



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
DNR209084

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 804-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES
 LOST RIVER STATE PARK
 ATTN: PARK SUPERINTENDENT
 ROUTE 2, BOX 24
 MATHIAS, WV
 26812 897-5372

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/30/2009				

BID OPENING DATE: 02/10/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO:						
1. REPLACE THE ORIGINAL SPECIFICATIONS WITH THE ATTACHED REVISED SPECIFICATIONS.						
2. TO PROVIDE PRE-BID SIGN SHEET, QUESTIONS & ANSWERS RESULTING FROM THE PRE-BID MEETING HELD ON 01/13/09						
3. PROVIDE THE WEST VIRGINIA DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT. THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.						
4. TO CHANGE THE BID OPENING DATE AND TIME TO: BID OPENING DATE: 02/10/09 BID OPENING TIME: 1:30 PM						
0001	1	LS		031-06		
AIR CONDITIONING AND HEATING, CENTRAL UNITS						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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 workplace policy in compliance with the West Virginia Alcohol 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



State of West Virginia
 Department of Administration
 Purchasing Division
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DNR209084 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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STATE OF WEST VIRGINIA
PURCHASING CONTINUATION SHEET

BUYER:	PAGE	Req. or PO#
		DNR209084

VENDOR _____

Spending Unit:
DNR -

Item No:	Quantity	Description	Unit Price	Amount
1	7	Replacement of existing oil furnace units with new oil furnace units in cabin numbers 15, 16, 17, 18, 20, 22, and 23. The following equipment is to be installed in each cabin: Lennox Elite Series 023, 7400 BTU, 83% AFUE oil furnace or equal. Unit must have a lifetime warranty on heat exchanger with a minimum five (5) year warranty on remaining covered components.		
2	9	Installation of air conditioning units in cabin numbers 14, 15, 16, 17, 18, 20, 22, 23 and 25. The following equipment is to be installed in each cabin: Lennox Merit Series 14ACX, 1 5 ton, 14 SEER air conditioner or equal. Unit must have a five(5) year warranty on compressor with a five (5) year warranty on remaining covered components.		
3	9	Lennox Model C33 coil or equal		
4	2	Installation of air conditioning units in cabin numbers 7 and 26 The following equipment is to be installed in each cabin: Lennox Merit Series 14ACX 2 5 ton unit or equal Unit must have a five(5) year warranty on compressor with a five (5) year warranty on remaining covered components.		
5	2	Lennox Model C33 coil or equal.		
6	11	Installation of thermostats in cabins 7, 14, 15, 16, 17, 18, 20, 22, 23, 25, and 26. The following equipment is to be installed in each cabin: Lennox ComfortSense 3000 Series non-programmable or equal		
7	8	Cabins # 15,16,17,18,20,22,23,26 Installation of air filter racks		
8	1	Cabin #25 Relocation of existing furnace to allow proper clearances for A/C and install air filter rack		
		The scope of work includes the complete removal and disposal of all existing oil furnace units; installation and testing of new oil heat furnace units and air conditioning units; modifications to existing ductwork to achieve proper air flow, all grills/diffusers to have dampers West Virginia Building prevailing wage rates must be paid for Hardy County, West Virginia (http://www.wvsos.com/adlaw/wagerates/building/building08/hardy.pdf).		

ALL WORK MUST BE SCHEDULED THROUGH THE LOST
RIVER STATE PARK MAIN OFFICE (304-897-5372) TO
ACCOMMODATE CABIN RENTALS.

TOTAL THIS PAGE

Page 1 of 1

Date: SAN 13 2009

SIGN IN SHEET

PLEASE PRINT

Request for Proposal No.

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Person Technical Services</u>	<u>302 Spruce st.</u>	PHONE <u>304-722-1810</u>
Rep: <u>Lewis Angus</u>	<u>SAINT ALBANS</u>	TOLL FREE
Email Address: <u>Lewis.Angus@PTSWV.COM</u>	<u>WV 25177</u>	FAX <u>304-722-1846</u>
Company: <u>Mar-Air Heating A/c & Refrigeration</u>	<u>HC 32 Box 4</u>	PHONE <u>304 358-2284</u>
Rep: <u>ROBERT Morford</u>	<u>UPPER TRACT W.V. 26866</u>	TOLL FREE
Email Address: <u>MORFORD@WILDBLUE.NET</u>		FAX <u>304 358-2284</u>
Company: <u>L. Scott Ltd. Co.</u>	<u>HC 33 Box 922</u>	PHONE <u>304-257-7112</u>
Rep: <u>Lassy Scott</u>	<u>Petersburg, WV</u>	TOLL FREE
Email Address: <u>Lscottt54@Citilink.net</u>	<u>26847</u>	FAX <u>304-257-1324</u>
Company: <u>Rich's Ref.</u>	<u>1151 Airport Rd</u>	PHONE <u>304-765-5833</u>
Rep: <u>Shane Oney</u>	<u>Sutton WV. 26601</u>	TOLL FREE
Email Address: <u>ONEY@RichsAC.COM</u>		FAX <u>304-765-2063</u>
Company: <u>BWA Heating @ Cooling LLC</u>	<u>RT 1 Box 500</u>	PHONE <u>304-454-9714</u>
Rep: <u>Bob AYERSMURK</u>	<u>Petersburg w.v. 26425</u>	TOLL FREE
Email Address: <u>BWA Heating @ Yahoo.com</u>		FAX <u>304-454-9716</u>
		Cell <u>304-890-2895</u>

**Pre-bid Meeting Minutes For Installation Of New Furnaces And Air Conditioning
In Modern Cabins At Lost River State Park
January 13, 2009 10:00 a.m.**

-At 10:00 A.M. the meeting began. Five vendors were present. Also present was Dee Taylor, Mike Foster, and Russ Fritz. The vendors signed in on the sign in sheet. Larry Scott, one of the vendors, signed in then departed after reviewing the bid package stating cordially that he didn't do air conditioning. Questions and answers were as follows:

1. What length of flex duct work do you want to use? 6ft maximum
2. Do you want to keep your old diffusers (vent covers)? All vent covers must be the same in each cabin. If old are good then reuse. No rusty or broken ones to be reused. We don't want white diffusers. We want the clay colored ones.
3. Do we have to get rid of all of the current furnaces, etc.? Yes. The contractor is responsible for all clean up and disposal of trash. Trash is not to be put in LRSP dumpster.
4. Russ requested an airflow test for each style of cabin following installation to meet manufacture standards.
5. What about the scheduling of cabins verses the time and when can we work on them? Dee said that we will work with you the best that we can.
6. Are gas furnace units coming out? No. Existing gas units will remain.
7. Are your #2 heating oil tanks safe? Yes
8. Which cabins need complete duct work replacement? Cabins #7, 14, 15, 16, 17, 18, 20, 22, and 23. Cabins #25 and 26 need changes at the furnace only to accept HVAC modification.
9. How will payments to the vendor be made? Lump sum? Call Frank Whittaker. Russ read payment may possibly lump sum. Dee explained that in the past equipment would be paid for and then later services were paid for.
10. Will we have storage? No. We recommend that the contractor supply a trailer or a truck.
11. May we bring a storage trailer? Yes. It would need to be stored away from the cabins on the weekends.

This concludes the pre-bid meeting minutes.

After the meeting the vendors were escorted to cabin #7. The following questions were asked.

1. Will we replace the vents? We want all vents the same in each cabin. Refer to item # 2 above.
2. Russ stated that cabins 7 and 26 require 2.5 ton units. One vendor suggested a 2 ton unit for cabin #7. The agency will require that a 2.5 ton unit be used.
3. Russ stated that the vendors are responsible for any electrical work needed during the alterations.
4. Do we have access under the cabins? Yes, there is a crawl space.
5. Can we use a central return? Yes. Return lines can be added if needed.
6. Are crawl spaces too tight? No. Most are not less than 2 ft.
7. Can we have floor returns? We don't want them in the middle of the floor but yes.
8. Do we patch the wall in places that vents are removed, etc? No. Leave abandoned vents in place but seal duct work up.
9. Do we use metal duct or flex hose under the cabins? Metal duct

The vendors were then escorted to cabin #15 and explained that cabins # 14, 16, 17, 18, 20, 22, and 23 are set up the same and offered to take them to these other cabins. They said viewing the one alike cabin was fine.

1. Will you put on new roof vents? No.
2. It was stated that LRSP will provide concrete blocks for the air units to rest on and the contractor would provide the plastic pad for the unit to rest on.

We then drove to cabin #25 and #26. Asked if there are any other questions.



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

STATE OF WEST VIRGINIA,

COUNTY OF _____, TO-WIT:

I, _____, after being first duly sworn, depose and state as follows:

- 1. I am an employee of _____; and,
(Company Name)
- 2. I do hereby attest that _____
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code** §21-1D-5.

The above statements are sworn to under the penalty of perjury.

(Company Name)

By: _____

Title: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____.

By Commission expires _____

(Seal)

(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.