



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
 PSC9038

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 FRANK WHITTAKER
 304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

PUBLIC SERVICE COMMISSION
 OF WEST VIRGINIA
 201 BROOKS STREET
 CHARLESTON, WV
 25301 340-0323

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/24/2009				

BID OPENING DATE: 03/05/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE FOLLOWING ATTACHMENTS:						
1) VENDOR TECHNICAL QUESTIONS AND AGENCY RESPONSES.						
2) MANDATORY PRE-BID SIGN IN SHEET.						
3) DRAWING OF WALKWAY PAD LAYOUT.						
THE BID OPENING IS CHANGED TO 03/05/09 AT 1:30 PM						
0001	1	LS		910-66		
ROOFING MAINTENANCE, REPAIR, AND INSTALLATION						
***** THIS IS THE END OF RFQ PSC9038 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

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

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

INSTRUCTIONS TO BIDDERS

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

ADDENDUM TO PSC9038

Per questions asked in the prebid on 2/11/09:

1. Is the lower roof, approximately 8' x 38' to be included in the base bid? -
Yes

Add to bid price:

- a. Lower roof - use the same specifications for the main roof as for the lower roof

2. Is coping to be installed at all parapet wall locations? - Yes
Including those which do not currently have coping? - Yes

Coping - add to bid price:

- a. Replace existing coping with new coping all around roof and lower roof.
- b. Add coping where needed
- c. All metal coping shall be designed, fabricated and installed in compliance with ANSI/SPRI ES-1 perimeter metal code.

3. Can a walkway pad layout be provided on the attached drawing?

Walkway pads - add to bid price:

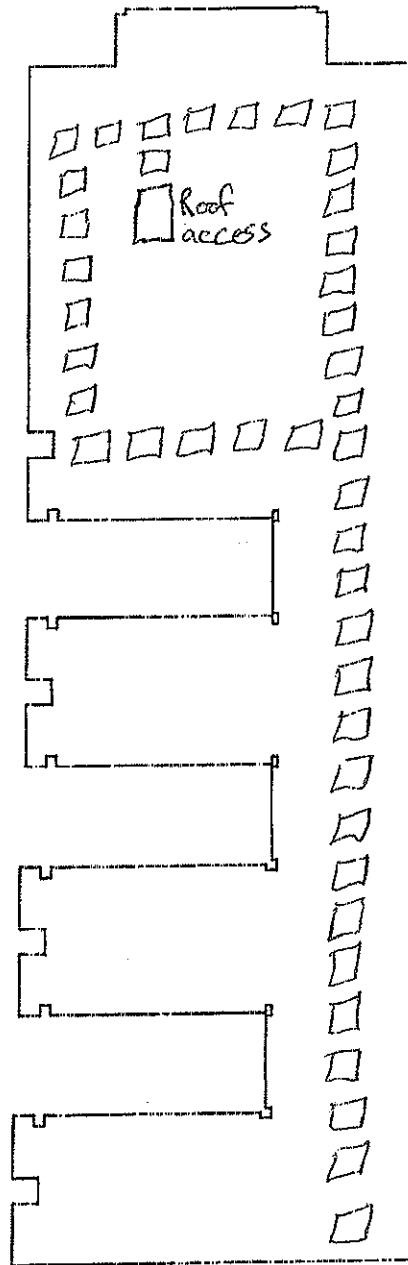
- a. See attached sketch - squares are approximately 16 x 16 - vendor will have to determine quantity and how spaced

4. Are we to include a certain quantity of deck replacement in our base bid? -
Yes

Add to bid price:

- a. 4 pieces of "N" decking (20 gauge galvanized) - 2 x 24 pieces or 192 square feet
- b. Cost per square feet of additional metal decking

5. Completion date: Job must be scheduled and time allowed to complete by June 15th in order for the vendor to get paid - this will end our fiscal year.



Pads 16 X 16

SIGN IN SHEET

Page of

Request for Proposal No. PSC 9038

Date: 2/11/09

PLEASE PRINT

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>N.F. Mansuetto + Sons</u>	<u>116 Wood Street</u>	PHONE <u>740-633-7320</u>
Rep: <u>Mark Speirs</u>	<u>Marbins Ferry OH</u>	TOLL FREE
Email Address: <u>Mark@mansuettoroofing.com</u>	<u>43935</u>	FAX <u>740-633-7322</u>
Company: <u>Bass Roofing, Inc.</u>	<u>P.O. Box 7455</u>	PHONE <u>304-429-4233</u>
Rep: <u>SHANE ABSHIRE</u>	<u>HUNTINGTON, WV 25776</u>	TOLL FREE
Email Address: <u>shane@bogsroofing.com</u>		FAX <u>304-429-2811</u>
Company: <u>FAIRFAX, INC.</u>	<u>P.O. Box 400</u>	PHONE <u>740/867-2729</u>
Rep: <u>DOAK RUSSELL</u>	<u>CHESAPEAKE, OH 45619</u>	TOLL FREE
Email Address: <u>FAIRFAXINC@VERIZON.NET</u>		FAX <u>740/867-2727</u>
Company: <u>TRI-STATE ROOFING</u>	<u>P.O. Box 1231</u>	PHONE <u>304 755-8135</u>
Rep: <u>Tim Dersch</u>	<u>Charleston WV 25324</u>	TOLL FREE
Email Address: <u>Tdersch@tri-state-service.com</u>		FAX <u>304 755-5275</u>
Company: <u>Tri-State Roofing</u>	<u>P.O. Box 1231</u>	PHONE <u>304-755-8135</u>
Rep: <u>Pat Haden</u>	<u>Charleston, WV 25314</u>	TOLL FREE
Email Address: <u>phaden@tri-stateservice.com</u>		FAX <u>304 755-5275</u>

SIGN IN SHEET

Request for Proposal No. PSC9038

Page _____ of _____

PLEASE PRINT

Date: 2/11/09

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>HARRIS BROS ACCTNS</u>	<u>1533 HANS JORD ST</u>	PHONE <u>343 5566</u>
Rep: <u>CALVIN HARRIS</u>	<u>Charlotte 28259</u>	TOLL FREE
Email Address: _____	_____	FAX <u>343 5568</u>
Company: <u>MASTER ROOFING CO.</u>	<u>P.O. Box 1856</u>	PHONE <u>304-465-5700</u>
Rep: <u>GARY STEGEL</u>	<u>BECKLEY, W.V. 25802</u>	TOLL FREE
Email Address: _____	_____	FAX <u>304-465-5536</u>
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE _____
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE _____
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE _____
Email Address: _____	_____	FAX _____