



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
GSD096406

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 FIVE - HIGHWAYS  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/30/2008				

BID OPENING DATE: 01/29/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		968-42		
<p>MAIN CAPITOL ELECTRICAL UPGRADE PROJECT</p> <p>REQUEST FOR QUOTATION (RFQ)</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH ALL LABOR AND MATERIALS FOR THE UPGRADE OF THE ELECTRICAL SYSTEM IN BUILDING 1 (MAIN CAPITOL BUILDING) LOCATED ON THE WEST VIRGINIA STATE CAPITOL COMPLEX IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID MEETING WILL BE HELD ON TUESDAY, JANUARY 13, 2009 AT 10:00 AM IN THE FOOD COURT WHICH IS LOCATED IN THE BASEMENT OF BUILDING 1. ALL PRIME/GENERAL CONTRACTORS WISHING TO SUBMIT A BID FOR THIS PROJECT MUST ATTEND THIS MEETING. SUBCONTRACTORS AND MATERIAL SUPPLIERS ARE WELCOME TO ATTEND; HOWEVER, ATTENDANCE IS NOT MANDATORY. ANY PRIME/GENERAL CONTRACTOR FAILING TO ATTEND THIS MEETING WILL BE DISQUALIFIED ON BIDDING THIS PROJECT. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS THURSDAY, JANUARY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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**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



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<p>15, 2009 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE.</p> <p>QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED PURCHASING AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED PURCHASING AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 180 CALENDAR DAYS AFTER THE NOTICE TO PROCEED</p>						

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<p><b>IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</b></p> <p><b>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</b></p> <p><b>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</b></p> <p><b>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</b></p> <p><b>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL FOR THE LIFE OF THE CONTRACT.</b></p> <p><b>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</b></p> <p><b>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</b></p>						

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<p>( ) BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>( ) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS &amp; STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF</p>						

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<p>STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE &amp; ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p>						

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<p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED</p>						

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<p>ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS.:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p> <p>NO. 5 .....</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>.....SIGNATURE</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p>						

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				<p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY B MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: .....</p> <p>CONTRACTORS LICENSE NO.: .....</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p style="text-align: center;">APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO</p>		

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BID OPENING DATE: **01/29/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>EFFECT.</b></p> <p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</b></p> <p><b>REV. 1/2005</b></p> <p style="text-align: center;"><b>NOTICE</b></p> <p><b>A SIGNED BID MUST BE SUBMITTED TO:</b></p> <p style="padding-left: 40px;"><b>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</b></p> <p><b>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</b></p> <p><b>SEALED BID</b></p> <p><b>BUYER: KRISTA FERRELL-FILE 21</b></p> <p><b>REQ. NO.: GSD096406</b></p> <p><b>BID OPENING DATE: 01/29/2009</b></p> <p><b>BID OPENING TIME: 1:30 PM</b></p> <p><b>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</b></p>						

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'



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
GSD096406

PAGE
10

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

RFQ COPY  
 TYPE NAME/ADDRESS HERE

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES DIVISION  
 BUILDING FIVE - HIGHWAYS  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/30/2008				
BID OPENING DATE: 01/29/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:						
***** THIS IS THE END OF RFQ GSD096406 ***** 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'

**REQUEST FOR QUOTATIONS #GSD096406**  
**FOR REPLACING TRANSFORMERS, SWITCHBOARDS AND OTHER**  
**ASSOCIATED ELECTRICAL EQUIPMENT**  
**Building 1 – 1900 Kanawha Boulevard, East**  
**Charleston, West Virginia**

Location: West Virginia State Capitol  
Main Capitol Building  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

For: State of West Virginia  
General Services Division  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

All inquiries for specification clarification shall be addressed to:  
Krista Ferrell, Senior Buyer  
Purchasing Division  
2019 Washington Street East  
P.O. Box 50130  
Charleston, West Virginia 25305-0130  
Phone: (304)558-2596  
Fax: (304) 558-4115  
[krista.s.ferrell@wv.gov](mailto:krista.s.ferrell@wv.gov)

The Acquisition and Contract Administration Section of the Purchasing Division “State” for the West Virginia General Services Division is soliciting quotations for performing a three phase electrical hardware replacement and upgrade within the State Capitol Building.

**Pre-Bid Meeting**

A mandatory pre-bid meeting for this project is scheduled for Tuesday, January 13, 2009 at 10:00 a.m. meeting in the Main Capitol Building Food Court. A walking tour of the project areas will follow the meeting.

**I. SCOPE**

This project consists of supplying all labor, materials, equipment, and supplies for a three-part project within the Main Capitol Building to upgrade electrical systems. The

listed Phases are not in chronological order; work may occur in all three Phases simultaneously. Contractor will coordinate scheduling the work listed herein with the Owner to minimize power outages.

**Phase I:** To replace and upgrade the 480 volt, 1000 KVA, 3 phase S&B transformer and all related switchboard panels and hardware in the main Capitol Building.

**Phase II:** To replace the 208 volt, 1000 KVA, 3 phase S&B transformer and all related switchboard panels and other related hardware in the East Wing Electrical Room of the Capitol Building. To install a new entrance door, repaint, and relight the East Wing Electrical room.

**Phase III:** To replace the two 208 volt, 500 KVA, 3 phase transformers and all related switchboard panels and other related hardware in the West Wing Electrical Rooms of the Capitol Building. To install new entrance doors, repaint and relight both West Wing Electrical room.

This Request for Quotations also incorporates the attached project specific documents:

1. General Hardware Specifications
2. Contents Page
3. Phase I
  - a. Project Scope Statement and Contractor Requirements
  - b. Present Electrical Room Drawing
  - c. Present Switchboard Drawing
  - d. Breaker Sizes
  - e. Proposed Electrical Room Drawing
  - f. Proposed Hardware Specifications
4. Phase II
  - a. Project Scope Statement and Contractor Requirements
  - b. East Wing Present Electrical Room Drawing
  - c. East Wing Present Hardware Description
  - d. East Wing Present Switchboard Drawing
  - e. East Wing Present Breaker Size and Circuit Location
  - f. East Wing Proposed Electrical Room Drawing
  - g. Proposed Hardware Specifications
5. Phase III
  - a. Phase III Project Scope Statement and Contractor Requirements
  - b. West Wing Present Electrical Room Drawing
  - c. West Wing Present Breaker Size and Hardware
  - d. West Wing Proposed Electrical Room Drawing
  - e. Proposed Hardware Specifications
  - f. Proposed Bussing Diagram

## II. DEFINITIONS

- A. The Department of Administration, General Services Division, Room MB-60, State Capitol, Charleston, WV 25305, will hereinafter be called the "Owner".
- B. The service organization on the specifications will hereinafter be called the "Contractor".
- C. "The Contract", as herein stated, will mean the agreement between the Owner and the Contractor to provide the services herein specified.
- D. "Owner's Representative or Designee", as herein stated, shall be defined as that person so designated by the Director of the General Services Division.
- E. "Architect/Engineer", if stated in the Contract shall refer to the General Services Division.

### III. GENERAL CONDITIONS

- A. The qualified Contractor will perform all work to upgrade electrical systems in the Main Capitol Building. Authorization to perform the work described herein must be approved in writing and signed by the Owners Representative or Designee.
- B. The successful bidder will perform the work described herein and be responsible for the procurement of all necessary permits, fees and related items to fulfill the contract and to comply with all applicable laws, Federal, State, or municipal, along with all regulations, and ordinances of any regulating body.
- C. Two copies (one original and one copy) of invoices will be submitted for payment (in arrears) and must include the following information:
  - 1. Copies of all replacement work documents must be signed by Owner's Representative applicable to the invoice dates.
  - 2. Invoices will be mailed to the following address:

General Services Division  
1900 Kanawha Blvd. E.  
Building 1, Room MB-68  
Charleston, WV 25305
- D. The relationship of the Contractor to the Owner shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Contract. The Contractor as an independent contractor is solely liable for the acts and omissions of its employees and agents. The Contractor will be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this contract. Neither the

Contractor nor any employees or sub-contractors of the Contractor will be deemed to be employees for the State for any purposes whatsoever. The wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred obligations, and licensing fees, etc., and the filing of all necessary documents, forms and returns pertinent to all of the foregoing are the Contractor's responsibility. The Contractor will hold harmless the State, and must provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns. The Contractor will not assign, convey, transfer, sub-contract, or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

- E. Indemnification: The Contractor agrees to indemnify, defend, and hold harmless the State and the Owner, their officers, and employees from and against (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Contractor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; (3) Any failure of the Contractor, its officers, employees or sub-contractors to observe State and Federal laws, including but not limited to labor and wage laws.
- F. The Contractor will pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this Contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the Contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this Contract.
- G. Contractor will be responsible for parts and materials as follows:
  - 1. The Contractor will supply all tools, tool accessories, personal safety equipment, and supplies necessary to execute the responsibilities of this Contract. Contractor will be responsible for the removal of all waste and debris as a result of performing this contract.
    - a. **Contractor will be responsible for all mileage and travel costs, including travel time, associated with the performance of this contract.**

- b. Contractor will furnish warranty of a minimum of 12 months / 1 year for labor, and manufacturer's warranty on materials of either 12 months from date of installation, or 18 months from issuance of purchase order, whichever occurs first.
  - c. Contractor will have 180 days from the issuance of a written notice-to-proceed to complete the work described in this contract.
  - d. Progress billing is allowable, with monthly invoicing based on percentage complete for each Phase. A retainage of 10% must be deducted from any progress billing.
- H. Any and all work to be performed to successfully execute the terms of this Contract by a third party or sub-contractor must be pre-approved by the Owner or their Representative or Designee. All such work, after Owners approval, will remain the sole responsibility of the successful bidder/Contractor with regard to all labor, materials, fees associated with the sub-contracting and any/all associated responsibilities. Under no circumstances will the Contractor transfer responsibility for any work as described herein by a third party or sub-contractor.
- I. Contractor will provide for all insurance necessary to render Agency free and harmless from all claims arising from services performed under this agreement. Contract insurance, liability, and compensation insurance must be sufficient to cover the contractor's employees and the public in general. The minimum amount of commercial general liability insurance coverage required is \$1,000,000.00, and a copy of contractor certificate of insurance is required prior to issuance of purchase order for this agreement.



**BID SHEET**

**Base bid includes:** all labor, materials, equipment, supplies, fees, travel expenses and associated costs to perform the entire three-phase project, as described herein.

Phase I \$ \_\_\_\_\_.

Phase II \$ \_\_\_\_\_.

Phase III \$ \_\_\_\_\_.

Your total bid for the work as described herein is: \$ \_\_\_\_\_.  
(Combined Phases I, II & III)

Single award will be made to the vendor with the lowest total bid; cost breakdown by Phase is for accounting/progress billing purposes only.

Contractor signature and date \_\_\_\_\_

## Equipment List

Please complete the below information concerning the brand(s) of equipment being bid in relation to this project. If bidding "or equal" brands, please attach manufacturer's literature documenting that it meets the mandatory requirements stated in the specifications. This information does not replace the formal submittal process outlined in the General Hardware Specifications.

Equipment	Manufacturer	Model
<b>Phase I</b>		
Switchboard		
Transformer		
Busway		
<b>Phase II</b>		
Switchboard		
Transformer		
Busway		
<b>Phase III</b>		
Switchboard 1		
Switchboard 2		
Busway		
Interrupter Switches		
Transformer		

1.

## **GENERAL HARDWARE SPECIFICATIONS**

### ***SECTION INCLUDES***

Low Voltage, Front/Rear-Accessible switchboards with Circuit breaker for mains, feeders, Transformers, Load Interrupter Switches, and Busway

### ***REFERENCES***

The low voltage switchboards and protection devices in this specification are designed and manufactured according to latest revision of the following standards (unless otherwise noted).

ANSI 61

ANSI/NEMA PB 2, Deadfront Distribution Switchboards

ANSI/NEMA PB 2.1, General Instructions for Proper Handling, Installation, Operation, and Maintenance of Deadfront Distribution Switchboards Rated 600 Volts or Less

ANSI/NFPA 70, National Electrical Code

NEMA AB 1, Molded Case Circuit Breakers and Molded Case Switches

NEMA KS 1, Fused and Non - fused Switches

UL 489, Molded Case Circuit Breakers and Circuit Breaker Enclosures

UL 891, Dead Front Switchboards

UL 98, Enclosed and Dead Front Switches

UL 977, Fused Power Circuit Devices

### ***DEFINITIONS***

Front-Accessible Only shall be as defined by UL 891 standard which requires that all line and load connections for phase, neutral, and ground conductors

### ***SYSTEM DESCRIPTION***

The power system feeding Switchboards is 480 volts, 60 Hertz, 3 phase, 4-wire, solidly grounded wye.

Switchboard(s) shall have front and rear access.

1.

### ***SUBMITTALS***

Contractor shall provide 5 copies of the following documents to owner for review, within ten (10) working days of receipt of the Notice to Proceed.

Product Data on specified product;

Shop Drawings on specified product;

Trip curves for each specified product.

### ***INSTALLATION, OPERATION AND MAINTENANCE DATA***

Contractor shall provide 3 copies of manufacturer's installation, operation and maintenance procedures to owner within ten (10) working days of request by Owner.

### ***QUALITY ASSURANCE (QUALIFICATIONS)***

Manufacturer shall have specialized in the manufacture and assembly of low voltage switchboards for 25 years. Contractor shall provide documentation to owner of said experience level in the form of a signed letter from the manufacturer on manufacturer's letterhead.

Low voltage switchboards shall be listed and/or classified by Underwriters Laboratories in accordance with standards listed in this specification.

### ***DELIVERY, STORAGE, AND HANDLING***

Contractor shall store, protect, and handle products in accordance with recommended practices listed in manufacturer's Installation and Maintenance Manuals.

Contractor will arrange with manufacturer for shipment of each switchboard section in individual shipping splits for ease of handling. Each section shall be mounted on shipping skids and wrapped for protection.

Contractor shall inspect and report concealed damage to carrier within 48 hours.

Contractor shall store in a clean, dry space. Cover with heavy canvas or plastic enclosures to keep out dirt, water, construction debris, and traffic. Contractor shall heat enclosures to prevent condensation.

Contractor shall handle all materials in accordance with manufacturer's recommendations to avoid damaging equipment, installed devices, and finish.

### ***PROJECT CONDITIONS (SITE ENVIRONMENTAL CONDITIONS)***

1.

Follow (standards) service conditions before, during and after switchboard installation.

### **WARRANTY**

Manufacturer warrants equipment to be free from defects in materials and workmanship for 1 year from date of installation or 18 months from date of purchase, whichever occurs first.

### **FIELD MEASUREMENTS**

Contractor shall make all necessary field measurements to verify that equipment shall fit in allocated space in full compliance with minimum required clearances specified in National Electrical Code.

### **MANUFACTURER**

General Electric Company products have been used as the basis for design. Other manufacturers' products of equivalent quality, dimensions and operating features may be acceptable, if they comply with all requirements specified or indicated in these Contract documents.

### **EQUIPMENT**

Furnish GE Type Spectra Bolt-On™ Switchboards (or equal).

### **COMPONENTS**

Refer to Contract Drawings for actual layout and location of equipment and components; current ratings of devices, bus bars, and components; voltage ratings of devices, components and assemblies; interrupting and withstand ratings of devices, buses, and components; and other required details.

### **Standard Features**

Switchboards shall be fully self-supporting structures with 90 inch tall vertical sections (excluding lifting eyes and pull boxes) bolted together to form required arrangement.

Switchboard frame shall be die formed, 12 gauge steel with reinforced corner gussets. Frame shall be rigidly bolted to support cover plates (code gauge steel), bus bars and installed devices during shipment and installation.

All sections may be rolled, moved or lifted into position. Switchboards shall be capable of being bolted directly to the floor without the use of floor sills.

1.

All switchboard sections shall have open bottoms and removable top plate(s) to install conduit.

Switchboards shall be UL listed.

Switchboards that are series rated to short circuit requirements shall be appropriately labeled. Tested UL listed combination ratings shall be included in UL recognized Component Directory (DKSY2).

All covers shall be fastened by hex head bolts.

Provide hinged doors over metering compartments and individually mounted device compartments. All doors shall have concealed hinges and be fastened by hex head bolts.

Switchboard protective devices shall be furnished as listed on drawings and specified herein, including interconnections, instrumentation and control wiring. Switchboards and devices shall be rated for the voltage and frequency listed on the drawings.

Switchboard current ratings, including all devices, shall be based on a maximum ambient temperature of 25 degree C per UL Standard 891. With no derating required, temperature rise of switchboards and devices shall not exceed 65 degrees C in a 25 degree C ambient environment.

Switchboard Service Entrance sections shall comply with UL Service Entrance requirements including a UL service entrance label, incoming line isolation barriers, and a removable neutral bond to switchboard ground for solidly grounded wye systems.

The group mounted feeder breaker and/or main devices within switchboards shall be circuit breakers only. Mounting for the group mounted devices shall be by bolted connections. No plug-in type connections shall be used for current carrying components.

### **Incoming Section**

Incoming section shall be busway stub-in entering the top as shown on drawings.

Furnish switchboard(s) arranged for top entry of incoming cable.

Provide mechanical and or crimp compression type lugs in the quantity and size required per the contract drawings. All lugs shall be tin-plated aluminum and UL listed for use with copper cable.

Furnish switchboards (list each by designation) with a transition for close - coupled connection to a transformer.

1.

## **Bus Bars**

Bus bars shall be silver-plated copper. The bus bars shall have sufficient cross sectional area to meet UL 891 temperature rise requirements. Phase and neutral bus ampacity shall be as shown on the plans. The neutral bus shall have the same ampacity as the phase bus.

Bus bars shall be mounted on high impact, non-tracking insulated supports. Joints in the vertical bus are not permitted.

Bus bars shall be braced to withstand mechanical forces exerted during short circuit conditions as indicated in drawings, but in no case less than 65KA RMS SYM.

Bus joints shall be bolted with high tensile steel Grade 5 bolts. Belleville type washers shall be provided with aluminum bus. Welded connections are unacceptable.

Ground Bus shall be sized to meet UL 891. Ground bus shall extend full length of switchboard. [Ground bus shall be copper]

A-B-C bus arrangement (left to right, top to bottom, front to rear) shall be used throughout to assure convenient and safe testing and maintenance. Where special circuitry precludes this arrangement, bus bars shall be labeled.

All feeder device line and load connection straps shall be rated to carry current rating of device frame (not trip rating).

The main incoming bus bars shall be rated for the main protection device frame size or main incoming conductors, if there is no main device.

Main horizontal bus bars shall be fully rated and arranged for future extensions.

## **Enclosure**

Switchboards shall be NEMA 1 dead-front construction or as indicated on drawings.

## **User Metering**

Provide a UL listed and digital multifunction power monitor. The monitor case shall be fully enclosed and shielded

The monitor shall accept a voltage monitoring range of up to 600 volts, phase to phase.

1.

*The Monitor shall withstand 200% rated current continuously. It shall withstand 10X rated current for at least 3 seconds. Isolation shall be no less than 2500V AC.*

*Surge withstand shall conform to IEEE C37.90.1,62.41 and IEEE 1000-4*

*Shall have a standard ANSI C39.1 case mount.*

*The Monitor shall provide true RMS measurements of voltage, phase to neutral and phase to phase; current, per phase and neutral; real power, reactive power, apparent power, power factor and frequency.*

*The Monitor must be capable of providing readings for both instantaneous and average readings.*

*The Monitor must also be capable of providing all single phase real, apparent, reactive power and power factor values.*

*The Monitor shall record and store total bi-directional energy. It shall include separate registers for positive and negative energy.*

*The Monitor shall record and store total bi-directional accumulated energy and total accumulated apparent energy.*

*The Monitor shall monitor max/min average demand values for all current and power readings. The demand interval shall be user programmable. [Maximum and minimum values shall be stored with a date/time stamp.]*

*The Monitor shall have an accuracy of +/- 0.2% or better for volts and amps, and 0.4% for watts.*

*Voltages and currents shall be sampled at 64 samples per cycle.*

*The Monitor shall have up to 1MB of non-volatile RAM for data trending and waveform capture.*

*The monitor shall be capable of retaining historical data in a non-volatile memory with a programmable number for a single parameter. The user can select any combination of values to be stored.*

*Interval of snapshots shall be triggerable on programmable changes of state of voltage and current.*

*The Monitor shall store waveform events for all 6 channels of voltage and current for a minimum of 100 events. Each event will consist of readings of 60 cycles, 10 cycles prior to the event, and 50 cycles past the event.*



1.

*Event recording shall be triggered when the RMS of voltage or current exceeds user programmable high-speed set points.*

*The Monitor must be able to record each of the channels of voltage or current per event if the event continues past the initial 60 cycles. Recording duration set-point shall be programmable.]*

The Monitor shall have three serial communication port; 1 RS232C and 2 RS485. Ports must be capable of communicating simultaneously to different devices.

The Monitor shall communicate using a MODBUS RTU or DNP open protocol and support communications baud rates of up to 19.2K

The Monitor shall calculate the harmonic signature, %THD and K-Factor for all voltage and current inputs with valid data for harmonic spectrum capability to the 32<sup>nd</sup> harmonic.

The Monitor must be capable of capturing a graphic image of the waveform for each of the 6 channels of Voltage and Current and make it available in a RAM buffer for retrieval through the digital communication port.

## **METERING TRANSFORMERS**

All instrument transformers shall be UL listed and classified as indicated in drawings.

## **MAIN DEVICES**

Main device shall be individually mounted, insulated case circuit breaker.

## **EXAMINATION**

The following procedures shall be performed by the Contractor.

1. Examine installation area to assure there is enough clearance to install switchboard.
2. Check concrete pads for uniformity and level surface.
3. Verify that Spectra Series™ switchboards (or equal) are ready to install.
4. Verify field measurements are as shown on Drawings
5. Verify that required utilities are available, in proper location and ready for use.

1.

6. Beginning of installation means installer accepts conditions.

## **INSTALLATION**

Installation shall be performed by the Contractor.

1. Install per manufacturer's instructions.

2. Install required safety labels.

2.

## Contents

### Phase I

#### Main Capitol; 480 Volt Transformer and Switchboard Replacement

- a: Project Scope Statement and Contractor Requirements
- b: Present Electrical Room Drawing
- c: Present Switchboard Drawing.
- d: Present Breaker Sizes and Hardware
- e: Proposed Electrical Room Drawing
- f: Proposed Hardware Specifications

### Phase II

#### Capitol East Wing; Transformer and Switchboard Replacement.

- a: Project Scope Statement and Contractor Requirements
- b: Present East Wing Electrical Room Drawing
- c: East Wing Present Hardware Description
- d: Present Switchboard Drawing
- e: Present Breaker Size and Circuit Locations
- f: Proposed Electrical Room Drawing
- g: Proposed Hardware Specifications

### Phase III

#### Capitol West Wing, Transformers and Switchboard Replacement

- a: Phase III Project Scope Statement and Contractor Requirements
- b: West Wing Present Electrical Room Drawing
- c: West Wing Present Breaker Size and Hardware.
- d: West Wing Proposed Electrical Room Drawing
- e: Proposed Hardware Specifications
- f: Proposed Bussing Diagram

3a.

**PHASE I**  
**Main Capitol Building,**  
**480 Volt Electrical Switch Gear**  
**and Transformer**  
**Replacement**

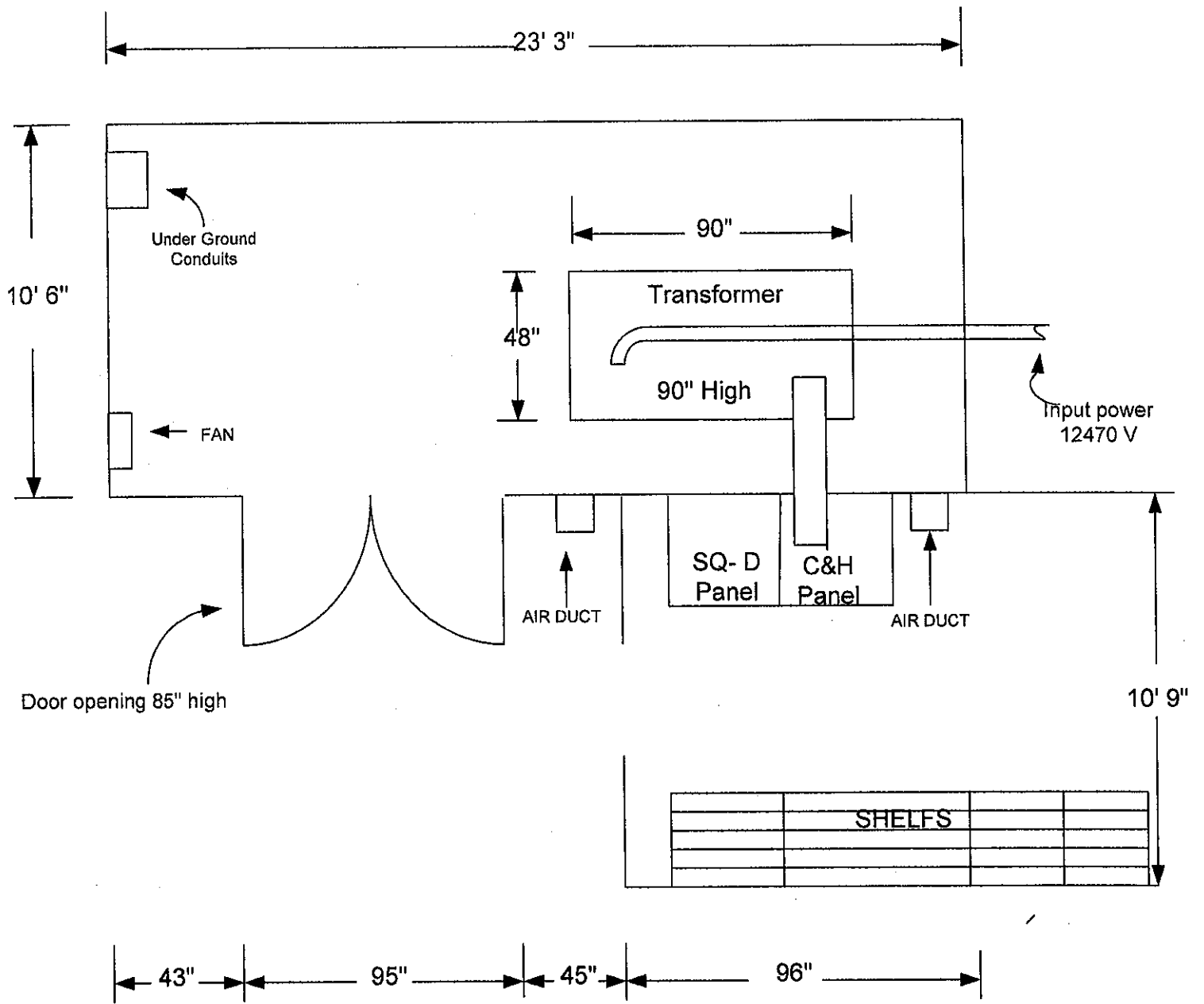
3a.

### **SCOPE OF WORK**

The scope of this project is to replace the old and out-dated 480 Volt Switch gear and transformer located within the Main Capitol Building. The new and updated hardware will allow for future expandability and a safer environment.

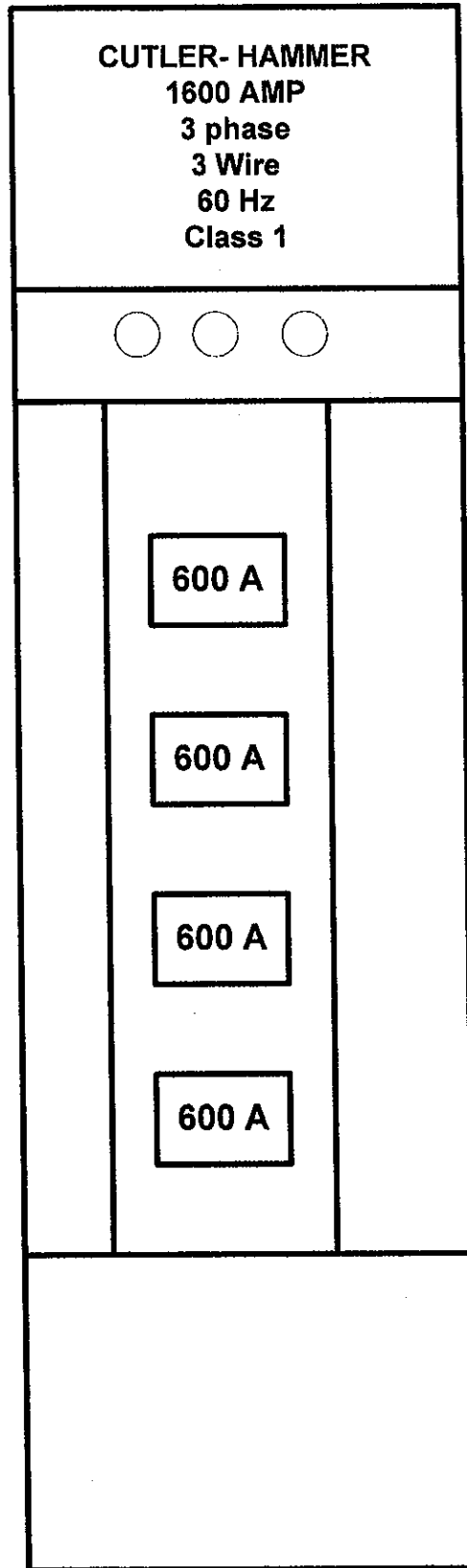
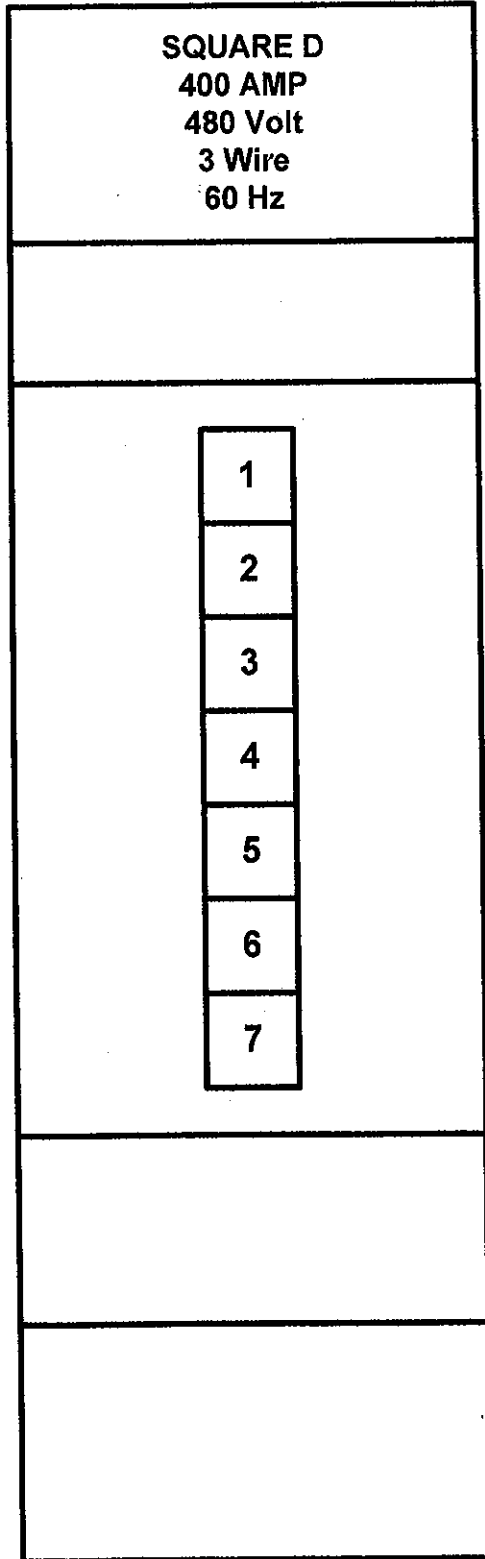
#### **Requirements:**

- It shall be the sole responsibility of the Contractor to remove all old reusable hardware and deliver it to Surplus Property in Dunbar WV and properly dispose of all debris.
- The Contractor Shall supply and install all wire, raceways, conduit, breakers, switch gear panels and all other related hardware necessary to complete this project. ( see attached specifications and drawing)
- In most cases power outages will only be permitted on Holidays and weekends. Any power outages must be first approved by the General Service Division, Project Manager.



PRESENT 480 LAYOUT

# 480 Volt System



**AS IS PRESENTLY**

3d.

## Breakers Sizes

### Square D Panel

Circuit No.	Amps	Device	Poles
1	225		3 Unknown
2	125		3 Unknown
3	70		3 Water Heater
4	125		3 East Fountain Lights
5	125		3 West Fountain Lights
6	225		3 Secondary Transformer in MB-33
7	125		3 Outside Lights

### Cutler- Hammer Panel

8	600		3 Main Air Cond. West Wing
9	600		3 Air Cond.
10	600		3 Main Breaker for Panel J
11	600		3 Main Air Cond. East Wing

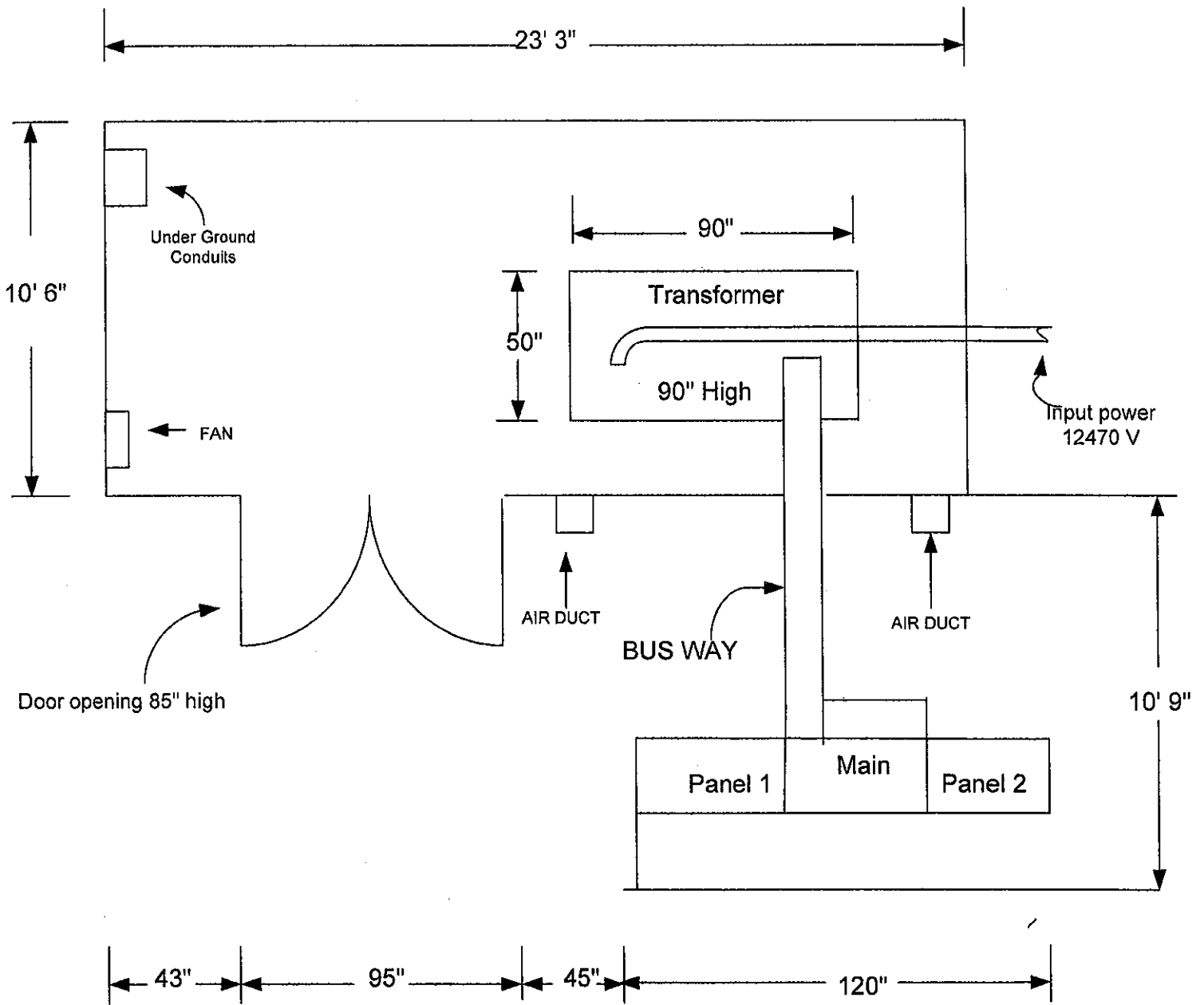
### New Breakers to be added

12	800		3 East Wing New heating system
13	800		3 West Wing New heating System

### S&B Transformer

Dry Type  
 1000 KVA  
 HV 12470 Volts  
 LV 480 Volts  
 48" W x 90" D x 90" H





PROPOSED 480 LAYOUT

3f.

## Proposed Hardware Specifications

- 1) **Spectra Bolt-On AV2 Switchboard (108A) (Or Equal)**

**MDP**

  - 3 Sections 3P4W/480/277/60 M
  - 4000A SSD (4000A Trip)
  - Manually Operated Main
  - 65 KAIC
  - Drawout Mounting
  - Incoming Feed: Top
  - Feed to left
  - 1 Programmer LSI
  - 1 Padlock PBII
  - 1 70 Amp 3 Pole FBH6
  - 4 125 Amp 3 Pole SELA
  - 2 225 Amp 3 Pole SFLA
  - 3 600 Amp 3 Pole SGLA6
  - 4 800 Amp 3 Pole SKLA8
  - 1 Connections to GE Busway
  - 1 Busway Conn. C.Heat Rated
  - 2 Fully Rated CU Bus
  - 3 CU Bus Heat Rated
  - 2 Full Height Bus Option
  - 1 MicroVersa Trip Portable TestSet- TVRMS2
  - 3 Current Transformer
  - 1 PQMII Base (PQMII)
  
- 2) **GE Spectra (Or Equal)**
  - 2,500 kVA VENT-DRY Transformer
  - 2,500/3,333 kVA-3Ø-60 Hz-150° C-Cu-5.75%
  - Primary Termination: 12,470 Volts Delta @ 60 kV BIL
  - Secondary Termination: 480Y/277 Volts @ 10 kV BIL
  - \*\*SELECTED VENT-DRY XFMR OPTIONS\*\***
  - Termination: Primary (ATC)/Secondary (Coordinated To Spectra Busway, or equal)
  - Transition Required By Spectra Busway (or equal) Factory
  - Transportation To West Virginia
  - NEMA1 Enclosure (Indoor)
  - Fans 33% Capacity Addition (AA/FA) - CPTs Provided By LV Coord. Supplier
  - 3 Phase Winding Temperature Indicator
  - \*\*SELECTED PRIMARY ATC OPTIONS\*\***
  - 14 Gage Steel Removable End Panels
  - 12 Gage Steel Construction
  - Top Cable Entry, Radial Feed
  - 4/0 AWG (8 Cable(s) In & Out)
  - No Terminal Lugs
  
- 3) **Spectra Busway (126S) (Or Equal)**
  - 1 Run of Copper 3P4W FN 4000A Housing Ground with Joint-Guard Protection
  - 24 Ft of Feeder Indoor
  - 3 Each 90 Degree Elbow
  - 1 Each GE (or equal) Switchboard Stub (GE SWB/SWG)
  - 1 Each Tranformer Throat (Std/Prolec/SEPS)
  - 1 Each Wall/Floor Flange

4a.

**PHASE II**  
**Capitol Building,**  
**East Wing**  
**Electrical Transformer and Switchboard**  
**Replacement**

4a.

**SCOPE OF WORK**

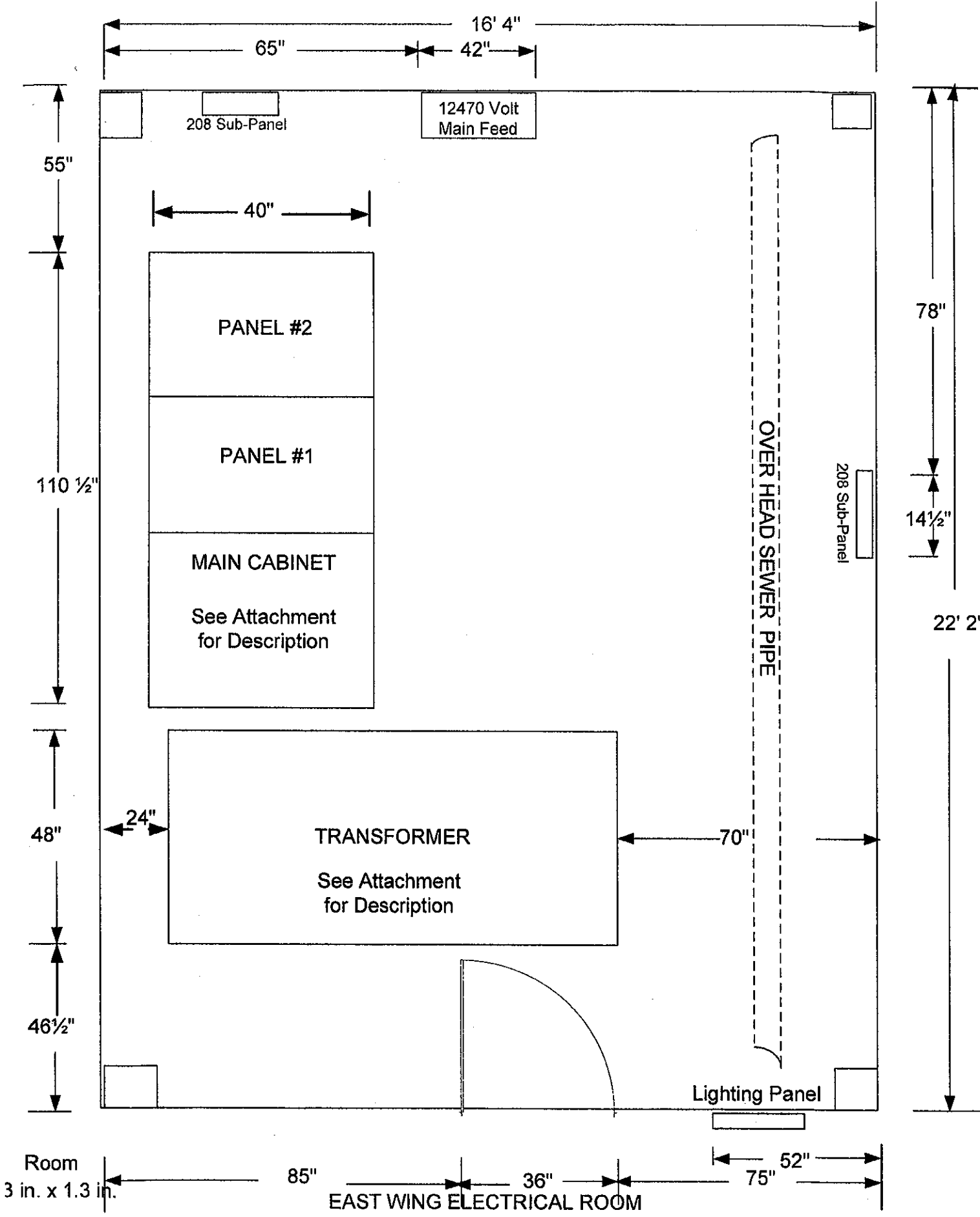
The scope of this project is to upgrade and bring into compliance with the National Electrical Code the transformers and all primary switch gear located within the East Wing of the Main State Capitol Building, and to cleanup, paint, relight and make other necessary repairs to this area.

**Requirements:**

- Supply and Install a temporary Transformer on the outside of the East Wing of the State Capitol Building and make all necessary connections to supply power to all areas that are presently being supplied by the transformer located in EB-61.
- To replace the entrance door to EB-61 with double doors to make it possible to remove the old and install new equipment. These doors must meet or exceed a two hour fire rating and meet the requirements of the West Virginia State Fire Marshal's Office. All door hardware is to be coordinated with State of West Virginia General Service Division, and must be Corbin Russwin (or equal). Contractor will supply three copies of all keys for new door hardware.
- It shall be the sole responsibility of the Contractor to remove all old reusable hardware and deliver it to Surplus Property in Dunbar WV. and properly dispose of all trash.
- The Contractor shall fill all openings necessary to comply with the National Electrical Code article 450 and the State Fire Marshal's Office to bring EB-61 in to code as a Transformer Vault.
- The Contractor shall paint all four walls and floor in EB-61 with no less than two coats of paint. The colors and type of paint for the walls is Sherwin Williams ProMar 200 Interior Latex, Dover White, or equal. The paint for the floor is Sherwin Williams High Performance Floor Enamel Series A32 Light Gray, or equal. Contractor will add H&C SharkGrip Slip Resistant additive (or equal) to the final coat.
- The Contractor shall supply and install new light fixtures as seen on the attached drawing in EB-61.
- The Contractor shall supply and install a new General Electric (or equal) 1000 KVA Transformers dry type, with built in cooling fans, (HV =12.47 KV), (LV = 208/120 V), two 15 KVA Load Interrupter Switches and all other related hardware as required (See General Hardware Specifications)

## 4a.

- The Contractor Shall supply and install all wire, wiring raceways, conduit, panels and breakers, switch gear and all other related hardware necessary to complete this project. ( see attached specifications and drawing)
- It shall be the responsibility of the Contractor repair all damage done to the Capitol lawn as a result removing the temporary transformer and or associated hardware.
- A schedule of any power outages must be submitted to the Owner to acquire advanced approval of the General Services Division. Power outages will only be permitted on weekends or Holidays.



**PRESENT**

4c.

## **EAST WING PRESENT HARDWARE DESCRIPTION**

### **Transformer**

S&B 1000 KVA  
Dry Type  
3 Phase  
HV= 12470 Volts  
LV= 208/120 Volts  
Wt. 6500 lb.  
Size 88" High X 48" Wide X 102" Deep  
Interrupter Switch is built in

### **Main Cabinet**

GE, AV- Line Switchboard  
3000 Amp  
3 Phase  
4 Wire  
208/120 Volt  
2 H Style  
Size 90" High X 40" Wide X 40" Deep

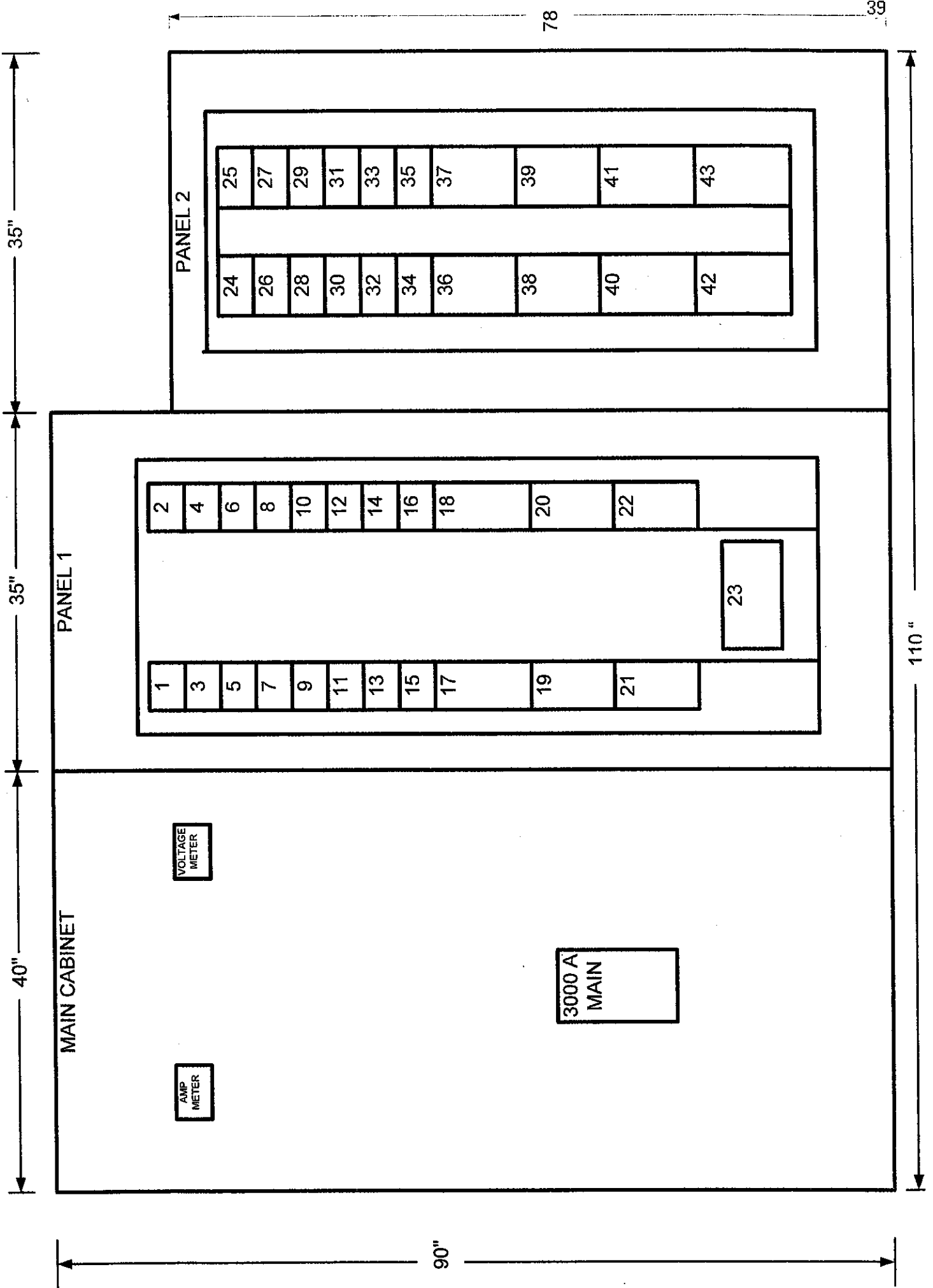
### **Panel # 1**

GE, AV- Line Switchboard  
3000 Amp  
3 Phase  
4 Wire  
208/120 Volt  
2 H Style  
Size 90" High X 35" Wide X 40" Deep

### **Panel # 2**

GE, AV- Line Switchboard  
3000 Amp  
3 Phase  
4 Wire  
208/120 Volt  
2 H Style  
Size 78" High X 35" Wide X 40" Deep

# PRESENT EAST WING SWITCHBOARDS





4e.

## East Wing Present Breaker Size and Circuit Location

### PANEL 1

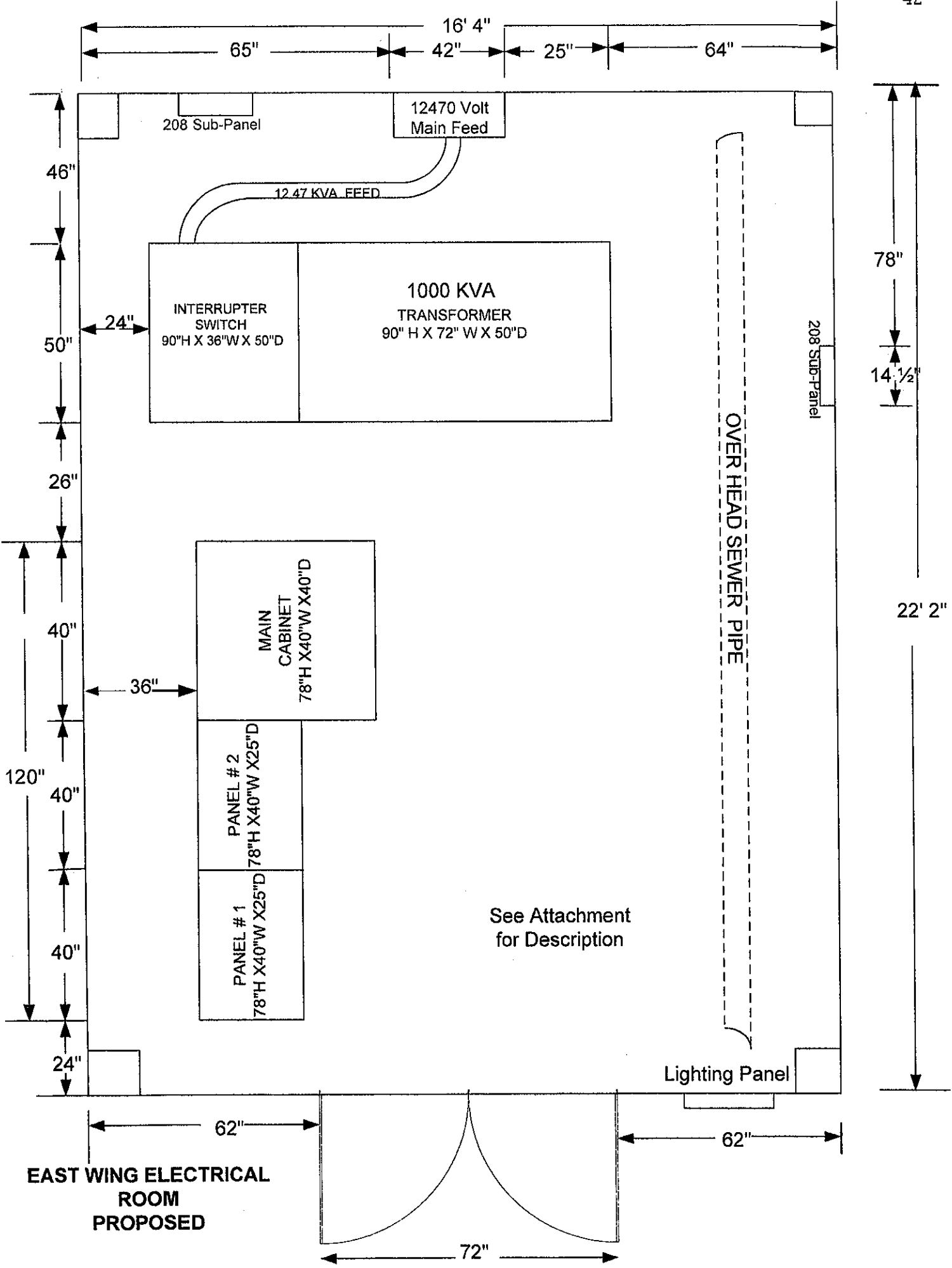
Breaker Number	Breaker Size	Device	Poles	Location
1	100A	TEY	3	Spare
2	50A	TEY	3	EB-92
3	100A	TEY	3	Spare
4	50A	TEY	3	Spare
5	100A	TEY	3	RME 200
6	70A	TEY	3	Spare
7	50A	TEY	3	Blank
8	100A	TEY	3	Blank
9	100A	TEY	3	Spare
10	100A	TEY	3	EB-90
11	225A	SFHA	3	Lab Basement North
12	225A	SHLA	3	PP-BI Basement Center North
13	225A	SHLA	3	LB-B Basement South
14	225A	SFHA	3	Stage
15	225A	SFHA	3	3ed Floor Treasury
16	225A	SFHA	3	Board of Investments 1 <sup>st</sup> Floor
17	400A	SGDA4	3	LA-1A, LA-1B 1 <sup>st</sup> Floor North
18	400A	SGDA4	3	LB-1A, LB-1B 1 <sup>st</sup> Floor South
19	400A	SGDA4	3	LA-2A, LA-2B 2ed Floor North
20	400A	SGDA4	3	LB-2A, LB-2B 2ed Floor South
21	400A	SGDA4	3	LA-3A, LA-3B 3ed Floor North
22	400A	SGDA4	3	LB-3B 3ed Floor South
23	800A	SKHA8	3	East Wing Air Cond.

4e.

## Breaker Size and Circuit Location (Page 2)

### PANEL 2

Breaker Number	Breaker Size	Device	Poles	Location
24	100A	TEY	3	Outside Flood Lights
25	100A	TEY	3	Printing Room B-54
26	100A	TEY	3	Outside Circle
27	100A	TEY	3	Agricultural Kitchen
28	100A	TEY	3	Space
29	100A	TEY	3	Blank
30	225A	TEY	3	Blank
31	225A	SFHA	3	Blank
32	225A	SFHA	3	EB-94
33	225A	SFHA	3	Panels IE-A, IE-H
34	225A	SFHA	3	UPS, EB-92
35	No Breaker Blank			
36	400A	SGDA4	3	LE-BA, LE-BB Basement Emergency
37	400A	SGDA4	3	Main Breaker- Emergency Operations
38	400A	SGDA4	3	LC-3 Supreme Court 3ed Floor Lib.
39	400A	SGDA4	3	LA-4, LC-4 4 <sup>th</sup> Floor North
40	400A	SGDA4	3	PP-3 Penthouse
41	400A	SGDA4	3	LB-4, LD-4 4 <sup>th</sup> Floor South
42	400A	SGDA4	3	PP-1 Elevators Penthouse
43	400A	SGDA4	3	PP-4 Supreme Court AC. Penthouse



4g.

## Proposed Hardware Specifications

- 1) Spectra Bolt-On AV2 Switchboard (108A) (Or Equal)
  - 3 Sections 3P4W/208/120/60  
3000A SS (3000A Trip)  
Manually Operated Main  
42 KAIC  
Incoming Feed: Bottom  
Feed to right
  - 1 Programmer (Power+) LIT1
  - 1 Padlock PBII
  - 11 225 Amp 3 Pole SFHA
  - 14 400 Amp 3 Pole SGDA4
  - 1 800 Amp 3 Pole SKHA8
  - 3 50 Amp 3 Pole TEY
  - 1 70 Amp 3 Pole TEY
  - 6 100 Amp 3 Pole TEY
  - 2 225 Amp 3 Pole SFLA SPACE
  - 2 Mounting Hardware
  - 1 Connections to Busway
  - 1 Busway Conn. C.Heat Rated
  - 2 Fully Rated CU Bus
  - 3 CU Bus Heat Rated
  - 2 Full Height Bus Option
  - 1 TVSS HE 100/200kA 200kAIC
  - 2 Full Height Bus Options
  - 2 Hinged Wire Gutter Covers
  - 3 Current Transformer
  - 1 PQMII Base (PQMII)
  
- 2) GE (Or Equal)
  - 1 1,000 kVA VENT-DRY Transformer  
1,000 kVA-3Ø-60 Hz-150° C-AI-5.75%  
Primary Termination: 12,470 Volts Delta @ 60 kV BIL  
Secondary Termination: 208Y/120 Volts @ 10 kV BIL  
\*\*SELECTED VENT-DRY XFMR OPTIONS\*\*  
Termination(s): Primary (HV Switch – Cable)/Secondary (ATC)  
Transportation To West Virginia  
NEMA1 Enclosure (Indoor)  
-CPTs Provided by LV Coord. Supplier  
3 Phase Winding Temperature Indicator  
\*\*SELECTED SECONDARY ATC OPTIONS\*\*  
14 Gage Steel Removable End Panels  
12 Gage Steel Construction  
Top Cable Entry, Radial Feed  
4/0 AWG (8 Cable(s) per Phase)  
No Terminal Lugs
  
- 3) Spectra Busway (126S) (Or Equal)
  - 1 Run of Copper 3P4W FN 3000A Housing Ground with Joint-Guard Protection
  - 20 Feet of Feeder Indoor
  - 2 Each 90 Degree Elbow
  - 1 Each GE (or equal) Switchboard Stub (GE SWB/SWG)
  - 1 Each Tranformer Throat (Std/Prolec/SE)

5a.

**PHASE III**  
**Capitol Building,**  
**West Wing**  
**Electrical Transformer and Switchboard**  
**Replacement**

5a.

## **SCOPE OF WORK**

The scope of this project is to upgrade and bring into compliance with the National Electrical Code the transformers and all primary switch gear located within the WB-04 and WB-05 of the West Wing of the Main State Capitol Building, and to cleanup, paint, relight and make other necessary repairs to this area.

### **Requirements:**

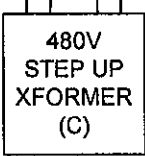
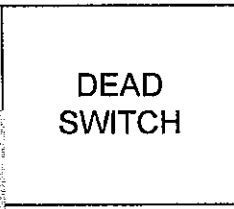
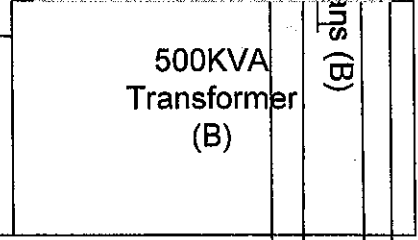
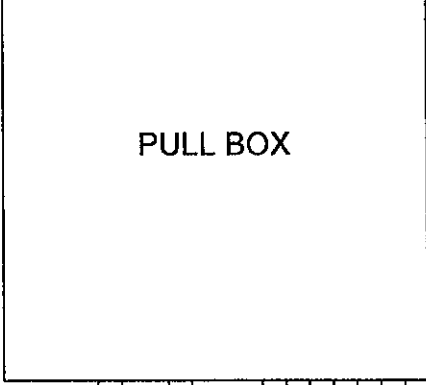
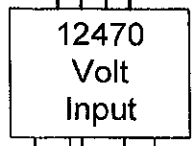
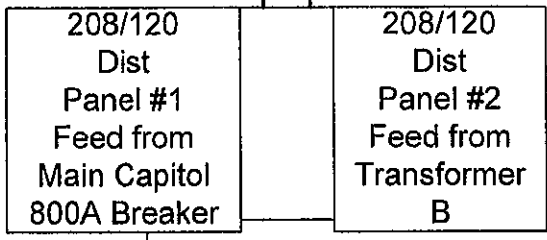
- Supply and Install a temporary Transformer on the outside of the West Wing of the State Capitol Building and make all necessary connections to supply power to all areas that are presently being supplied by the transformers located in WB-05.
- To replace the entrance doors to both WB-04 and WB-05 with double doors to make it possible to remove the old and install new equipment. These doors must meet or exceed a two hour fire rating and meet the requirements of the West Virginia State Fire Marshal's Office. All door hardware is to be coordinated with State of West Virginia General Service Division, and must be Corbin Russwin (or equal). Contractor will supply three copies of all keys for new door hardware.
- It shall be the sole responsibility of the Contractor to remove all old reusable hardware and deliver it to Surplus Property in Dunbar WV and properly dispose of all trash.
- The Contractor shall fill all openings necessary to comply with the National Electrical Code article 450 and the State Fire Marshal's Office to bring WB-05 in to code as a Transformer Vault.
- The Contractor shall paint all four walls and floor in both WB-04 and WB05 with not less than two coats of paint. The colors and type of paint for the walls is Sherwin Williams ProMar 200 Interior Latex, Dover White, or equal. The paint for the floor is Sherwin Williams High Performance Floor Enamel Series A32 Light Gray, or equal. Contractor will add H&C SharkGrip Slip Resistant additive (or equal) to the final coat.
- The Contractor shall supply and install new light fixtures as seen on the attached drawing in both WB-04 and WB-05.
- The Contractor shall install a concrete pad 17 feet long, 4 feet wide and 6 inches high to place the switchgear in Room WB-04.

## 5a.

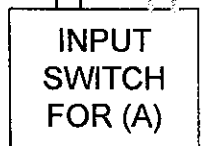
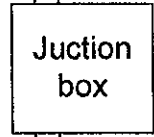
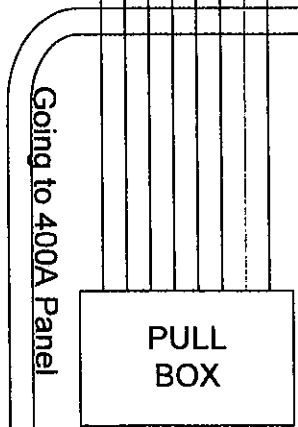
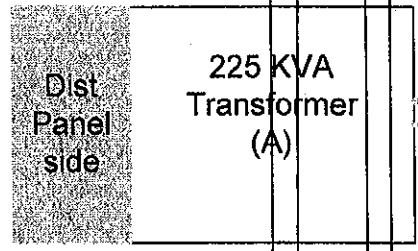
- The Contractor shall supply and install two (2) new General Electric (or equal) 500/667 kVA Transformers, dry type, with built in cooling fans, (HV =12.47 KV), (LV = 208/120 V), two 15 KVA Load Interrupter Switches and all other related hardware as required (See General Hardware Specifications) in Room WB-05.
- The Contractor shall install a new 200 Amp, 42 Circuit, 208/120 Volt, 3-Phase Sub Panel with a Main Breaker in Room WB-04 for lighting and other small circuits.
- The Contractor Shall supply and install all wire, wiring raceways, conduit, panels and breakers, switch gear and all other related hardware necessary to complete this project. ( see attached specifications and drawing)
- It shall be the responsibility of the Contractor repair all damage done to the Capitol lawn as a result removing the temporary transformer and or associated hardware.
- A schedule of any power outages must be submitted to the Owner to acquire advanced approval of the General Services Division. Power outages will only be permitted on weekends or Holidays.

Feed from Main Capitol  
208/120 Volt

Note: 250' feed from Main Building Feed



**AS IS PRESENTLY**



WB-04

WB-05



5c.

## West Wing Present Breaker Sizes

### DISTRIBUTION PANEL #1

**Location:** WB-04  
**Size:** 600 Amp 120/208 Volt  
**Feed From:** Main Capitol Building

<u>#</u>	<u>Size</u>	<u>Location</u>
1	100A	North Elevator
2	100A	South Elevator
3	100A	Panel PP-BI Basement
4	100A	Telephone Panel
5	225A	Panel LB-B Basement
6	225A	Panel L-PH Penthouse
7	225A	Outside Lights
8	225A	159
9	225A	Transformer
10	225A	MCC 208V
11	225A	Panels LA-BA, LA-BB
12	225A	Panel LA-4A, LA-4B, 4 <sup>th</sup> Floor South

### DISTRIBUTION PANEL #2

**Location:** WB-04  
**Size:** 600 Amp 120/208 Volt, 3-Phase, 4-Wire  
**Feed From:** Transformer (B) 500kVA  
**Installed By:** Brown Electric January 1, 1970

<u>#</u>	<u>Size</u>	<u>Location</u>
13	100A	Auditor's Office Computer System
14	100A	Panel Room 419
15	225A	Panels LA-3C, 3 <sup>rd</sup> Floor South
16	225A	Panels LB-2A, LB-2B, 2 <sup>nd</sup> Floor North
17	225A	Panels LA-2A, LA-2B 2 <sup>nd</sup> Floor South
18	225A	Panels LA- 1 <sup>st</sup> Floor South
19	225A	MCC 208/120 Volt
20	225A	Panels Floor 1 <sup>st</sup> Floor North
21	225A	Panels LA Floor North
22	225A	Panels LA Floor South

5c.

**DISTRIBUTION PANEL #3**

**Location:** WB-05  
**Size:** 600 Amp 120/208 Volt, 3-Phase  
**Feed From:** Transformer (B) 500kVA

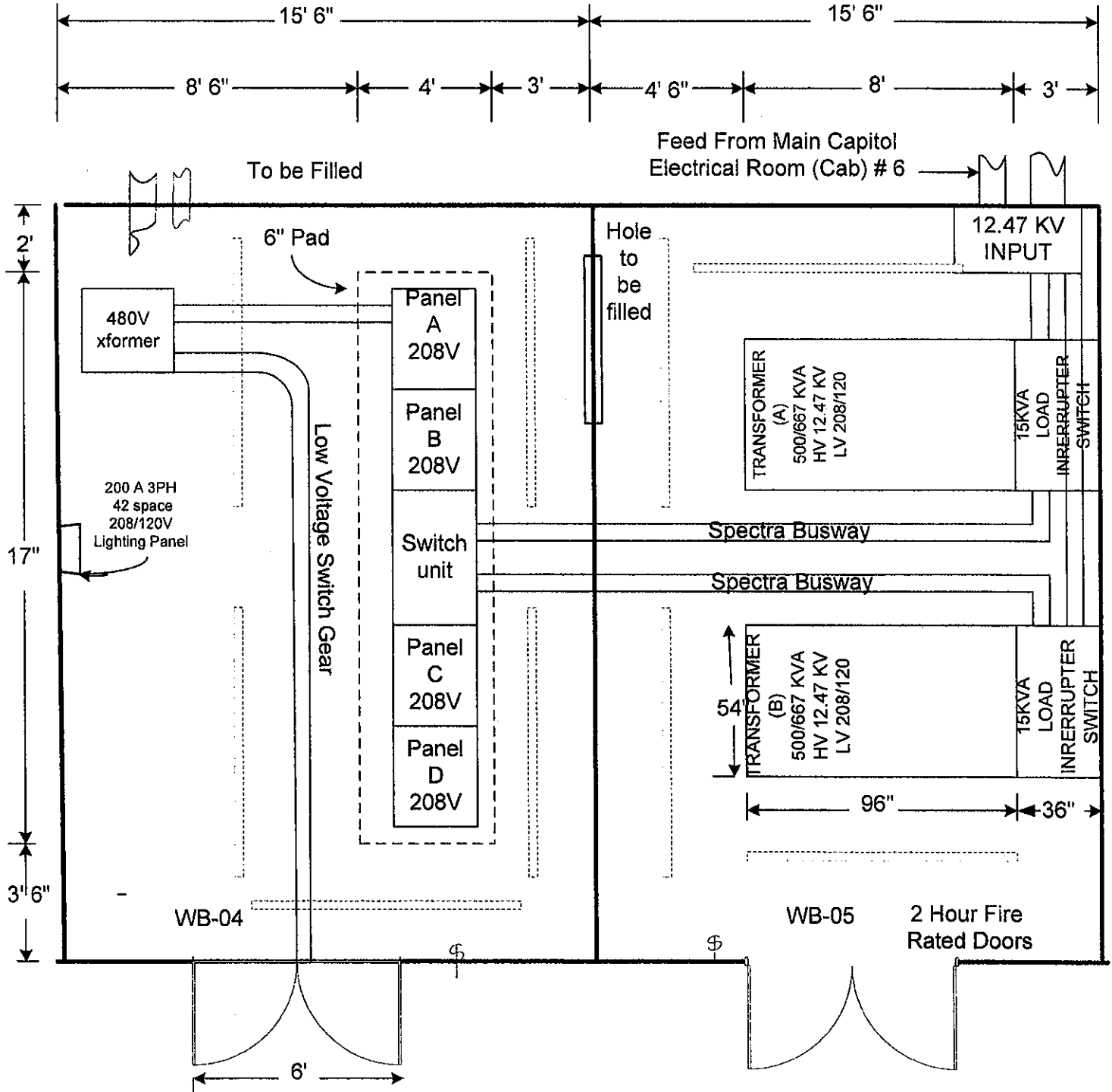
Main Breaker 600 Amps  
400 Amp Breaker (?)  
200 Amp Breaker (West 212)  
200 Amp Breaker (?)

**DISTRIBUTION PANEL #4**

**Location:** WB-05  
**Size:** Within Transformer A, 3-Phase 120/208 Volt  
**Feed From:** Transformer (A) 225kVA

400 Amp Breaker  
400 Amp Breaker  
225 Amp Breaker  
225 Amp Breaker  
150 Amp Breaker  
100 Amp Breaker

# PROPOSED



## Proposed Hardware Specifications

- 1) Spectra Bolt-On AV2 Switchboard (108A) (Or Equal)
  - Distribution Panel #1**
  - 3 Sections 3P4W/208/120/60 D  
1600A SS (1600A Trip)  
Manually Operated Main  
42 KAIC  
Incoming Feed: Top  
Feed to right
  - 1 Kirk Key Lock (or equal)
  - 1 Programmer (Power+) LIT1
  - 1 Padlock PBII
  - 16 225 Amp 3 Pole SFHA
  - 1 1600Amp 3-Pole SS Individually Mounted
  - 7 100 Amp 3-Pole TEY
  - 1 Connections to Busway
  - 1 Busway Conn. C.Heat Rated
  - 2 Fully Rated CU Bus
  - 3 CU Bus Heat Rated
  - 3 Current Transformer
  - 1 PQMII Base (PQMII)
  - 5 MTM Add-on
  
- 2) Spectra Bolt-On AV2 Switchboard (108A) (Or Equal)
  - Distribution Panel #1**
  - 2 Sections 3P4W/208/120/60 D  
1600A SS (1600A Trip)  
Manually Operated Main  
42 KAIC  
Incoming Feed: Top  
Feed to left
  - 1 Kirk Key Lock (or equal)
  - 1 Programmer (Power+) LIT1
  - 1 Padlock PBII
  - 2 200 Amp 3 Pole SFHA
  - 2 150 Amp 3 Pole SFHA
  - 1 225 Amp 3 Pole SFHA
  - 3 400 Amp 3 Pole SGDA4
  - 1 100 Amp 3 Pole TEY
  - 1 Connections to Busway
  - 1 Busway Conn. C.Heat Rated
  - 1 Fully Rated CU Bus
  - 2 CU Bus Heat Rated
  - 3 Current Transformer
  - 1 PQMII Base (PQMII)
  
- 3) Two Spectra Busway (126S) (Or Equal)
  - 2 Complete Identical Runs of Aluminum 3P4W FN 1600A Housing Ground  
with Joint-Guard Protection
  - 15 Feet of Feeder Indoor
  - 2 Each 90 Degree Elbow
  - 1 Each Tranformer Throat (Std/Prolec/SEPS)
  - 1 Each GE(or equal) Switchboard Stub (GE SWB/SWG)
  - 1 Each Wall/Floor Flange

4g.

- 4) General Electric 15kV Load Interrupter Switches (Or Equal)  
 Quantity: 2  
 Product: 15kV 600A 40kA Momentary/ 40kA Fault Close Metal  
 Enclosed Interrupter Switch  
 BIL: 95  
 Approximate Dimensions (HxWxD) 90" x 36" x 60"  
 Approximate Weight 1800lbs

Specifications

Switch Cubicle of 11 gauge construction  
 Switch Roof of 14 gauge construction  
 Mechanism Operating Handle on Left  
 NEMA 1 (Indoor)  
 16" Rear Compartment  
 Split Front Door with Switch Viewing Window  
 ANSI 61 Compliant Light Gray Finish – Dry Powder Polyester Paint  
 Qty. 3 GE (or equal) EJO1 15.5KV, 125E, I/C 50 KA SYM Fuses  
 Silver Plated Ground Bus  
 Porcelain Integrity Basic Switch and Fuse  
 Polyester Integrity Rear Compartment  
 2-Hole Compression Lug for 500MCM Cable  
 Total Silver Plated Integrity  
 Qty. 3 GE (or equal) 15kv Distribution Class Arrestors  
 Bottom Access Plate in Switch Cubicle  
 Stand Alone Switch  
 Provided with Customer Drawings

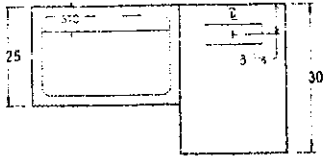
- 5) General Electric Transformers (or equal)

Quantity: 2  
 Product: VPI  
 Unit KVA: 500/667  
 Cooling Class: AA/FA  
 HV Rating: 12470  
 HV Connection: Delta  
 HV BIL: 60  
 HV Taps: FCAN: 2 @ 2 ½% (above)  
 FCBN: 2 @ 2 ½% (below)  
 LV Rating: 208Y/120  
 LV Connection: Wye  
 LV BIL: 10  
 Temperature Rise: 150 Deg. C  
 Impedance: 5.00 Guar. Minimum  
 Conductor: HV Copper Conductor/LV Copper Conductor  
 Phase 3  
 Frequency: 60  
 Ambient: 30 Avg/ 40 Max  
 Altitude: 3300  
 Sound Level: 60  
 Approx Dim.: 90" H x 78" W x 54" D  
 Approx Wgt: 5800lbs  
 Eddy K-Factor: 1.00  
 Stray K-Factor: 1.00

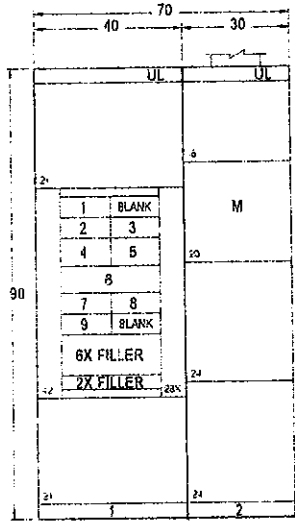
With the following options included:  
 Customer Drawings  
 NEMA 1 (Indoor Ventilated)  
 Louvered Ventilation  
 Ground Cable

4g.

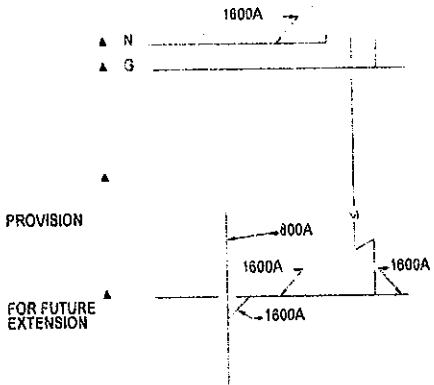
ANSI 61 Compliant Paint Color  
HV Air Terminal Chamber, non-barrier type (Adds approx 18" to Width)  
LV Air Terminal Chamber, non-barrier type (Adds approx 18" to Width)  
HV and LV Tin Plated Terminations  
UL Listing  
Fans and three-phase Electronic Temperature Monitor  
(Control power supplied by Owner)



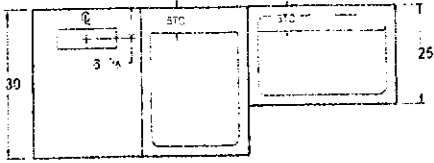
PLAN VIEW



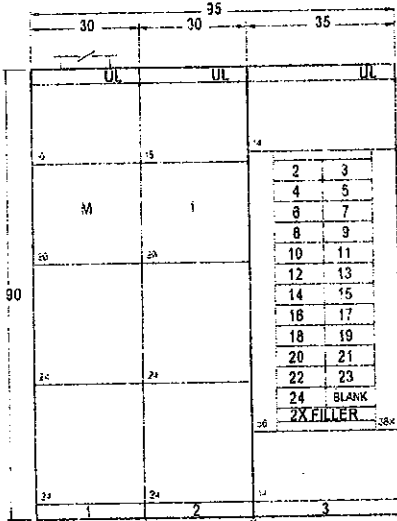
FRONT VIEW



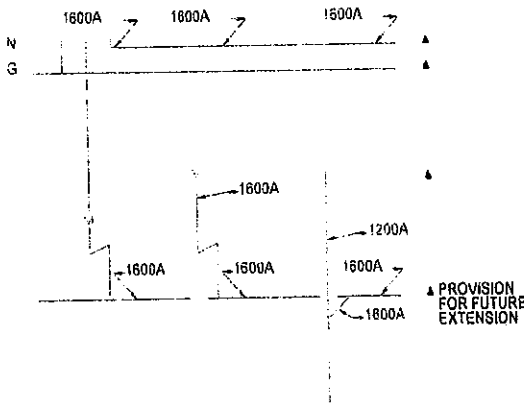
BUSSING DIAGRAM



PLAN VIEW



FRONT VIEW



BUSSING DIAGRAM



Agency \_\_\_\_\_  
REQ.P.O# \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, as Principal, and \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
with its principal office in the City of \_\_\_\_\_, as Surety, are held and firmly bound unto the State  
of West Virginia, as Oblgee, in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOW THEREFORE,**

(a) If said bid shall be rejected, or  
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached  
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the  
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full  
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,  
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no  
way impaired or affected by any extension of the time within which the Oblgee may accept such bid, and said Surety does hereby  
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations  
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Principal Corporate Seal

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_  
(Must be President or  
Vice President)

\_\_\_\_\_  
(Title)

Surety Corporate Seal

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals  
must be affixed, a power of attorney must be attached.**

BID BOND PREPARATION INSTRUCTIONS

AGENCY (A)
RFQ/RFP# (B)

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, (C) of (D), (E) as Principal, and (F) of (G), (H), a corporation organized and existing under the laws of the State of (I) with its principal office in the City of (J), as Surety, are held and firmly bound unto The State of West Virginia, as Obligee, in the penal sum of (K) (\$ (L)) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for (M)

NOW THEREFORE.

(a) If said bid shall be rejected, or (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Obligee may accept such bid: and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this (N) day of (O), 20 (P).

Principal Corporate Seal

(R)

(Q) (Name of Principal) By (S) (Must be President or Vice President) (T) Title

(U) Surety Corporate Seal

(V) (Name of Surety)

(W) Attorney-in-Fact

- (A) WV State Agency (Stated on Page 1 "Spending Unit") Request for Quotation Number (upper right corner of page #1)
(C) Your Company Name
(D) City, Location of your Company
(E) State, Location of your Company
(F) Surety Corporate Name
(G) City, Location of Surety
(H) State, Location of Surety
(I) State of Surety Incorporation
(J) City of Surety Incorporation
(K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
(L) Amount of bond in figures
(M) Brief Description of scope of work
(N) Day of the month
(O) Month
(P) Year
(Q) Name of Corporation
(R) Raised Corporate Seal of Principal
(S) Signature of President or Vice President
(T) Title of person signing
(U) Raised Corporate Seal of Surety
(V) Corporate Name of Surety
(W) Signature of Attorney in Fact of the Surety

NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.

RFQ No. \_\_\_\_\_

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

### VENDOR OWING A DEBT TO THE STATE:

*West Virginia Code* §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

### PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

### ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

### CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_