



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
GSD086424

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 1
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 304-558-3517

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/27/2008				

BID OPENING DATE: 09/10/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				THIS ADDENDUM IS ISSUED TO ANSWER ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE 08/15/2008 DEADLINE AND TO ADD MAPS OF THE RESTROOM LOCATIONS.		
				BID OPENING DATE REMAINS: 09/10/2008 BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 2 *****		
0001	1	LS		906-07		
				A/E SERVICES TO DESIGN BLDG#1 RESTROOM RENOVATIONS		
				***** THIS IS THE END OF RFQ GSD086424 ***** 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

EOI#GSD086424 BLDG#1 RESTROOM RENOVATIONS DESIGN

Technical Questions & Answers

From the Pre-Bid Meeting

Question#1: Will lighting be included in the design?

Answer#1: Yes, the lighting must be compatible with the original design intent of the rest rooms or be subtly hidden.

Question#2: Are the restroom stall doors to be ADA compliant?

Answer#2: Yes. The restrooms must meet ADA requirements. Plumbing locations for stalls may need to change to accomplish this.

Question#3: Are the existing number of restroom fixtures adequate to meet code?

Answer#3: No, the first part of the project will be a design report to look at the number of fixtures required and locations to meet current building use and code requirements.

Question#4: What is the scheduled date for construction to begin?

Answer#4: Construction should be planned to begin in late April of 2009, after the legislative session is completed.

Question#5: Will construction be handled as one contract or multiple contracts?

Answer#5: The Capitol Building must remain in functional use year-round. This Agency envisions a single, multi-phase construction contract to allow an acceptable number of restroom to remain in use at any given time.

Question#6: Would it be necessary to shift construction hours to other than normal business hours?

Answer#6: No, this should not be necessary. The Capitol Building is normally open from 7 AM to 7 PM. If necessary, arrangements can be made to work extended hours if noise, dirt or access are a problem.

Question#7: Can the Firm rely upon the Owner for As-built drawings and up-to-date room configurations?

Answer#7: No. While the State can provide background drawings, the Firm should field verify all dimensions and layouts as part of their scope of work.

Question#8: To what extent will piping need done?

Answer#8: Chases and main lines may need to be replaced due to their age and condition. These should be examined and a determination made as part of the design report. No chase was open for view at the time of the pre-bid meeting.

Question#9: Is there a concern of hazardous materials being encountered as part of the project?

Answer#9: The concern about hazardous materials is always present, however due to the age of the building it is not likely that these will be encountered.

Question#10: In reference to the handout, are the "Not Historic" restrooms covered under the contract?

Answer#10: Yes.

Question#11: Is there no HVAC work involved in the project?

Answer#11: There will be a limited amount of HVAC work including, but not necessarily limited to, determining adequate CFM for air flow in the restrooms, cleaning of ductwork, replacing diffusers, HVAC tie-ins, etc. A separate HVAC project is underway to provide new air conditioning in portions of the Main Capitol building.

Question#12: Is it the intent of the Agency to have the project LEED certified?

Answer#12: No, but energy conservation should be a consideration.

Question#13: Will the project cover water fountains?

Answer#13: Maybe.

Question#14: Is there any one restroom whose materials are representative of those desired as part of the renovations?

Answer#14: No, note that since the Capitol building was built in three phases, the materials will vary slightly between the Main Unit and the two Wings.

Question#15: Is there currently a construction budget? Will there be one before construction? Is money an "issue"?

Answer#15: The successful firm will assist in determining the project budget with the Owner. Money is always an issue, but a 'reasonable' budget will be acceptable.

Question#16: Will the resultant RFQ for construction contain unit prices to cover unknowns?

Answer#16: The Agency recognized the likelihood that the RFQ will have a base bid and unit prices.

Question#17: Can there be an exploratory demolition?

Answer#17: Exploratory demolition is an allowable option.

Question#18: Does the Agency wish to have a consolidated design for all bathrooms, e.g., the East and West Wing bathrooms should be identical?

Answer#18: No. It is the intent of the Agency to renovate the bathrooms to match, as closely as possible, the original intent of the building. Given that, consolidated design is not necessarily foremost. However, materials matching between restrooms is a priority in the design work.

Question#19: Is there a restroom with lighting typical of the original design?

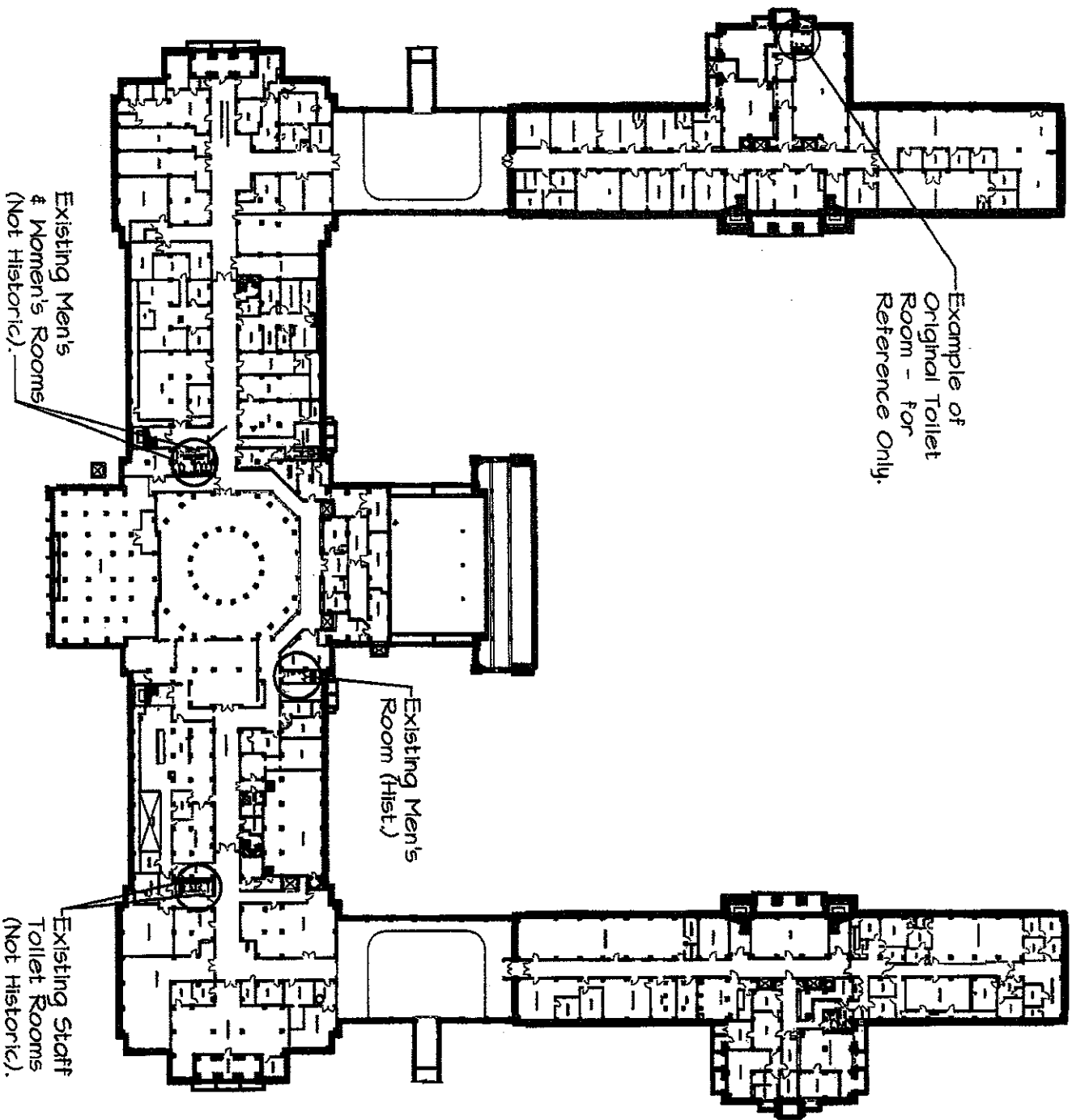
Answer#19: The restroom listed as Main Unit East Men's on the handout is likely typical.

Question#20: Are the paper towel dispensers in the restrooms contracted out as a service?

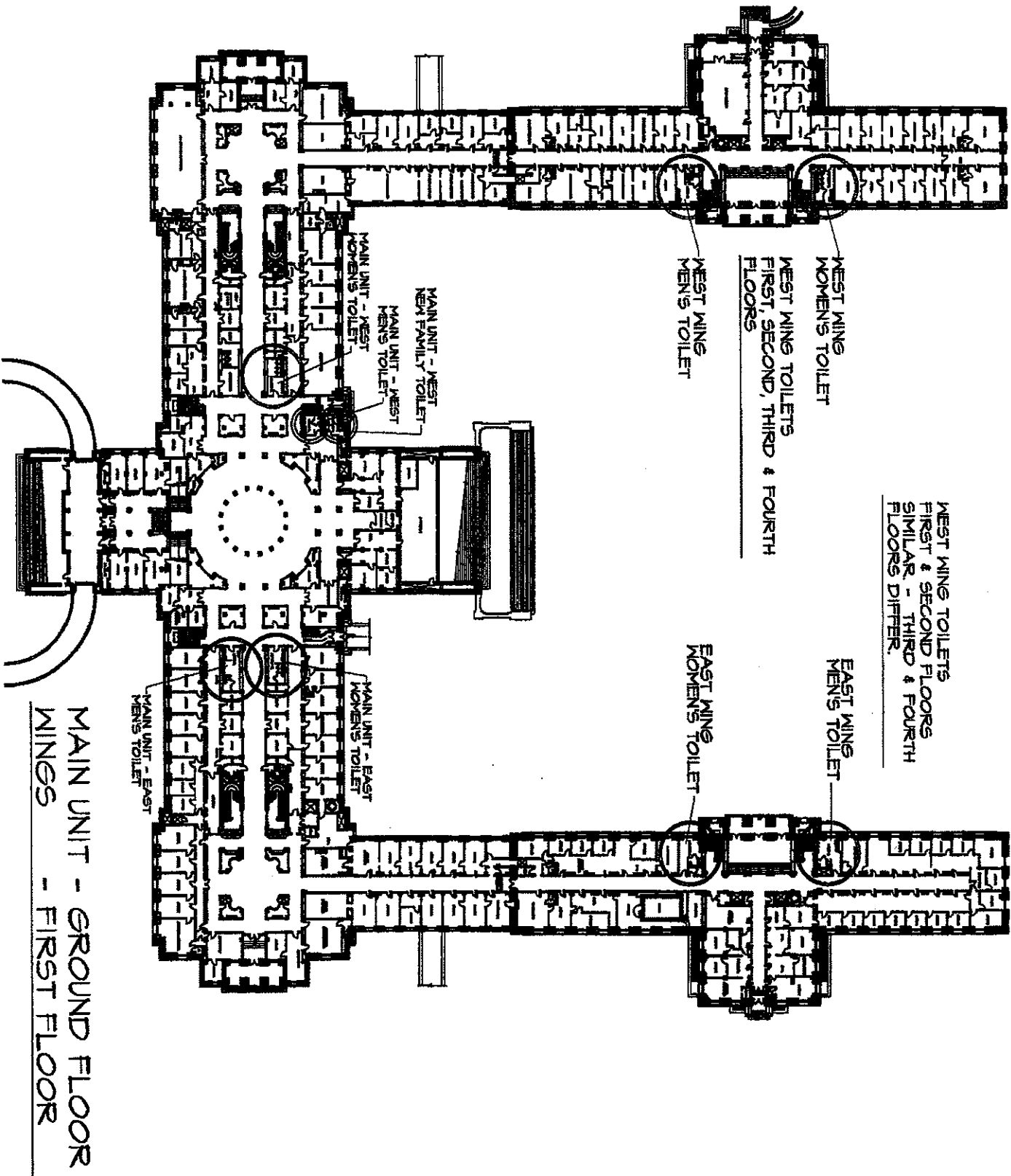
Answer#20: Sanitary paper is supplied to the Owner via obligatory Statewide Contract. However, the design of fixtures under this project should not be inhibited by that source of supplies.

Question #21: Does the Owner anticipate any ceiling height changes?

Answer#21: Original ceilings heights should be maintained, where possible.



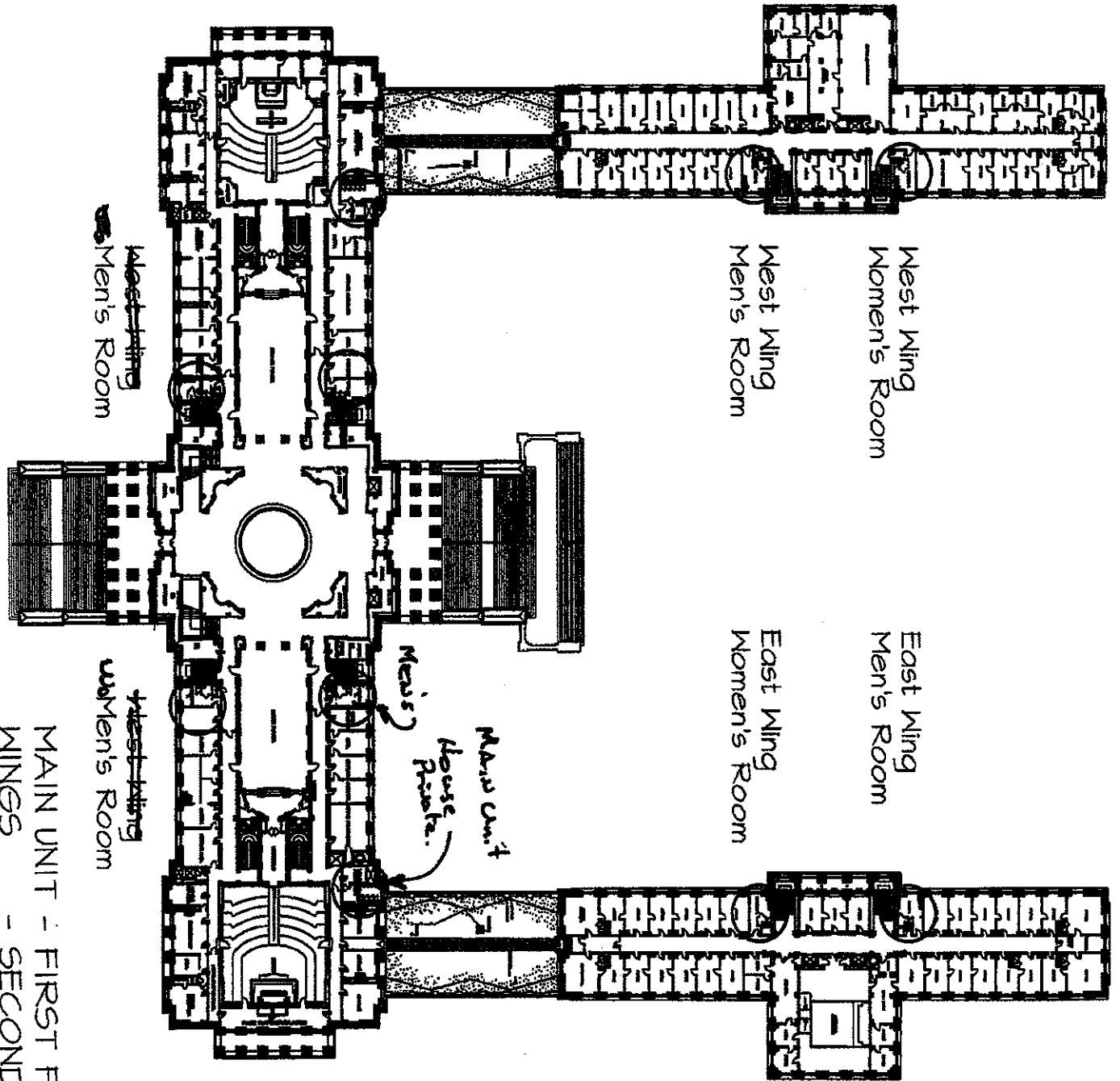
BASEMENT - MAIN UNIT & WINGS



WEST MING TOILETS
FIRST & SECOND FLOORS
SIMILAR - THIRD & FOURTH
FLOORS DIFFER.

WEST MING TOILETS
FIRST, SECOND, THIRD & FOURTH
FLOORS

MAIN UNIT - GROUND FLOOR
MINES - FIRST FLOOR



Meeting
Men's Room

West Wing
Women's Room
Men's Room

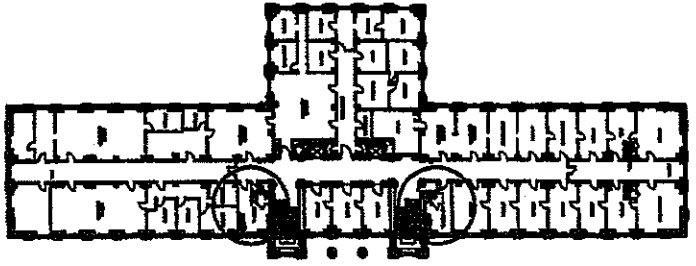
East Wing
Men's Room
Women's Room

Meeting
Women's Room

Men's
Main Unit
Private

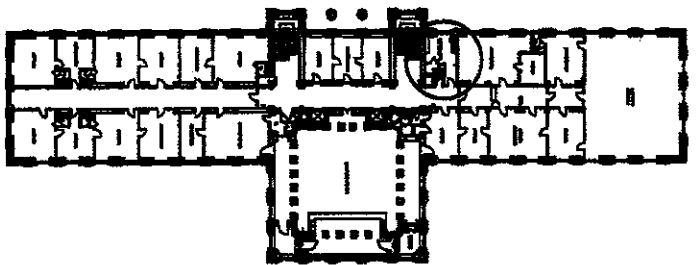
MAIN UNIT - FIRST FLOOR
WINGS - SECOND FLOOR

Note Changes

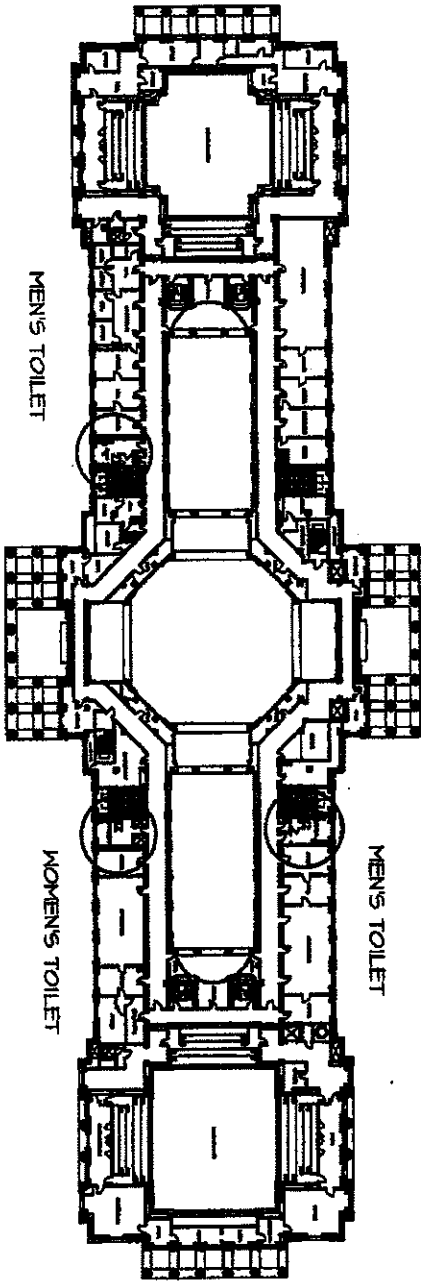


MENS TOILET

WOMENS TOILET



WOMENS TOILET

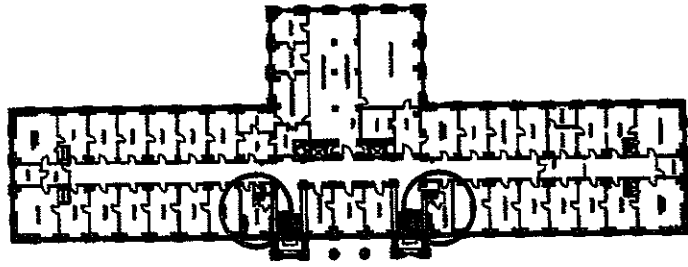


MENS TOILET

MENS TOILET

WOMENS TOILET

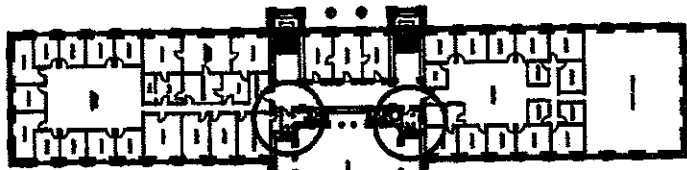
MAIN UNIT - SECOND FLOOR
MINES - THIRD FLOOR



MENS TOILET

WOMENS TOILET

MINES - FOURTH FLOOR



STAFF TOILET

WOMENS TOILET