Owner's use.
- iv. Reviewed Summary of Work from Contract Documents.

**11. QUESTIONS AND ANSWERS****CPT FRANKLIN**

- a. Question was asked about the type of roof for penetrations: Answer: Carlisle Roof installed be Kalkreuth Roofing, 41 40<sup>th</sup> Street, Wheeling, WV 26003, 304-232-8540, Fax 304-232-8552.
- b. Question was asked about the type of building control system. Answer given that the RTI Building Control System is an "Andover" system.
- c. Statement from CPT Franklin: Due to short nature of bidding, plans will be available at Camp Dawson Post Engineering for viewing. Contractors must coordinate by calling 304.791.4478/4540/4333 at Post Engineering to arrange for viewing of plans. Plans will remain on site and unmarked.
- d. Statement from Bob Doeffinger of ZMM: Plans are available at ZMM's home office in Charleston, WV.

12. The meeting was moved from the AFRC to the RTI. All contractors were invited to tour the facility. A tour was conducted and adjourned at approximately 15:00hrs.

**13. CLOSING COMMENTS****CPT FRANKLIN**

Meeting notes will be published through state purchasing, along with clarifications to contract documents. It was also stressed that any further questions between now and bid award must be directed to John Abbott at State Purchasing.

**END MEETING MINUTES**

RTI - CAMP DAWSON - HVAC ALTERATIONS  
PRE-BID MEETING SIGN-IN SHEET  
SEPTEMBER 9, 2008 - 1:30 PM

1/2 7

PLEASE PRINT

NAME: F.R. RUB ROEDER-HILL  
FIRM: Camp Dawson  
ADDRESS: 240 Army RD  
Kingwood, WV 26537  
PHONE: 304-791-4120 FAX: 791-4462

NAME: Sam Richards  
FIRM: Camp Dawson Post Maint  
ADDRESS: 240 Army Road  
Kingwood WV 26537  
PHONE: 304-791-4120 FAX: 791-4462

NAME: Michael Wolford  
FIRM: Poerio Inc.  
ADDRESS: 467 Lowries Run Rd.  
Pitts. PA.  
PHONE: 412 366 6767 FAX: 412 366 1404

NAME: LANCE HAGER  
FIRM: Rock Branch Mechanical  
ADDRESS: 132 HARRIS DRIVE  
Poca, WV 25159  
PHONE: 304-755-0373 FAX: 755-5270

NAME: Jim JACKSON  
FIRM: STUART MCMURRY  
ADDRESS: P.O. Box 2428. 137 North Sixth Street  
CLARKSBURG WV 26302  
PHONE: 304-623-6666 FAX: 304 623-4646

PLEASE PRINT

NAME: Barry Justice  
FIRM: Casto Technical Services  
ADDRESS: 540 Leon Sullivan Way  
Charleston WV 25322  
PHONE: 304-346-0549 FAX: 304 346 8920

B&A  
NAME: Bob AYERSMAN  
FIRM: Bruce Heating & Cooling  
ADDRESS: Rt 1 Box 500  
Rowlesburg WV 26425  
PHONE: 304-454-9714 FAX: 304-454-9716

NAME: RANDY ROGERS  
FIRM: MURRAY SHEET METAL CO.  
ADDRESS: 3112 SEVENTH ST.  
PARKERSBURG, WV 26104  
PHONE: 304-422-5431 FAX: 304-428-4623

NAME: JEFF MAUZY  
FIRM: MANHEIM CORP  
ADDRESS: 2025 GREENTREE RD  
PITTSBURGH, PA 15220  
PHONE: 412-306-0534 FAX: 412 306 5355

NAME: CPT Jeff Franklin  
FIRM: QWARRANTY - TSC - Post Engineers  
ADDRESS: 240 Army RD  
Kingwood, WV 26519  
PHONE: 304-791-4333 FAX: \_\_\_\_\_



RTI - CAMP DAWSON - HVAC ALTERATIONS  
PRE-BID MEETING SIGN-IN SHEET  
SEPTEMBER 9, 2008 - 1:30 PM

PLEASE PRINT

NAME: Steve Langan  
FIRM: Langan General Contracting Corp  
ADDRESS: Route 1 Box 84 Cumberland St  
East, Wiley Ford WV 26767  
PHONE: 304-738-3300 FAX: 304-738-3384

NAME: Joe Parks  
FIRM: JB Mechanical Inc.  
ADDRESS: 1071 Arthur St  
Bethel PA 15102  
PHONE: 412-341-0781 FAX: 412-341-0527

NAME: Bob Doeflinger  
FIRM: ZMM  
ADDRESS: 222 Lee St. W.  
Charleston, WV  
PHONE: 304-342-0159 FAX: 304-345-8144

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