



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  
 DEV1060

PAGE  
 1

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

WV DEVELOPMENT OFFICE  
 ADMINISTRATION  
 BUILDING 6, ROOM 645  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0311 304-558-0350

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/13/2010				

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	BID OPENING TIME	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 ***** THIS ADDENDUM IS ISSUED TO REPLACE PAGES 3 THROUGH 10, AND ATTACHMENT 1 WITH THE ATTACHED REVISED PAGES. THE BID OPENING DATE AND TIME HAVE NOT CHANGED. *****END ADDENDUM NO. 1 *****							
0001	1	LS		964-84	01:30PM		
TRAINER/FACILITATOR							
***** THIS IS THE END OF RFQ DEV1060 ***** 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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
  4. 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.
  5. Payment may only be made after the delivery and acceptance of goods or services.
  6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
  7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
  8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
  9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
  10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
  11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
  12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
  13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and 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.
  14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
  15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
  16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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.
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W. Va. C.S.R. §148-1-6.6).

## Request for quotes

**What:** As part of the Energy Efficiency and Conservation Block Grant Fund Program funded through the American Recovery and Reinvestment Act, the West Virginia Division of Energy has developed the Building Energy Collaborative and seeks a trainer/facilitator to advance energy efficient building technologies as well as the adoption and enforcement of energy codes in local jurisdictions during 10 meetings.

**Who:** As part of quarterly meetings with EECBG program participants in each of West Virginia's 11 Regional Planning and Development Council regions, information will be presented to all stakeholders in the built community including residential and commercial contractors; realty firms; home inspectors; building products suppliers or representatives; code officials; city and county officials, and building owners. Building Energy Collaborative participants will be region specific.

**When:** Beginning in September 2010, one meeting per quarter will be held until the end of the EECBG contract period in October 2012.

**Where:** Each of the 11 regions will host or co-host one meeting.

Each vendor submitting a bid must document similar work within the past five years including resumes of key personnel.

Successful bidders must provide DUNS numbers, be registered in the U.S. government's Central Contractor Registration database and adhere to the terms and conditions listed as SPECIAL PROVISIONS RELATING TO WORK FUNDED UNDER AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (May 2009) and attached.

## Introduction

As part of the West Virginia Division of Energy's Energy Efficiency and Conservation Block Grant Program (EECBG), funded through the American Recovery and Reinvestment Act, the Building Energy Collaborative will advance energy efficient building technologies as well as the adoption and enforcement of energy codes in local jurisdictions.

West Virginia has adopted the 2003 International Energy Conservation Code and its associated reference to the ASHRAE 90.1-2001. West Virginia, as part of a national energy initiative, is working to gain acceptance of the 2009 IECC and its associated reference to ASHRAE 90.1-2007. IECC and ASHRAE 90.1 are residential and commercial energy codes, respectively, required to fulfill assurances made by the governor in advance of receiving ARRA funds. Providing information on the energy and cost-saving merits of these codes to West Virginia's built community – including locally elected officials responsible for the enactment of the state's building code – will help to clear obstacles

While training on code components is important, it also is imperative to find common ground among local stakeholders on the complexities of building code adoption and enforcement. Such discussions must focus on the development of an agreeable path forward on the constructive use of codes and standards. This process will require participation from all stakeholders in the built community including residential and commercial contractors; realty firms; home inspectors; building products suppliers or representatives; code officials; city and county officials, and building owners

## Task

Facilitate quarterly meetings with West Virginia's built community, including officials responsible for the adoption, application and enforcement of the state's building code. These meetings will be held in conjunction with EECBG's regional administrative meetings. Attendees at the Building Energy Collaborative will come principally from the local region where the meeting will be held:

**2010 (anticipated)**

3<sup>rd</sup> quarter (September 2010): Region 9

4<sup>th</sup> quarter (December 2010): Region 1

**2011**

1<sup>st</sup> quarter (March 2011): Region 2

2<sup>nd</sup> quarter (June 2011): Region 3

3<sup>rd</sup> quarter (September 2011): Region 4

4<sup>th</sup> quarter (December 2011): Region 5

**2012**

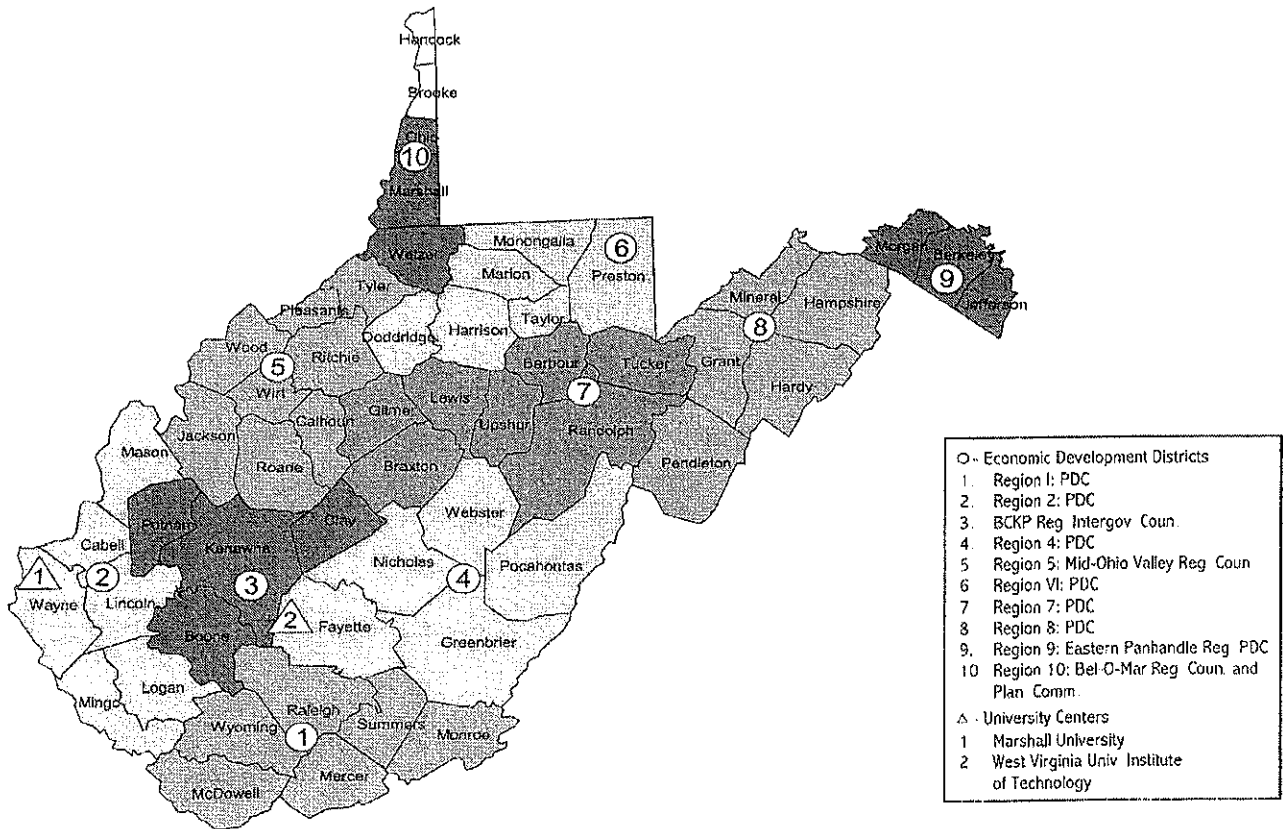
1<sup>st</sup> quarter (March 2012): Region 6

2<sup>nd</sup> quarter (June 2012): Region 7

3<sup>rd</sup> quarter (September 2012): Region 8

4<sup>th</sup> quarter (October 2012): Regions 10, 11 (co-hosts)

**West Virginia Regional Planning and Development Councils**



**Region 1: Planning and Development Council**

1439 E. Main St.

Suite 5

Princeton, WV 24740

(304) 431-7225

David Cole, executive director

[davidcole@regiononepdc.org](mailto:davidcole@regiononepdc.org)

[regionone@regiononepdc.org](mailto:regionone@regiononepdc.org)

[www.regiononepdc.org](http://www.regiononepdc.org)

Counties: McDowell, Mercer, Monroe, Raleigh, Summers, Wyoming

**Region 2: Planning and Development Council**

P O. Box 939

Huntington, WV 25712

(304) 529-3357

Michelle P. Craig, executive director

[mcraig@ntelos.net](mailto:mcraig@ntelos.net)

[www.region2pdc.org](http://www.region2pdc.org)

Counties: Cabell, Lincoln, Logan, Mason, Mingo, Wayne

**Region 3: B-C-K-P Regional Intergovernmental Council**

315 D St.

South Charleston, WV 25303

(304) 744-4258

Mark Felton, executive director

[markfelton@wvregion3.org](mailto:markfelton@wvregion3.org)

[www.wvregion3.org](http://www.wvregion3.org)

Counties: Boone, Clay, Kanawha, Putnam

**Region 4: Planning and Development Council**

425 Main St , Suite A

Summersville, WV 26651

(304) 872-4970

W.D. Smith, executive director

[r4wds@verizon.net](mailto:r4wds@verizon.net)

Counties: Fayette, Greenbrier, Nicholas, Pocahontas, Webster

**Region 5: Mid-Ohio Valley Regional Council**

P.O. Box 247

Parkersburg, WV 26102-0247

(304) 422-4993

James P. Mylott, executive director

[jim.mylott@movrc.org](mailto:jim.mylott@movrc.org)

[www.movrc.org](http://www.movrc.org)

Counties: Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, Wood

### **Region 6: Planning and Development Council**

34 Mountain Park Drive

White Hall, WV 26554

(304) 366-5693

James L. Hall, executive director

[jhall@regionvi.com](mailto:jhall@regionvi.com)

[regionvi@regionvi.com](mailto:regionvi@regionvi.com)

[www.regionvi.com](http://www.regionvi.com)

Counties: Doddridge, Harrison, Marion, Monongalia, Preston, Taylor

### **Region 7: Planning and Development Council**

99 Edmiston Way

Suite 225

Buckhannon, WV 26201

(304) 472-6564

Rosemary Wagner, executive director

[rwagner@regionvii.com](mailto:rwagner@regionvii.com)

[www.regionvii.com](http://www.regionvii.com)

Counties: Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker, Upshur

### **Region 8: Planning and Development Council**

P O. Box 849

Petersburg, WV 26847

(304) 257-2448

Kenneth W. Dyche, executive director

[kdyche@regioneight.org](mailto:kdyche@regioneight.org)

[mail@regioneight.org](mailto:mail@regioneight.org)

[www.regioneight.org](http://www.regioneight.org)

Counties: Grant, Hampshire, Hardy, Mineral, Pendleton

### **Region 9: Eastern Panhandle Regional Planning and Development Council**

400 W. Stephen St., Suite 301

Martinsburg, WV 25401

(304) 263-1743

Carol Crabtree, executive director

[ccrabtree@region9wv.com](mailto:ccrabtree@region9wv.com)

[info@region9wv.org](mailto:info@region9wv.org)

[www.region9wv.org](http://www.region9wv.org)

Counties: Berkeley, Jefferson, Morgan

**Region 10: Bel-O-Mar Regional Council and Interstate Planning Commission**

P.O. Box 2086

Wheeling, WV 26003

(304) 242-1800

William Phipps, executive director

[bhipps@belomar.org](mailto:bhipps@belomar.org)

[belomar@belomar.org](mailto:belomar@belomar.org)

[www.belomar.org](http://www.belomar.org)

Counties: Marshall, Ohio, Wetzel; and Belmont County, Ohio

**Region 11: Brooke-Hancock Regional Planning and Development Council**

P.O. Box 82

Weirton, WV 26062-0082

(304) 797-9666

Dr. John C. Brown, executive director

[jbrown@bhjmpc.org](mailto:jbrown@bhjmpc.org)

[www.bhjmpc.org](http://www.bhjmpc.org)

Counties: Brooke, Hancock



*Work plan:*

The successful vendor will develop two one-hour presentations for the 10 meetings to be held around the state:

- **First hour:** Session compares and contrasts the building requirements and the energy and cost savings of the 2003 IECC/ASHRAE 90.1-2001 and the 2009 IECC/ASHRAE 90.1-2007. Address the compliance simplification inherent in the latter codes relating to a consolidation of climate zones. The session must also include information on the non-energy related benefits of building codes.
  - Establish a residential baseline of building practices (typical insulation, fenestration, HVAC systems used, etc.) developed from stakeholder feedback received during the meetings.
  - Develop and provide cost/benefit analysis of adoption of the 2009 residential provisions compared to residential baseline
  - Develop and provide fact sheets and talking points for all the advantages of adopting the 2009/2007 codes.
  - Develop and provide online or otherwise obtainable resources for stakeholders supporting energy code adoption and implementation
- **Second hour:** Session designed to encourage the built community to advance energy code adoption beyond the state building code (2003 IECC) to a minimum of the 2009 IECC/ASHRAE 90.1-2007. Session must include discussion of how local jurisdictions administer codes. Session must also include brief discussion of the process required by the W.Va. Fire Commission for cities and counties to adopt codes. Possible topics include:
  - Cost-effective building energy efficiency technologies;
  - Energy saving from energy codes;
  - Cost of compliance (materials and labor)
  - Advanced building practices;
  - Impact of code adoption on local jurisdictions;
  - How to create a level playing field for builders;
  - Incentives (new and existing) for building in corporate limits;
  - LEED buildings, and other advanced building programs supported statewide and locally, and
  - Specific local concerns, including;
    - Capacity for implementation and enforcement
    - Alternative compliance opportunities and case studies to promote them (i.e. HERS-As-Code Compliance, other third-party compliance, etc.)

*Requirements:*

Each vendor must provide:

- A firm fixed-price quotation for doing presentations at the 10 regional meetings including cost per regional meeting inclusive of travel and other expenses. (See attachment 1).
- Details covering at least one similar project including resumes of key personnel
- DUNS numbers and evidence of CCR registration.

**RFQ# DEV1060**  
**Energy Efficiency Trainer/Facilitator**  
**Attachment 1: Cost Sheet**

The vendor must provide pricing inclusive of all associated costs for the following items including all travel costs and all other expenses. Unit cost must be provided per regional meeting

Item No.	Description	Unit Cost	Estimated Qty	Extended Cost
1	Regional Meeting		10	
<b>Total Bid: \$</b>				