



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
ISCJ0079

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL
804-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

SHIP TO

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

BID OPENING DATE: 03/03/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,						
2.) ANSWER ALL TECHNICAL QUESTIONS RECEIVED PRIOR TO THE 01/28/2009 DEADLINE,						
3.) ADD THE FOLLOWING LANGUAGE: ,						
"THIS PROJECT IS BEING DELAYED TO ALLOW TIME FOR REVISIONS TO THIS PROJECT BY THE AGENCY. REVISED SPECIFICATIONS AND DRAWINGS WILL BE ISSUED BY SUBSEQUENT ADDENDUM. THE AGENCY WILL SCHEDULE A WALK THROUGH OF THE REVISED SPACE AND ALLOW A PERIOD FOR QUESTIONS IN RELATION TO THESE CHANGES. THE DATES FOR THESE EVENTS WILL BE INCLUDED IN SAID ADDENDUM."						
4.) AND TO EXTEND THE BID OPENING DATE:						
BID OPENING DATE IS EXTENDED TO: 03/03/2009						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						

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

RFQ#: ISCJ0079
Addendum No. 1
Technical Questions and Answers

- 1) Will the routing of cable thru the bar joist be permissible or will you require that all cable not in cable tray be supported with J-hooks?

The routing of cable thru the bar joist is not permissible. All cable not in cable tray must be supported with the proper hardware such as J-hooks.

- 2) Does the state have the option to request Certified Payroll at any time during the project to check for compliance with WV Prevailing Wages?

Yes - per WV State Code as follows:

WEST VIRGINIA CODE
CHAPTER 21. LABOR.

<http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=21>

CHAPTER 21, LABOR ARTICLE 5A
WAGES FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS

<http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=21&art=5A#05A>

§21-5A-6. Contracts to contain provisions relative to minimum wages to be paid.

In all cases where any public authority has ascertained a fair minimum rate or rates of wages as herein provided, and construction of a public improvement is let to contract, the contract executed between the public authority and the successful bidder shall contain a provision requiring the successful bidder and all his subcontractors to pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages as provided by this article.

§21-5A-7. Wage rates to be kept posted.

A clearly legible statement of all fair minimum wage rates to be paid the several classes of skilled laborers, workmen and mechanics employed on the construction on the public improvement shall be kept posted in a prominent and easily accessible place at the site thereof by each contractor and subcontractor subject to the provisions of this article.

§21-5A-8. Wage records to be kept by contractor, subcontractor, etc.; contents; open to inspection.

The contractor and each subcontractor or the officer of the public authority in charge of the construction of a public improvement shall keep an accurate record showing the names and occupation of all such skilled laborers, workmen and mechanics employed by them, in connection with the construction on the public improvement and showing also the actual wages paid to each of the skilled laborers, workmen and mechanics, which record shall be open at all reasonable hours to the inspection of the department of labor and the public authority which let the contract, its officers and agents. It shall not be necessary to preserve such record for a period longer than three years after the termination of the contract.

- 3) The prints illustrate cable tray throughout the building. Is the installation of the cable tray part of this contract? If so, what type and size?

This project is being revised. New specifications/drawings will be issued at a later time. A new and complete material list will be included with the reconfigured drawings and price list which will include any/all materials to be provided for this project.

- 4) Due to the limited time allotted to respond to the bid (in relationship to the release of the Addendum), can the Bid Bond be greater than the requested 5%.

The minimum is 5%.

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: ISCJ0079

Date: 01/26/2009 at 1:30 pm

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	WV Purchasing Division
Firm Address:	2019 Washington St. East Charleston, WV 25305
Representative Attending:	Krista S. Ferrell
Phone Number:	304.558.2596
Fax Number:	304.558.4115
Email Address:	krista.s.ferrelle@wv.gov

Firm Name:	Verizon Business
Firm Address:	827 Fairmont Road suite 204 Morgan town, WV 26501
Representative Attending:	Lawrence Host, ECDD/OSP
Phone Number:	304-284-0502
Fax Number:	304-284-0500 + 304 391-1464
Email Address:	lawrence.host@verizonbusiness.com

Firm Name:	FIBERNET of WV
Firm Address:	1200 GREENBRIER STREET CHARLESTON WV 25311
Representative Attending:	GLENDON A. KEATON/RISK OWENS
Phone Number:	304-720-2100 EXT 2119
Fax Number:	304-720-2121
Email Address:	GKEATON@WVFIBERNET.NET

Firm Name:	Pomeroy IT Solutions
Firm Address:	304B Washington Street West Charleston WV 25304
Representative Attending:	Jason B. Cavender
Phone Number:	304-382-8637
Fax Number:	
Email Address:	Jcavender@pomeroy.com

Firm Name:	How Valley Technologies LLC
Firm Address:	3564 RIVER ROAD MORGANTOWN, WV 26501
Representative Attending:	Robert F. Bishop, R.C.D.D
Phone Number:	304 278-7773
Fax Number:	304 278-7404
Email Address:	RBISHOP@MUTECH.US

Firm Name:	Black Box Network Services
Firm Address:	5842 Davis Creek Rd Barbourville WV 25504
Representative Attending:	COLT WHEELER
Phone Number:	304-525-2651
Fax Number:	304-525-2779
Email Address:	Colt.Wheeler@WV.BlackBox.com

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Firm Name:	<u>GRAYBAR ELECTRIC</u>
Firm Address:	<u>1015 SUNG STREET CHARLESTON WV 25301</u>
Representative Attending:	<u>KEVIN HYPES</u>
Phone Number:	<u>304-344-2371</u>
Fax Number:	<u>304-344-0327</u>
Email Address:	<u>Kevin.hypes@graybar.com</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
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