



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
GSD096440

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 BUILDING TEN - HOLLY GROVE 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/21/2009				

BID OPENING DATE: 05/07/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 3		
				THIS ADDENDUM IS ISSUED TO:		
				1.) ADD THE FOLLOWING DOCUMENTS		
				GSD096440		
				GSD096440 ANSWERS TO TECHNICAL QUESTIONS		
				GSD096440 SECTION 00400 BID FORM		
				GSD096440 SUBCONTRACTOR FORM		
				2.) TO EXTEND THE BID OPENING DATE		
				BID OPENING DATE IS EXTENDED TO: 05/07/2009		
				BID OPENING TIME REMAINS: 1:30 PM		
				3.) ADD DRAWING T-1 REVISED		
				***** END ADDENDUM NO. 3 *****		
0001	1	LS		968-42		
				HOLLY GROVE MANSION EXTERIOR REHABILITATION		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia:
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

**Addendum 3**

**Holly Grove Mansion  
Exterior Rehabilitation and Selective Interior Demolition  
State of West Virginia, Department of Administration**

SHCA Project No. 6520.B  
Addendum No. 3

To: All Bidders

Note: This Addendum is part of the Contract Documents. It modifies Specifications and Drawings dated February 13, 2009.

Acknowledge receipt of this Addendum in the space provided on the Bid Form.  
Failure to do so may result in the disqualification of your Bid.

Revisions to Contract Documents as listed below:

**ARCHITECTURAL:**

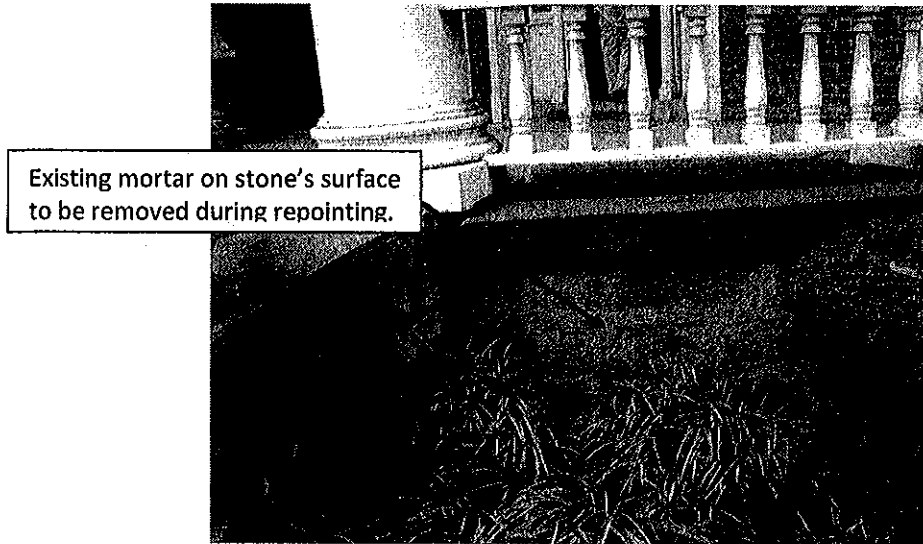
DWG/SPEC Title	Description	Date
Section 00400 -- Bid Form	Removed Contractor requirement to mark the lower left hand of the envelope with the Project Name (removed from pages 1& 6).  Remove List of Proposed Subcontractors from Bid Form. A separate Subcontractor Form has been created and is to be included with bid submission after Section 00400 and before Section 00500.  Revise Items to include PN 02: Chemical Strip and Paint Window Sash (Interior and Exterior). Revise Items to include WI 01: Replace Window Glazing. Revise Unit for Stone Repointing (PO 02) from SF to LF.	April 16, 2009
T-1	Revise Quantities to include item PN 02 (48 EA). Revise Quantities to include item WI 01 (1 EA).	April 16, 2009

In addition to the above addendum, the following is a list of questions and responses from the pre-bid conference.

Addendum No. 3  
 To Holly Grove Mansion: Exterior Rehabilitation and Selective Interior Demolition  
 Date April 16, 2009  
 Page 2

ITEM	QUESTION	RESPONSE
1	Are the window sashes to be stripped and painted in addition to the exterior frame and sill? Clarify scope.	The Contractor is responsible to remove and chemically strip all window sash (double hung and casement) in accordance with Section 09890 in the Project Manual. The exterior of the window sash shall be painted in accordance with Section 09900 of the Project Manual, and the interior of the window sash shall be primed. After stripping and painting is completed, the Contractor shall reinstall all window sash. It is the Contractor's responsibility to protect the window glazing, and replace any glazing in kind that is damaged during work. This repair item is identified in Section 00400-Bid Form and Drawing T-2 as PN 02 with the quantity "each" denoting one window assembly.
2	Is the broken glass northwest dormer window on the third floor to be replaced? Clarify scope.	The glazing in the northwest dormer window (Drawing A-203) on the third floor is to be replaced. This repair item is identified in Section 00400-Bid Form and Drawing T-2 as WI 01.
3	Is the contractor responsible for installing a safety railing at the ledge in Room 300 after demolition?	It is the contractor's responsibility to install an OSHA compliant temporary safety railing on the north wall of Room 300 after the removal of the floor and demolition of Room 303. Refer to Drawing D-102.
4	I noticed there is discrepancy in the UNIT for Stone Repointing (PO 02) between the T-1 Sheet and Section 00400- Bid Form. On the T-1 Sheet the Unit for Stone Repointing (PO 02) is LF; however, in Section 00400 on the Bid For, the Unit for Stone Repointing (PO 02) is SF. Clarify please.	The Stone Repointing (PO 02) Unit as LF on the T-1 Sheet is correct. Stone Repointing (PO 02) Unit as SF in Section 00400-Bid Form is incorrect and has been adjusted to correspond with the T-1 sheet.
5	The drawings call for repointing of the stone foundation. However, the existing mortar is smeared over portions of the stone. Is removal of this mortar part of the scope of repointing? Please clarify.  Additionally, if the mortar is being used as a patching material, how should the stone be treated after the mortar is removed? Please clarify.	Yes, removal of the existing mortar from the stones' surface is part of the scope of the stone repointing. The mortar is to be removed using both mechanical and chemical methods that do not damage the stone's surface. A small, hand-held air hammer with flat blade and a cup grinder may be required. All cleaning/removal methods to be employed require a mock up to be accepted by the Architect and Owner.  If the mortar is being used as a patching material, the stone is to be patched according to repair code ST 02 after the mortar is removed.  Refer to the following photo for clarification.

Addendum No. 3  
 To Holly Grove Mansion: Exterior Rehabilitation and Selective Interior Demolition  
 Date April 16, 2009  
 Page 3



- 6 Is the painting of the metal bases at the front porch wood columns considered part of the scope of painting the columns? Yes, painting the metal bases is included as part of painting the columns.
- 7 Regarding condition WD01 at the wood column, how deep is the composite patch? Are columns solid or hollow core? Assume a three-inch deep patch repair. The column is believed to have a hollow center. As part of the repair program, Contractor shall perform a 1-1/2" core drill probe at the affected location to allow for a boroscopic probe of one column interior to confirm the overall area of deterioration and column configuration. Probe to be performed in presence of Architect and/or Structural Engineer.

End of Addendum #3

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HOLLY GROVE MANSION  
EXTERIOR REHABILITATION & SELECTIVE DEMOLITION  
SHCA PROJECT #: 6520.B

**SECTION 00400 - BID FORM**

PROJECT                      HOLLY GROVE MANSION  
EXTERIOR REHABILITATION & SELECTIVE DEMOLITION/PROBES  
CHARLESTON, WEST VIRGINIA

SUBMISSION PLACE  
State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130  
Attn: Krista Ferrell, Senior Buyer  
Tel.: (304) 558-2596

BID FOR: \_\_\_\_\_  
(Bidder's Name)

\_\_\_\_\_  
(Bidder's Address)

\_\_\_\_\_  
(Date)

The undersigned, in compliance with the "Instructions to Bidders," having examined the Drawings and Specifications prepared by Swanke Hayden Connell Architects and related documents, visited the site of the proposed Work, and being familiar with all of the conditions surrounding the construction of the proposed Project, including availability of materials and labor, proposes to furnish labor, services, equipment and material and to perform work required for the construction of the above referenced Project for the consideration of the following amount:

BID AMOUNT, (STIPULATED SUM), SUM OF:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

HOLLY GROVE MANSION  
 EXTERIOR REHABILITATION & SELECTIVE DEMOLITION  
 SHCA PROJECT #: 6520.B

The undersigned stipulates hereby that this Bid will remain valid for ninety (90) days from the above submission date or any postponement therefrom.

UNIT PRICE

ID	DESCRIPTION	UNIT	PRICE
PO 01	Brick Repointing	SF	
PO 02	Stone Repointing	LF	
SE 01	Sealant Replacement at Brick/ Concrete Joints	LF	
SE 02	Sealant Replacement at Wood/ Masonry Joints	LF	
BR 01	Brick Crack Repair	LF	
BR 02	Brick Spall Repair	SF	
BR 03	Brick Stitching	SF	
BR 03a	Brick Stitching at Chimney	SF	
CN 01	Concrete Crack Repair	LF	
CN 02	Concrete Spall Repair	SF	
ST 02	Stone Spall Repair with a Composite Patch.	SF	
WD 01	Wood Repair with Composite Patch	SF	
WD 02	Replace Top Rail of Railing at South Portico	LF	
WD 03	Replace Top Rail of Railing at South Portico	LF	
WD 04	Replace Soffit Assembly	SF	
WD 05	Replace Soffit Fascia	LF	
WD 06	Replace Fascia at West Porch	LF	
WD 07	Replace Fascia at South Portico	LF	
WD 08	Re-attach Entablature Trim at South Portico	LF	
WD 09	Dutchman at Dormer Sill	SF	
WD 10	Remove and Dispose of Wood Shutters	EA	
WD 11	Replace Wood Sheathing w/ 2 layers of 5/8" CDX Plywood	SF	
LI 03	Steel Lintel Replacement	LF	
LI 04	New Steel Lintel Installation	LF	
PN 01	Chemical Strip and Paint Wood	LF	
PN 02	Chemical Strip and Paint Window Sashes.	EA	
PN 04	Chemical Strip and Paint Steel with a Rust Inhibitive Coating	LF	
PN 05	Chemical Strip & Paint Shutter Hinge w/ Rust-inhibitive Paint	EA	

HOLLY GROVE MANSION  
EXTERIOR REHABILITATION & SELECTIVE DEMOLITION  
SHCA PROJECT #: 6520.B

FL 01	Replace Flashing at Chimneys	LF	
FL 02	Replace Flashing at Dormers	LF	
FL 03	Replace Perimeter Flashing	LF	
FL 04	Copper Gutter Liner Replacement	LF	
RO (SL) 04	New Slate Roof	SF	
RO (SL) 04a	New Slate at Dormer Face	SF	
RO 05	New Precast Concrete 30" Splash Block	EA	
RO (SM) 04	New Flat Seamed Copper Sheet Metal Roof	SF	
SM 01	New Copper Leader and Strainer Basket	LF	
WI 01	Replace Window Glazing	EA	

TOTAL BID BREAKDOWN (Including Overhead and Profit)

SECTION	DESCRIPTION	COST
	Scaffolding / Rigging / Mobilization	\$
02070	Removal Work, Selective Demolition and Protection	\$
02222	Protection, Salvage and Removal of Historic Elements	\$
04100	Mortar and Repointing	\$
04200	Brick Unit Masonry	\$
04520	Stone Restoration	\$
05120	Structural Steel	\$
06100	Rough Carpentry	\$
06300	Epoxy Repair for Deterioration and Decay in Wooden Members	\$
06401	Exterior Architectural Woodwork	\$
07315	Slate Roofing	\$
07620	Sheet Metal Flashing and Trim	\$
07610	Flat Seamed Sheet Metal	\$
07920	Joint Sealants	\$
09890	Coating Removal	\$
09900	Painting and Protective Coatings	\$



HOLLY GROVE MANSION  
EXTERIOR REHABILITATION & SELECTIVE DEMOLITION  
SHCA PROJECT #: 6520.B

	General Conditions/Requirements	\$
	Building Department Permits, Etc.	\$
	Insurance	\$
<b>TOTAL</b>		\$

REJECTION OF BID

The undersigned acknowledges the Owner's right to reject bids and to waive informalities in the bidding.

NOTICE OF ACCEPTANCE

The undersigned designates the person and office, to which Notice of Acceptance may be mailed, telegraphed or delivered:

Respectfully submitted,

BY  
(Signature)

FIRM

ADDRESS

DATED:

NOTE: Type under signature the name and title of signing officer. If Bidder is a corporation, write State of Incorporation under firm address, and if a partnership, give full name of parties.

HOLLY GROVE MANSION  
EXTERIOR REHABILITATION & SELECTIVE DEMOLITION  
SHCA PROJECT #: 6520.B

DIRECTIONS FOR MAILING BIDS

Envelope containing Bid should be sealed, marked and addressed as follows:

**ADDRESS:**

State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130  
Attn: Krista Ferrell, Senior Buyer

TIME OF RECEIPT

Date

Time

HOLLY GROVE MANSION  
EXTERIOR REHABILITATION & SELECTIVE DEMOLITION  
SHCA PROJECT #: 6520.B

**PROPOSED SUBCONTRACTOR FORM**

PROJECT                    HOLLY GROVE MANSION  
   EXTERIOR REHABILITATION & SELECTIVE DEMOLITION  
   CHARLESTON, WEST VIRGINIA

SUBCONTRACTOR LIST

- 01510    -    Enclosed Scaffold System \_\_\_\_\_
- 02070    -    Removal Work, Selective Demolition and Protection \_\_\_\_\_
- 02222    -    Protection, Salvage and Removal of Historic Elements \_\_\_\_\_
- 04100    -    Mortar and Repointing \_\_\_\_\_
- 04200    -    Brick Unit Masonry \_\_\_\_\_
- 04520    -    Stone Restoration \_\_\_\_\_
- 05100    -    Structural Steel \_\_\_\_\_
- 06100    -    Rough Carpentry \_\_\_\_\_
- 06300    -    Epoxy Repair for Deterioration and Decay in Wooden  
   Members \_\_\_\_\_
- 06401    -    Exterior Architectural Woodwork \_\_\_\_\_
- 07315    -    Slate Roofing \_\_\_\_\_
- 07620    -    Sheet metal Flashing and Trim \_\_\_\_\_
- 07920    -    Joint Sealants \_\_\_\_\_
- 09890    -    Coating Removal \_\_\_\_\_
- 09900    -    Painting and Protective Coatings \_\_\_\_\_