



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
DEFK9024

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT 304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIV ENGINEERING & FACILITIES
 NATIONAL GUARD ARMORY
 240 ARMY ROAD
 KINGWOOD, WV
 26537 341-6368

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/05/2009				

BID OPENING DATE: 05/13/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM # 01						
THIS ADDENDUM IS ISSUED TO MODIFY, CLARIFY, & ADD TO THE ORIGINAL REQUEST FOR QUOTATION SPECIFICATIONS, AND ANSWER VENDOR QUESTIONS REGARDING THE PROJECT AND SPECIFICATIONS, PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		031-78		
				ROOF VENTILATORS, POWER DRIVEN		
***** THIS IS THE END OF RFQ DEFK9024 ***** 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 #1 -FMS # 4, Kingwood, WV

01 May, 2009

Prepared / Submitted By:  MAJ. Michael J. Beckner
Facilities Manager

RFQ Number: DEFK9024

Exhausts Removal System replacement for WVARNG C&FMO at

FMS # 4, West Virginia Army National Guard

Kingwood, West Virginia 26537

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents.

**ATTACH THIS ADDENDUM TO THE FRONT COVER OF THE PROJECT MANUAL AND
ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM.**

CLARIFICATIONS/GENERAL COMMENTS:

Bidding Procedures

All Contractors submitting a bid are required to procure a bid packet from the State of West Virginia - Purchasing Division that contains specific instructions for submitting a bid. Contact Mr. John Abbott at State Purchasing for more information.

Pre-bid Conference

- A. A list of those attending the Pre-bid Conference is included in this addendum (sign in sheet attached)

Comments during Pre-Bid Meeting Minutes

- A. To arrange additional site visits please contact SFC Scott Dixon 304-791-4117.
- B. During the vendors bid proposal period John Abbott will be primary point of contact for any questions. Phone: (304) 558-2544
- C. The contractor shall obtain any required permits for construction at the contractor's expense.
- D. Hours of work shall be Monday through Friday from 07:30 to 16:00. No weekend or holiday work will be permitted; unless approved by on site personnel.
- E. Contractors conducted an on-site survey during pre-bid visit.
- F. A copy of the certified payroll must accompany applications for payment.
- G. Contractor is responsible for field verifying all measurements.
- H. The bid opening is 28 May 2009 at 1:30pm

- I. Awarded Contractor shall provide the on site point of contact to SFC Scott Dixon and Camp Dawson's Front Gate Security Office with a list of all persons that will be on site each day. This list shall be updated and delivered daily upon arriving to work.
- J. Contractor shall keep SFC Scott Dixon and Camp Dawson's Front Gate Security Office informed of all expected deliveries and coordinate according.
- K. Contractor is responsible for all deliveries associated with the project, receiving, loading, unloading, and on site staging is the awarded contractor's responsibility.
- L. Contractor shall coordinate with the facility staff when there is a potential danger for personnel or any of the West Virginia Army National Guards Equipment.
- M. Awarded contractor shall identify a foreman, or person whom is in charge, and present their contact information to SFC Scott Dixon and Camp Dawson's Front Gate Security Office. This person must be available for contact.
- N. The awarded contractor shall perform all coordination between all parties involved in the project including but not limited to; sub-contractors and manufactures. No persons outside of the awarded contractor shall contact nor direct anyone else to contact the West Virginia Army National Guard. All coordination and information shall move through the awarded contractor.
- O. Camp Dawson Billeting will not be available for this project. The awarded contractor will be responsible for making arrangements to billeting off post if they so choose not to commute daily.

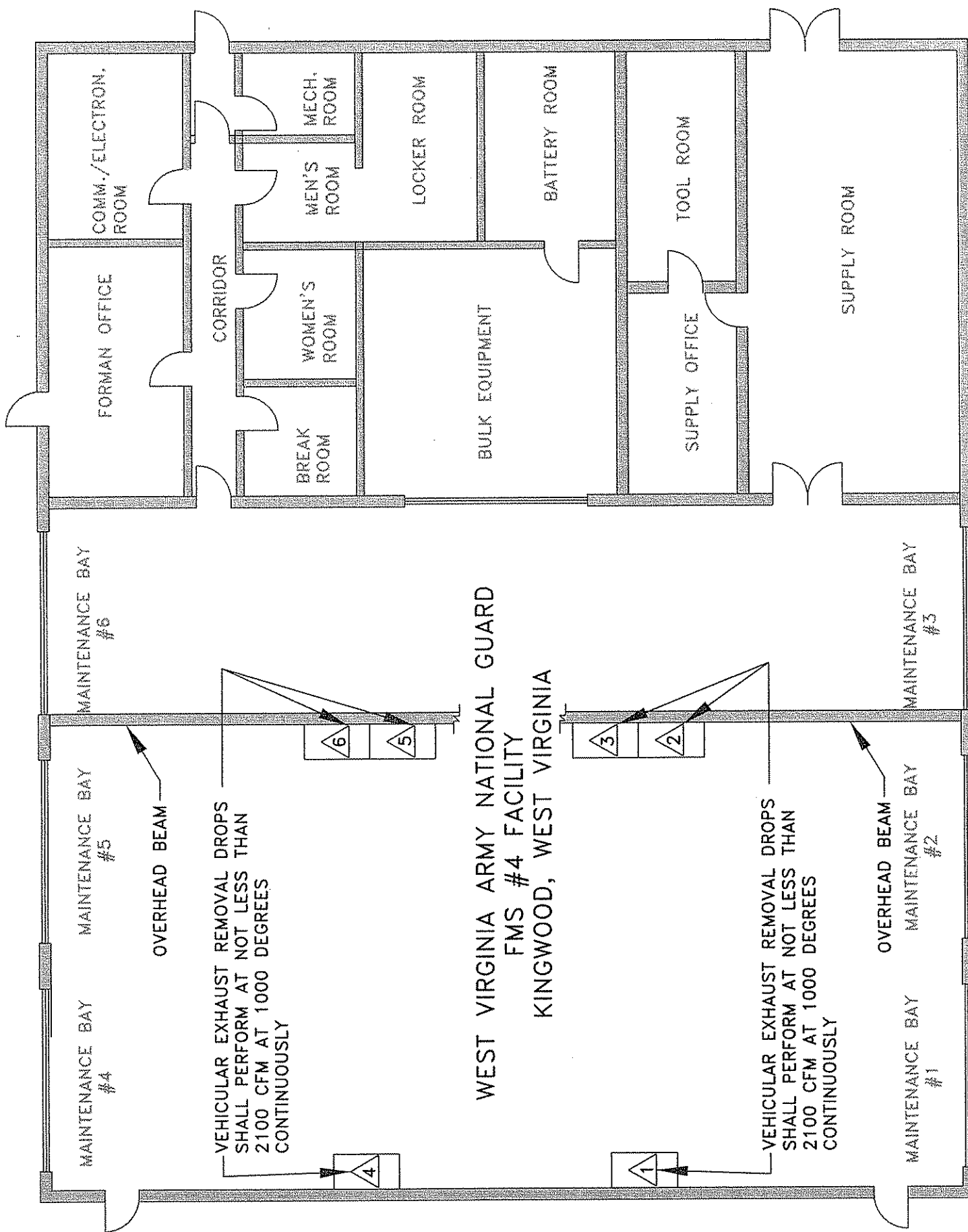
CHANGES TO SPECIFICATIONS:

- A. The layout for the vehicular exhaust removal systems has been revised. (Please see attached drawing.) Delete Page 13 layout drawing of the contract and replace with attached drawing.

- B. Contractor shall follow the roof manufactures (Carlisle SynTec Incorporated) recommendations for all roof alterations and repair. All components of the specified roofing system shall be products of Carlisle SynTec Incorporated or accepted by Carlisle as compatible.

- C. All work pertaining to the roof system shall be performed by a qualified roofing contractor, whom has experience working with the Carlisle SynTec Incorporated products. The awarded contractor is responsible for insuring that the roof system is water tight after all alterations.

END OF ADDENDUM



WEST VIRGINIA ARMY NATIONAL GUARD
 FMS #4 FACILITY
 KINGWOOD, WEST VIRGINIA

SCALE: NTS

FRONT OF BUILDING

SIGN IN SHEET

Request for Proposal No. _____

PLEASE PRINT

Page 1 of _____

Date: 30 April 2009

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>WUARNING (C.F.M.O)</u>	<u>1703 CARNSKIN DRIVE</u>	PHONE <u>(304) 561-6550</u>
Rep: <u>Jonathan L. Neal</u>	<u>Charleston, WV 25311</u>	TOLL FREE
Email Address: <u>Jonathan.L.Neal@wv.nsb.army.mil</u>		FAX
Company: <u>FMS #4</u>	<u>240 Army Rd</u>	PHONE <u>304-791-4117</u>
Rep: <u>Scott D Dixon</u>	<u>Kingwood W.V. 26031</u>	TOLL FREE
Email Address: <u>Scott.dixon@wv.nsb.army.mil</u>		FAX
Company: <u>Master Service Mid ATLANTA</u>	<u>1403 Livingston Ave</u>	PHONE <u>304 636 8170</u>
Rep: <u>Patricia Smith</u>	<u>ELTHINS WV 26224</u>	TOLL FREE
Email Address: <u>patismth@msmo.com</u>		FAX <u>304 636 8206</u>
Company: <u>Murray Sheet Metal</u>	<u>3112 7th Street</u>	PHONE
Rep: <u>Ed Morrison</u>	<u>Parkersburg W.V. 26101</u>	TOLL FREE <u>1-800-464-8801</u>
Email Address: <u>Edm@murrayshetmetal.com</u>	<u>304 422-5431</u>	FAX <u>304 428-4623</u>
Company: <u>Shull Construction Co.</u>		PHONE <u>304-366-9497</u>
Rep: <u>Robert Camero</u>		TOLL FREE
Email Address: <u>br@shullconstwv.com</u>		FAX <u>304-366-9407</u>

SIGN IN SHEET

Request for Proposal No.

Date: 30 April 2009

PLEASE PRINT

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Central wv Heating & Cooling</u>		PHONE <u>304-265-4310</u>
Rep: <u>LAKC Schbach</u>		TOLL FREE
Email Address: <u>Central wv Heating and Cooling At Verizon.net</u>		FAX <u>304-265-4311</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
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX