



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
HHR90118

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 OPERATIONS
 VARIOUS LOCALES AS INDICATED
 ON PURCHASE ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/27/2009				

BID OPENING DATE: 04/07/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
1. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: HHR90118						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
-----------	-----------	------

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
-------	------	-----------------------------------

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

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

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

INSTRUCTIONS TO BIDDERS

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



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
HHR90118

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER
304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 OPERATIONS
 VARIOUS LOCALES AS INDICATED
 ON PURCHASE ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/27/2009				

BID OPENING DATE: 04/07/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 COMPANY DATE</p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 2</p>						

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'



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
 HHR90118

PAGE
 3

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 OPERATIONS
 VARIOUS LOCALES AS INDICATED
 ON PURCHASE ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
03/27/2009				

BID OPENING DATE: 04/07/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		031-06		
HVAC SYSTEM FOR SOUTHERN HIGHLANDS MENTAL HEALTH CTR						
***** THIS IS THE END OF RFQ HHR90118 ***** 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'

Southern Highland Community Mental Health Center HVAC Renovation Project

Addendum #1

March 26, 2009

1. The owners representative has expressed interest in performing portions of the demolition, please provide direct as how and what to price as the demolition.

Response: I discussed the interest with the owner and have purchasing alter the form of bid so the demolition alternate can be divided to match the owner's wishes below.

Add alternate: Boiler Room Demolition to the extents indicated within the drawings

Add alternate: Demolition of Console (Fan Coil Unit) see item #6 below.

Add alternate: Complete Hydronic Piping Removal

Add Alternate: Demolition of Fan Coil Units above the ceiling

(Please note selective piping demolition required to install the new duct and equipment shall be contained within the Base Bid)

2. There are multiple firewalls throughout the facility that does not show fire dampers to be installed in them. Please advise if there are any additional dampers to be installed other that what is now shown on the drawings and include a detail identifying the type of damper to use and the method for installation.

Response: Please find attached a pdf representing the fire walls in question. Fire dampers shall be 2hr rated (vertical out of air stream) installed in strict compliance with NFPA 90A, NFPA 90B, IMC and SMACNA standards

3. Is the existing roofing system under warranty and if so who is the company providing the warranty?

*Response: Installing contractor: Carl H. Frye Inc.
 Manufacturer: Carlisle*

4. Do the smoke detectors in the new RTUs tie into the existing fire alarm system and if so to what extent does this affect the present zoning of this system? If it is necessary to tie into this system and it is not capable of accepting the additional devices what is the responsibility of the contractor at that point?

Response: Yes, tie the new roof top units required to have smoke detectors into the existing fire alarm system. The existing zone will have more devices within the zone affected. The roof top unit smoke detector shall tie into the zone in which it is located. The fire alarm maintenance contractor is Fire Safety Products.

5. Are there any requirements for structural steel to support the RTUs and if so what is required and how does it tie into the existing structural steel system? Please provide detail for structural

support required, detail on sheet M0.1 refers you to structural drawings for detail of this, there are no structural drawing.

Response: Please find attached a pdf representing the modified RTU roof support detail.

6. To What extent do we take the demolition of the fan coil units, do we remove the fan coil housing, frame in the wall opening and then provide finishes to match the existing? Do the outside air grilles in the glass frame system remove and the panels they are installed in replace or do we retire these grilles in place. Demolition of these units could be extensive in cost and I feel we need an exact method of demolition.

Response: Remove the interior portion of the fan coil unit. Retire the outside grille in place by capping the outside air grille from the inside with 26 gauge sheet metal. Install metal stud, insulation, drywall and paint as required to match interior conditions.

7. Is the roof curb assemble for the boiler breaching system to be removed, the roof opening closed and patched or can an insulated cap be installed on this curb once the breaching is removed?

Response: Install an insulated cap over the existing boiler breaching curb.

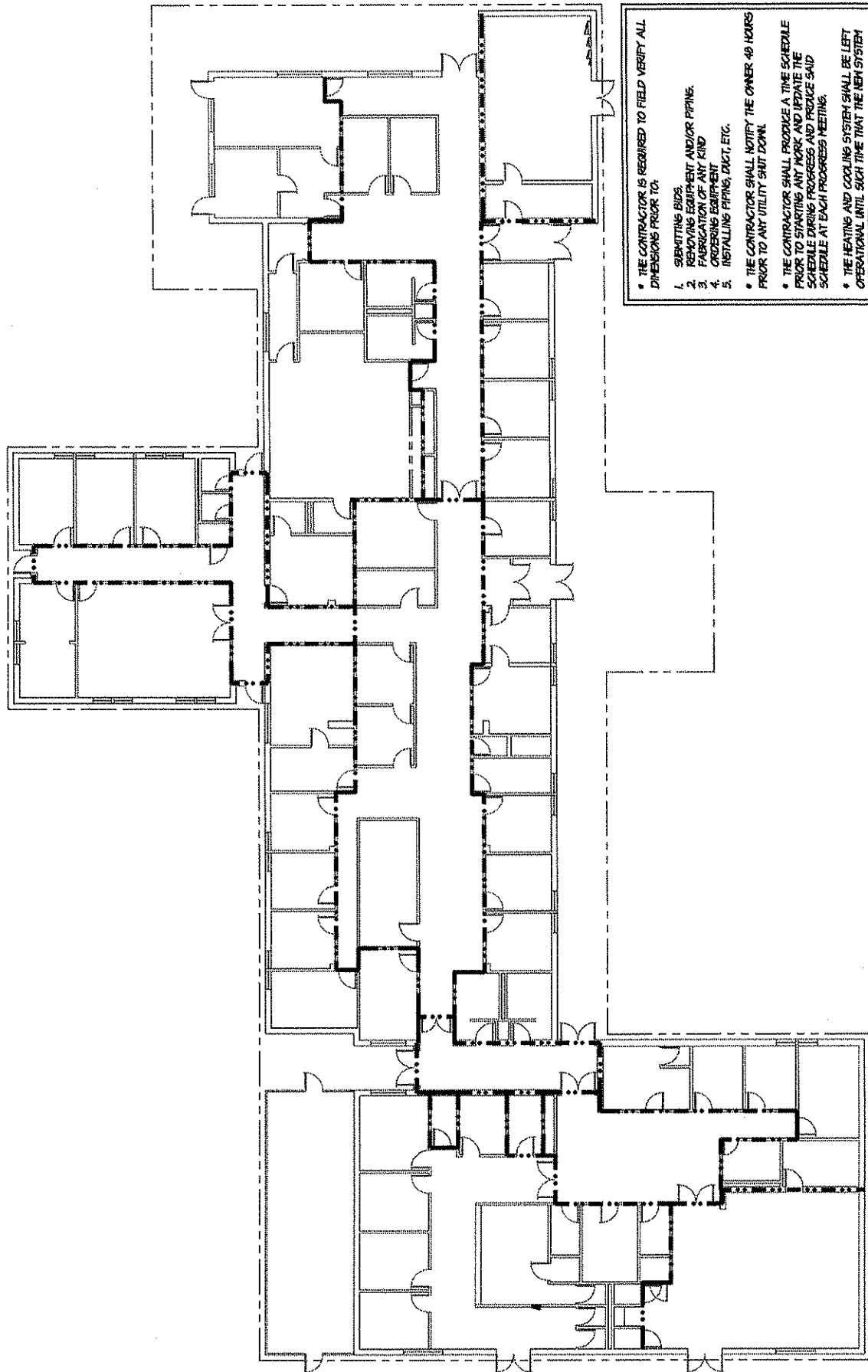
8. The owner's representative mentioned the possibility of performing centralized return of air as opposed to the fully ducted system that has been designed and is illustrated on the drawings. Do we plan to install the return air duct as shown on drawing M1.1?

Response: The return air duct as show on drawing M1.1 will be installed.

9. The owner's representative mentioned that the existing panel that RTU-1 thru RTU-3 are shown on drawings to be connected to does not exist. The feeder conduit and wiring are partially ran. The representative mentioned that the contractor can complete and they will supply all material to mount a completed panel. Since this is not on the drawings, we request direction.

Response: Please find attached two (2) sketches representing the location of the owner provided panel, the location of the "rough-in completed by the owner and the modifications to be done by the contractor.

Additional Information: The contractor shall have submittals approved by the engineer, fire marshal and authority having jurisdiction for the modifications to the fire alarm system prior to the beginning of demolition, installation or any work.

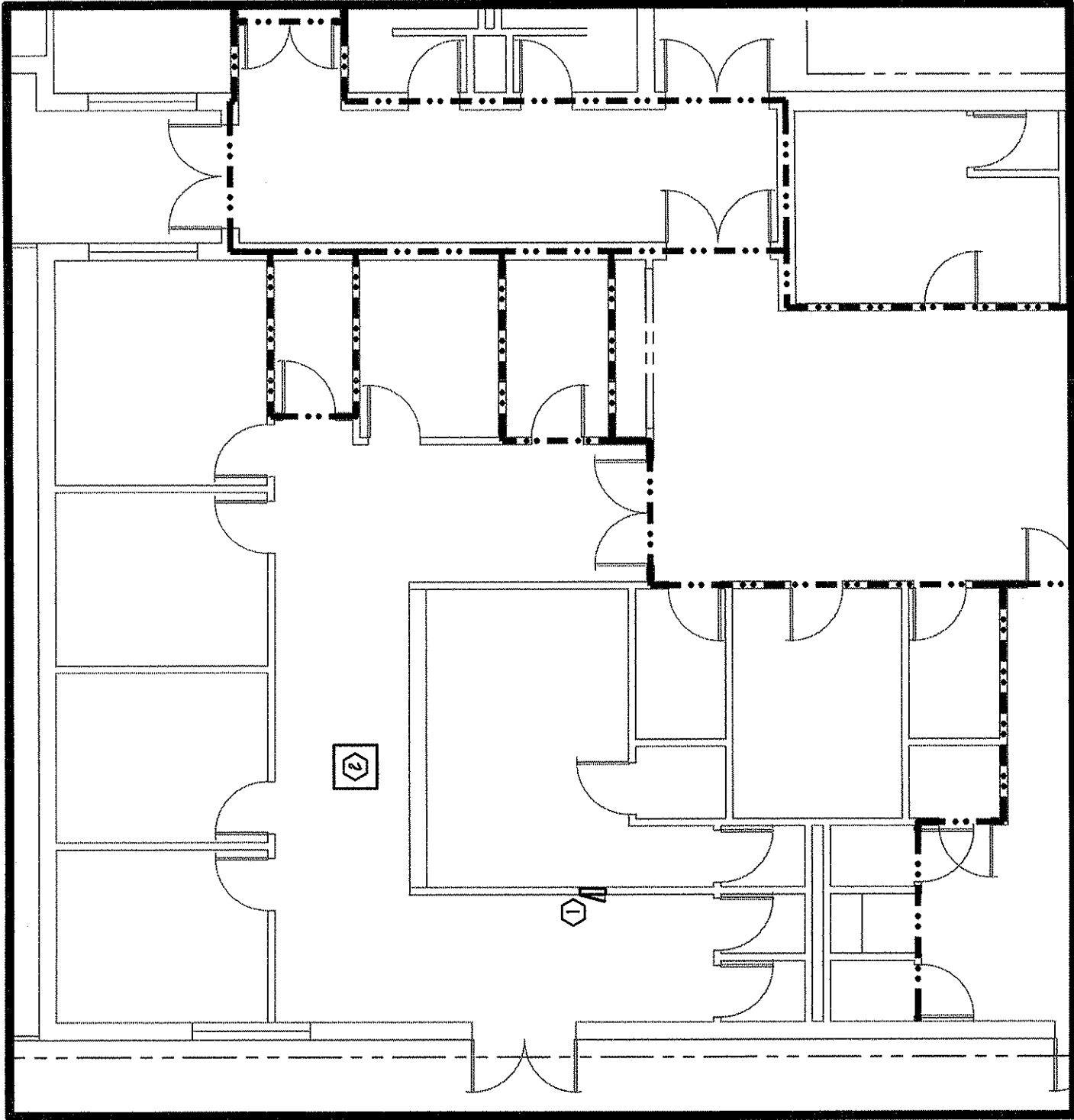


- THE CONTRACTOR IS REQUIRED TO FIELD VERIFY ALL DIMENSIONS PRIOR TO:
 1. SUBMITTING BIDS.
 2. REMOVING EQUIPMENT AND/OR PIPING.
 3. FABRICATION OF ANY KIND
 4. ORDERING EQUIPMENT
 5. INSTALLING PIPING, DUCT, ETC.
- THE CONTRACTOR SHALL NOTIFY THE OWNER 48 HOURS PRIOR TO ANY UTILITY SHUT DOWN.
- THE CONTRACTOR SHALL PRODUCE A TIME SCHEDULE PRIOR TO STARTING ANY WORK AND UPDATE THE SCHEDULE DURING PROGRESS AND PRODUCE SAID SCHEDULE AT EACH PROGRESS MEETING.
- THE HEATING AND COOLING SYSTEM SHALL BE LEFT OPERATIONAL UNTIL SUCH TIME THAT THE NEW SYSTEM CAN BE UTILIZED.

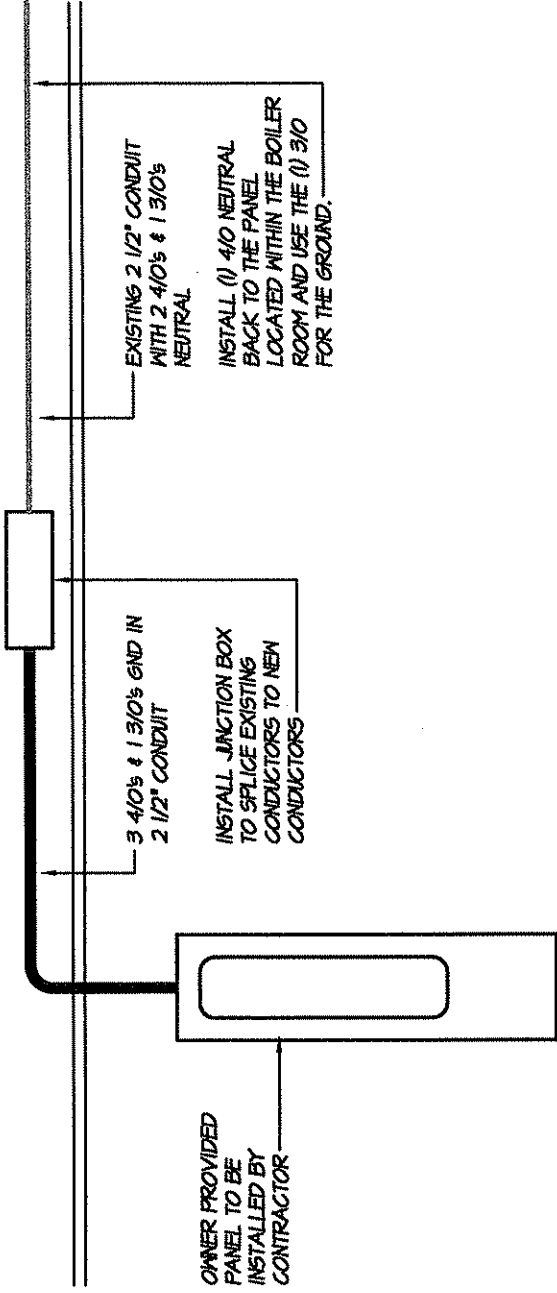
FIRE WALL LOCATIONS (2 HR)
 SCALE: 1/8" = 1'-0"

PLAN NOTES:

1. INSTALL OWNER PROVIDED ELECTRICAL PANEL. EXTEND CONDUCTORS AS REQUIRED FROM LOCATION SHOWN. THIS IS THE DOCTOR SUITE PANEL MENTIONED ON M2.I.
2. APPROXIMATE LOCATION OF CONDUCTORS TO BE EXTENDED.

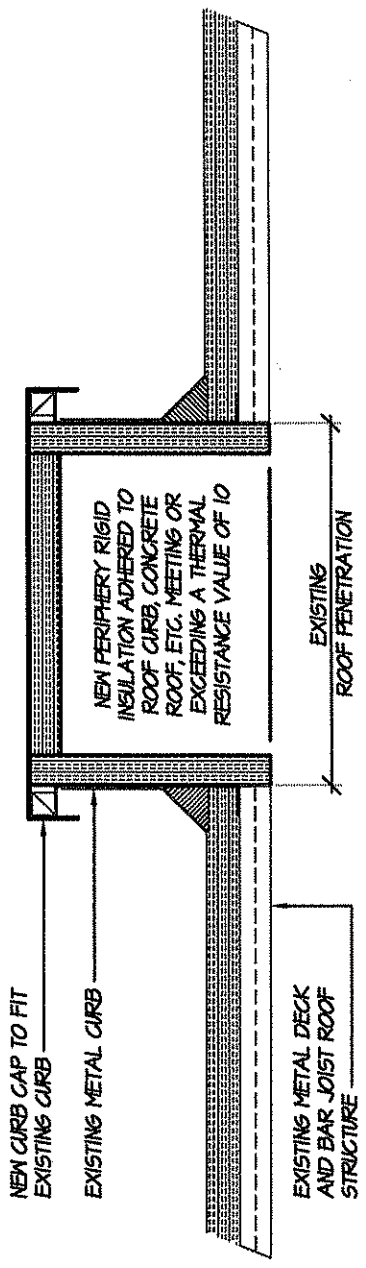


PANEL LOCATION

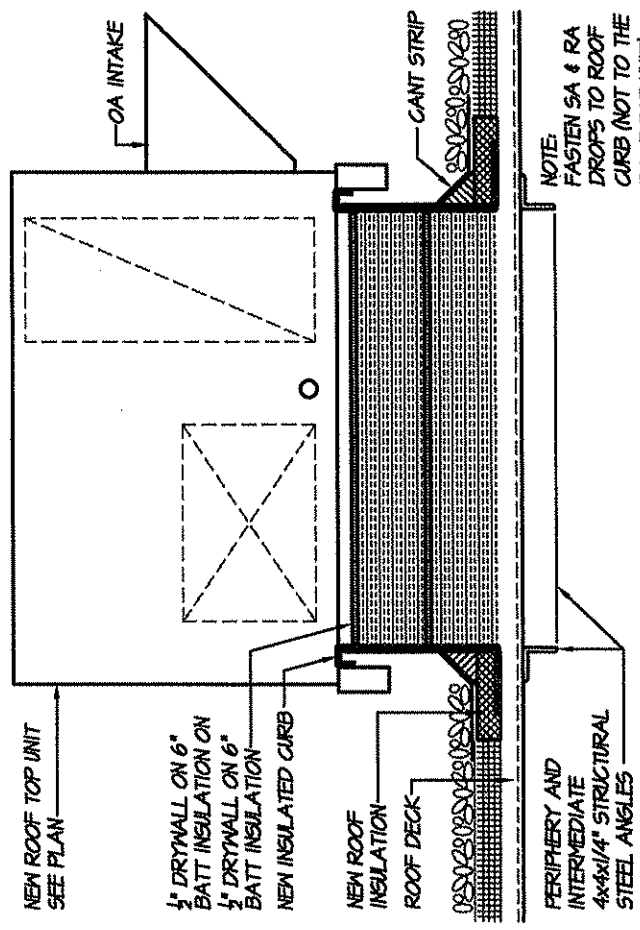


ELECTRICAL RISER DETAIL

SCALE: NONE



EXISTING CURB - CAP DETAIL
SCALE: 1" = 1'-0"



ROOF TOP CURB - DETAIL
SCALE: 3/4" = 1'-0"