



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
DJS010282

PAGE
1

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

RFQ COPY
TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES
WV INDUSTRIAL HOME FOR YOUTH

7 INDUSTRIAL BOULEVARD
INDUSTRIAL, WV
26375 304-558-6029

DATE PRINTED 02/02/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **03/02/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		910-36		
HVAC MAINTENANCE & REPAIR SERVICES OPEN-END CONTRACT TO PROVIDE HVAC MAINTENANCE & REPAIR SERVICES FOR THE WEST VIRGINIA DIVISION OF JUVENILE SERVICES, INDUSTRIAL HOME FOR YOUTH, PER THE SPECIFICATIONS, AND BID FORM. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT. RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

4

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 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)



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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>(1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p style="text-align: center;">MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 2/17/2010; 10:30 A AT THE INDUSTRIAL HOME FOR YOUTH, INDUSTRIAL, WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL</p>						

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<p>PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR APPLICABLE COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS</p>						

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<p>STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME:</p> <p>CONTRACTORS LICENSE NO.:</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p style="text-align: center;">APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULE AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES</p>						

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<p>FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>REV. 5/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: JOHN ABBOTT-----</p> <p>REQ. NO.: DJS010282-----</p> <p>BID OPENING DATE: 3/2/2010-----</p> <p>BID OPENING TIME: 1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p>						

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PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:						

***** THIS IS THE END OF RFQ DJS010282 ***** TOTAL:						_____

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**SERVICE AGREEMENT
GENERAL DESCRIPTION**

NAME: WV INDUSTRIAL HOME FOR YOUTH

EQUIPMENT: SEE ATTACHMENT A

COVERAGE: Total Maintenance

INSPECTIONS: Bi-monthly (Six times per year)

OIL ANALYSIS: Not Required

EXCLUSIONS:

1. Air Filters
2. Bearing Lubrication
3. Belt Replacement
4. Access to concealed refrigerant piping to be provided by the owner
5. Cleaning of the evaporator coils

HVAC BID SPECIFICATION – WV INDUSTRIAL HOME FOR YOUTH

The West Virginia Division of Juvenile Services requests quotations to contract services for the below listed scope of work for the West Virginia Industrial Home for Youth (hereinafter referred to as WVIHY). Vendor is to provide an extended warranty on existing equipment.

Contractor must demonstrate at the pre-bid meeting his ability to remotely access the customer's Trane Tracer Summit control system to make changes to schedules, temperature settings, and trouble shoot specific comfort complaints w/recommendations for adjustments or repairs. In addition, the contractor will be asked to back up the database, investigate alarms, and answer other questions from the customer concerning programming and graphic changes.

Contractor must furnish all labor, overtime, travel time, travel expenses, service supplies, tools and repair parts to maintain and repair the equipment as listed. This is to include the Trane Tracer Summit control system. All parts must be manufacturer replacement parts in order to maintain the integrity of the system.

Contractor must be available (on call) twenty-four (24) hours per day seven (7) days per week to respond to requests for emergency service. Contractor must respond to calls for service within four (4) hours of notification. Failure to respond within four (4) hours will result in a charge to the contractor of \$100.00 per hour for each hour over the four (4) hour limit. Emergency phone numbers are to be included in the bid.

Contractor must provide BI-Monthly preventive maintenance inspections as per the attached maintenance schedules. Service reports of each visit must be signed by the customer representative and one (1) copy left on the job site.

Customer must call twenty-four (24) hours in advance to make an appointment prior to coming in on their scheduled maintenance.

Contractor must provide a list of five (5) current total maintenance contracts, valued at a minimum of \$10,000.00 each, on Trane HVAC equipment, including Trane Tracer Summit Systems, with the bid document. Contracts must have been in effect for the last three (3) years and must be within a 125 mile radius of the WVIHY. Vendor must provide contact names and phone numbers for references.

TOTAL MAINTENANCE

This plan provides preventive maintenance inspections, emergency service and all labor and parts, including oil, refrigerant and other materials to diagnose, repair or replace components of the equipment/systems listed as needed to ensure proper operation.

All vendors bidding on the equipment listed in the specifications are required to submit in writing an indication the products meets or exceeds the specifications set forth. If a vendor bids a product which does not meet the specifications as outlined for that item, but they believe exceeds the specifications, then the vendor is required to submit their exceptions in writing, specifically listing the item and line specification(s) which they are taking exception to. **Vendors are also required to submit a product sheet with their bid that shall include each item listed and at a minimum: Manufacturer, Model number and general specifications for each item.**

All Air Conditioning Units will fall under Schedule 14& 45

All Furnaces to fall under Schedule 29 & 46

Laptop Computer for HVAC system will need to be maintained by the Successful bidder.

There will be a Mandatory pre-bid meeting held at the following location:

**West Virginia Industrial Home for Youth
7 Industrial Blvd.
Salem, WV 26426**

NOTE: Emergency service is service provided for equipment other than regular scheduled maintenance visits and is available on a priority basis to contract customers 24 hours a day, 7 days a week.

<i>Agreement No.</i>	<i>Equipment Covered</i>	<i>Attachment</i>
<i>WV INDUSTRIAL HOME FOR YOUTH</i>		<i>A</i>

This AGREEMENT applies only to the equipment listed below.

QUANTITY MANUFACTURER EQUIPMENT INFORMATION SCHEDULE

Building A

2	Bryan	Hot water Heating Boilers	20
2	Bell & Gossett	Hot Water Circulating Pumps	23
1	Trane	Air Handler 1 Altivar Speed drive Tag AH 1	29
1	Trane	30 Ton Condensing Unit Tag CU 8	14
1	Trane	Air Handler 1 Altivar Speed drive Tag AH 2	26
1	Trane	12.5 Ton Condensing Unit Tag CU 9	14
1	Trane	AHU 3 2 Altivar Speed Drives TAG AH 3	29
1	Trane	40 Ton Condensing Unit Tag CU 10	14
1	Trane	Roof Top Air Handler Tag RTU 1	14
1	Trane	2 TON CU Tag CU 1	14
1	Trane	Roof Top Air Handler Tag TRU 2	14
1	Trane	20 Ton CU Tag CU 2	14
1	Trane	Roof Top Air Handler Tag RTU 3	14
1	Trane	20 Ton CU Tag CU 3	14
1	Trane	Roof Top Air Handler Tag RTU 4	14
1	Trane	20 Ton Condensing Unit Tag CU 4	14

1	Trane	Roof Top Air Handler Tag RTU 5	14
1	Trane	20 Ton Condensing Unit Tag CU 5	14
1	Trane	Roof Top Air Handler 2 ALTIVAR SPEED DRIVES Tag RTU 6	14
1	Trane	50 Ton Condensing Unit Tag CU 6	14
1	Trane	Roof Top Air Handler Tag RTU 7	14
1	Trane	30 Ton Condensing Unit Tag CU 7	14
1	Trane	Air Handler Tag EF 17	29
2	AMS	Split System Equipment Room Cooling Units	45
47	Trane	Variable Volume Boxes	53
1	Trane	Tracer Summit BCU	56
1	Trane	Tracer Summit Color Graphic Workstation	56
3	Armstrong	Domestic Hot Water Pumps	60
1	Vessel	Air Bladder Tank	
2	Trane	Air Handler 1 ALTIVAR SPEED DRIVE Tag AH 4	29
2	Armstrong	Circulating Pump on Domestic Hot Water	
1	Vessel	Air Bladder Tank	60

Building B

1	Trane	Air Handler 1 ALTIVAR SPEED DRIVE Tag AH 4	29
1	Trane	25 TON CU	14
1	Reznor	Air Handler TAG MUA 1	29
1	Trane	30 TON CU	14
1	Trane	Furnace TAG F 1	29
1	Trane	5 TON CU	14

1	Lochinvar	Heating Boiler Tag B 3	20
1	Armstrong	Hot Water Circulating Pump	23
1	Bell & Gossett	HW CIRC PUMPS	23
1	Trane	Tracer Summit BCJ	56
2	Wessel	Bladder Tank	60

LAUNDRY

1	REZNOR	Air Handler TAG MU-2	29
1	Trane	15 TON Condensing Unit	14
1	Lochinvar	Hot Water Heater Boiler	20
1	Armstrong	Hot Water Circulating Pump	23

VO TECH BUILDING

1	Carrier	WEATHER MASTER RTU	14
1	Carrier	HVAC	29
1	Carrier	M 48TCEA06A2A5A0A0A0 S - 1709G10296 208/230V Voltage 253max. 187min.	14 & 29

ADMINISTRATION BUILDING

First Floor # 1:

- Model FG6RC 100C 16B Serial FGAO 11009 650 29
- 100,000BTU 115V 60HZ 1PH 14.1 amps
- ½ HP Blower motor model 902815

2:

- Model FG6RC 100c 16B Serial FGAO 108 12212 29
- 100,000BTU 115V 60HZ 1 PH 14.1amps
- ½ HP Blower model 902815

Admin Furnace # 1:

- Model FG6RO 100c 16B Serial FGAO-108 12217 29
- 100,000BTU 115V 60HZ 1PH 14.1amps
- ½ HP Blower motor Model 902815

2:

- Model FG6RC 100c 16B Serial FGAO108 12225 29
- 100,000BTU 115V 60HZ PH1 14.1amps

- ½ HP Blower Model 902815

AMINISTRATION BUILDING CONTINUED

FIRST FLOOR

- Model – FS3BA – 048KA 14
- Four Ton
- SN: FSA010209134
- 60 HZ 1PH 208-230
- AMPS 23.2

- Model – FS3BA – 048KA 14
- Four ton
- SN: FSA010207906
- 60HZ 208-230
- Amps 23.2

SECOND FLOOR

- Model – FS3BA – 048KA 14
- Four ton
- SN: FSA010208117
- Amps 23.2
- 1 phase 60HZ 208-230

- Model – FS3BA – 048KA 14
- Four ton
- SN: FSA010205369
- Amps 28.6 1 phase 60HZ 208-230

Standard Building

First floor HVAC room / These are twin left side:

Schedule

- Model FG6RC 060C 12A SN: FGAO 2060 4111 29
- 115v 60HZ 1PH 7.8amps 80,000BTU
- 1/3 HP Blower Serial 902814

Right Side:

- Model FG6RC 060C 12A SN: FGA010812504 29

- 80,000BTU 115V 60HZ 1PH 12.2amps
 - 1/3 HP Blower Serial 902814
- # 3 Boiler Room: 29
- Model FG6RC 100C 16B Serial FGA00207 10004
 - 115v 60HZ 1PH 100,000BTU 9.7amps
- # 2 Boiler Room: 29
- Model FG6RC 100C 16B Serial FGA0207 12526
 - 115V 60HZ 1PH 100,000BTU 9.7amps
 - 1/2HP Blower Serial 902815
- # 1 Boiler Room: 29
- Model FG6RC 100C 16B Serial FGA020710003
 - 100,000BTU 9.7amps 115V 1PH 60HZ
 - 1/2HP Blower Serial 902815

Third floor furnace room/ these are twin units:

On right:

- Model FG6RC 120C 20C Serial FGA020203320 29
- 115V 60HZ 1PH 12.9amps 120,000
- 3/4HP Blower Serial 902816

On left:

- Model FG6RC 120C 20C Serial FGA020203320 29
- 115V 60HZ 1PH 12.9amps 120,000
- 3/4HP Blower Serial 902816

Second Floor

These are Twin / one on left:

- Model FG6RC 120C 20C Serial FGA020205178 29
- 115V 1PH 60HZ 12.9amps 120,000BTU
- 3/4HP Blower Serial 902816

One on right:

- Model FG6RC 120C 20C Serial FGA020205178 29
- 115V 1PH 60HZ 12.9amps 120,000BTU
- 3/4HP Blower Serial 902816

STANARD BLDG/ All units are Frigidaire High Efficiency
TRAINING LEVEL

1	Model – FSA38A 048KA SN: FSA020400249 Three ton Phase 1 V208-230 15.9amps	14
1	Model – FS38A 048KA SN: FSA0202 10157 Four ton Phase 1 V208-230 23.2amps	14
1	Model – F53BA 048KA SN: FSA020509128 Four ton Phase 1 V208-230 Total amps 23.2	14

THIRD FLOOR

1	Model – FS3BA 048KA SN: FSA020405505 Four ton amps 23.2 60HZ phase 1 V208-230	14
1	Model – FS3BA 048KA SN: FSA020405519 Four ton 23.2amps 60HZ Phase 1 V208-230	14

SECOND FLOOR

1	Model – FS3BA 042KA SN: FSA020706851 3.5 ton 18.1amps 60HZ V208-230	14
1	Model – FS3BA 042KA SN: FSA020311324 3.5 ton 18.1 amps 60HZ V208-230	14

Schedule

STANARD I OFFICES

1	Model – FS3BA 024KA SN: FSA020803447 Two ton 10.5amps V208-230 60HZ	14
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JONES BUILDING / OUTSIDE
FIRST FLOOR
SHORT HALL

1 Model – FS3BA -036KA 14
 SN - FSA020400274
 Three Ton
 Amps 15.9 Volts 208-230
 Phase 1 60HZ

1 Model – FS3BA – 036KA 14
 SN: FSA020400265
 15.9 total amps
 Three ton Phase 1
 Volts 202-230

BOILER ROOM

1 Model – FS3BA0036KA 14
 SN: FSA020707758
 Three ton Amps 15.9
 Volts 208-230 phase 1

FIRST FLOOR LONG HALL

1 Model – F53BA 036KA 14
 SN: FSA020400255
 Three ton Amps 15.9
 Phase 1 Volt 208-230

1 Model – FS3BA 036KA 14
 15.9 AMPS Three ton
 Phase 1 V208-230

1 Model – FS3BA 036KA 14
 SN: FSA020400272
 15.9 amps Three ton
 Phase 1 V209-230

1 Model – FS3BA 096KA 14
 SN: FSA020400245
 15.9 Amps Three ton
 Phase 1 V208-230

JONES FIRST FLOOR

1 Model – FS3BA024KA 14
 SN:FSA020102953
 Two ton 15.5 amps
 Phase 1 V208-230

1	Model – FSBA 036KA SN: FSA020607339 Three ton 15.5 amps V208-230 Phase 1	14
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LAUNDRY UNIT

1	Model – TTA180B300CC SN: P404K9LAH 80amps 3 phase 60HZ Breaker amp 100 series	29
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FIRST FLOOR/PART OF KITCHEN

1	Model – FS3BA 048KA SN: FSA020509126 Four ton 23.2amps V208-230 phase 1	14
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1	Model – FS3BA 048KA SN: FSA020509125 23 2 amps Four ton phase 1 V208-230	14
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1	Model – FS3BA 048KA SN: FSA020509165 Four ton 23.2 amps Phase 1 V208-230	14
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1	Model – FS3BA 036K SN: FSA020400247 Three ton 15.9 amps Phase 1 V208-230	14
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1	Model – FS3BA 036KA SN: FSA011002605 Three ton 15.0amps Phase 1 V208-230	14
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JONES KITCHEN

1	Model – FS3BA 042KA SN: DSA020803151 Three ton 15.1amps Phase 1 V208-230	14
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JONES FIRST FLOOR

1	Model – FS3BA 042KA SN: FSA020311195 Three ton 19.1amps Phase 1 V208-230	14
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**JONES BUILDING
ALL UNITS ARE FRIGIDAIRE**

	Schedule
First unit behind Jones kitchen / Left side facing:	29
<ul style="list-style-type: none"> • Model FG6RC 100c 16B SN: FGA011105336 • 100,000BTU 14.1 amps ½ HP Blower motor 902815 	
Right side facing / These units twin:	29
<ul style="list-style-type: none"> • Model FG6RC 060C – 12A SN: FGA020300994 • 60,000BTU 7.8amps 115V 60HZ 1PH • Motor 1/3 HP Blower motor Model 902814 	
Old medical unit:	29
<ul style="list-style-type: none"> • Model FGRC 0800 – 16B SN: FGA02060 1587 • 80,000BTU 115V 60HZ 1PH 9.7amps • ½ HP Blower Motor Model 902815 	
First floor Jones / Short Hall:	29
<ul style="list-style-type: none"> • Model FG6RC 080C 16B SN: FGA020601124 • 115V 60HZ 1PH 9.7amps 80,000BTU • Motor blower ½ HP Model 902815 	
Boiler room:	29
<ul style="list-style-type: none"> • Model FG6RC 1000 16B SN: FGA0207 12541 • 115V 60HZ 1PH 9.7amps • ½ HP Blower model 902815 100,000BTU 	
Laundry Office:	29
<ul style="list-style-type: none"> • Model FG6RC 100C 16B SN: FGA0208 12268 • 115V 60HZ 1PH 9.7amps • ½ HP Blower motor Model 902815 100,000BTU 	
First floor locker room:	29
<ul style="list-style-type: none"> • Model FG6RC 100C 16B SN: FGA011105335 • 100,000BTU 115V 60HZ 1PH 14.1amps • ½ HP Blower motor Model 902815 	

First floor / First Room on left:	
• Model FG6RC 060C 12A SN: FGA02060-4118	29
• 60,000BTU 115V 60HZ 1PH 7.8amps	
• ½ HP Blower Motor Model 902814	
• 060C-12A SN: FGA0106 12296	29
• 115V 60HZ 1PH 12.2amps	
• 1/3 HP Blower motor model 902814 60,000BTU	
Right side:	
• Model FG6RC 060C 12A SN: FGA02060 1408	29
• 115V 60HZ 1PH 7.8amps BTU 60,000	
• 1/3 HP Blower motor Serial: 902814	
Jones II / End of Long Hall / First on left	
• Model FG6RC 060C-12A SN: FGA011102720	29
• 60,000BTU 12.2amps 60HZ 1PH 115V	
• 1/3 HP Blower motor 902814	
One on Right / These are twined:	
• Model FG6RC 060C 12A SN: FGA010812505	29
• 80,000BTU 115V 60HZ 1PH 12.2amps	
• 1/3 HP Blower motor Serial 902814	
Jones II / Short Hall	
• Model FG6RC 080C 16BSN: FGA011001036	29
• 80,000BTU 115V 60HZ 1PH 14.1amps	
• ½ HP Blower motor Model 902815	
Jones II / Second floor locker room:	
• Model FG6RC 100C 16B SN: FGA020504862	29
• 100,000BTU 115V 60HZ 1PH 9.7amps	
• ½ HP Blower motor Serial: 902815	
Entering 2 nd floor Long Hall First door on left:	
• Model FG6RC 080C 16B SN: FGA020505073	29
• 80,000BTU 115V 60HZ 1PH 9.7amps	
• ½ HP Blower motor Model 902815	
Unit on right:	
• Model FG6RC 100C-16B SN: FGA020504836	29
• 100,000BTU 115V 60HZ 1PH 9.7amps	
• ½ HP Blower motor Model 902815	

VO TECH ROOF TOP UNIT

- New Carrier 14 & 29
- M – 48TCEA06A2A5A0A0A0
- S – 1709G10296
- 208/230V
- Voltage 253 max. 187min.

JOHNSTON SCHOOL TRANE HEAT PUMPS

Schedule

RM 103

- Model: GETB03611A02A051C01000010480L0000000 14 & 29
- SN: W06F36645 VOLTS 208 60 HZ 1PH
- MIN CKT AMPACITY 23.3
- MAX WATER WORKING PRESSURE 400PSI HP 6

RM 102

- Model: GETB03611A024051C01000010480L0000000 14 & 29
- SN: W06F36652 AMPACITY 23.3 VOLTS 208
- 60HZ 1PH MAX WATER WORKING PRESSURE 400PSI HP 6

RM 109

- Model: GETB03611A024051C01000010480B0000000 14 & 29
- SN: W06F36650 VOLTS 208 60HZ 1PH
- AMPACITY 23.3 MAX WATER WORKING PRESSURE 400PSI HP6

RM 110

- Model: GEVB04831N0200TLC0100001000000000000 14 & 29
- SN: W06643106 COMPRESSOR & BLOWER 208
- COMPRESSOR 60HZ 3PH BLOWER 60HZ 1PH 1HP
- TAGGING 7HP WATER WORKING PRESSURE 400PSI VOLT 208

RM:111

- Model: GETB02411A024051C01000010480B0000000 14 & 29
- SN: W06F36644 V-208 60HZ 1PH AMPS 15.8
- WATER WORKING PRESSURE 400PSI HP 4

RM 213

- Model: GETB03611A024051C01000010480B0000000 14 & 29
- SN: W06F36649 V 208 HZ 60 PH1 AMPACITY 23.3
- WATER WORKING PRESSURE 400 6HP

RM 214

- Model: GEVB04831N0200TLC0100001000000000000 14 & 29
- SN: W065U3105 V-208 60HZ 3HP AMPACITY 22.9
- HP 7 WATER WORKING PRESSURE 400PSI

RM 215

- Model: GETB036611A024051C01000010480L0000000 14 & 29
- SN: W06F36646 V 208 PH1 AMPS 23.3
- WATER WORKING PRESSURE 400PSI

RM 210

- Model: GETB03611A02A051C01000010480L0000000 14 & 29
- SN: W06F36647 V208 60HZ 1PH AMPS 23.3
- MAX WATER PRESSURE 400PSI MOTOR 5HP

RM 209

- Model: GETB03611A020451C01000010480B0000000 14 & 29
- SN: W06F36651 VOLT 208 60HZ 1PH AMPS 23.3
- MOTOR HP6 WORKING WATER PRESSURE 400PSI

RM 208

- Model: GETB03611A024051C01000010480B0000000 14 & 29
- SN: W06F36648 V208 60HZ 1PH AMPS 23.3
- MOTOR HP6 WORKING WATER PRESSURE 400PSI

RM 207

- ERV ROOM TRACER LOOP CONTROLLER 56
- TRANE TOUCH SCREEN
- BRYANT GAS BOILER UNIT #12 630 G20A 642787

- AUTOMATIC STORAGE WATER HEATER 21DF 20
- MODEL BTH 199A-970
- SN: E06M01065 GAS CAPACITY 100.0

- ERV II FLOOR INDECCO 29
- 280 VOLT 3PH 24 CONTROL VOLTS
- PO NUMBER S-172723 TAG # 793782
- NO MODEL # SPECIAL FEATURE CODE-CL4M603T204Z2
- TRANE VOYAGER HVAC-2 GYM 47 TON

JOHNSTON SCHOOL HEAT PUMPS - TRANE UNITS

RM 102 Schedule

- Model: GETB03611A024051C01000010480L0000000 14 & 29
- SN: W06F36652 VOLTS208 60HZ 1PH AMPS 23.3
- 6HP MAX WATER WORKING PRESSURE 400PSI ON ALL UNITS

RM 103

- Model: GETB03611A02A051C01000010480L0000000 14 & 29
- SN: W06F36645 VOLTS 208 60HZ 1PH AMPS 23.3
- HP-6 WATER WORKING PRESSURE 400PSI

RM 109

- Model: GETB03611A024051C01000010480B0000000 14 & 29
- SN: W06F36650 VOLTS 208 60HZ 1PH AMPPCITY 23.3
- HP-6

RM 110

- Model: GEVB04831N0200TLC0100001000000000000 14 & 29
- SN: W06G43106 VOLTS 208 COMPRESSOR 60HZ
- 3HP 7HP 23.3AMPS

RM 111

- Model: GETB0241A024051C01000010480B0000000 14 & 29
- SN: W06F36644 V208 1PH 60HZ AMPS 15.8 HP4

RM 208

- Model: GETB03611A024051C0100001048B0000000 14 & 29

- SN: W06F36648 V208 60HZ 1PH AMPS 23.3 MOTOR 6HP

RM 209

- Model: GETB03611A020451C01000010480B0000000 14 & 29
- SN: W06F36651 VOLTS 208 60HZ 1PH AMPS 23.3
- MOTOR 6HP

RM 210

- Model: GETB03611A02A051C01000010480L0000000 14 & 29
- SN: W06F36647 VOLTS 208 1PH AMPS 23.3
- MOTOR 5HP

RM 213

- Model: GETB03611A024051C01000010480B0000000 14 & 29
- SN: W06F36649 VOLT 208 60HZ PH1 AMPS 23.3
- MOTOR 6HP

RM 214

- Model: GEVB04831N0200TLC010000000000000000 14 & 29
- SN: W06G43105 VOLTS 208 60HZ 3PH AMPS 22.9
- HP-7

RM 215

- Model: GETB03611A024051C01000010480L0000000 14 & 29
- SN: W06F36646 VOLTS 208 PH1 AMPS 23.3
- 6HP
- BRYANT GAS BOILER 20
- UNIT # 12 630 C20A 642787
- AUTOMATIC STORAGE WATER HEATER 21DF 20
- Model: bth199a-970
- SN: E06M01065 GAS CAPACITY 100.0
- ERVII FLOOR INDEECO 29
- 280 VOLT 3PH 24 CONTROL VOLTS
- PO # S-172723 NO MODEL #
- SPECIAL FEATURE CODE CL4M603T204Z2
- ERVI FLOOR INDEECO

Johnston School Cooling Tower/ Stand Alone Unit

Contractor will Clean and Dispense of necessary Chemicals

- EVAPCO Chiller
- Model # ATW-36-4F-Z
- Serial # 8-343985

JOHNSTON GYM HVAC II

- Model – YCH181C3LFCA 14
- SN: 626100690D
- V208-230 60HZ 3 phase 38 1 amps

JOHNSTON AUDITORIUM

- Model – YHC092A39HA2HG001A1B10201-D 14
- SN: 625101521L
- V208-230 3phase 38.1amps

STATE HOUSE

- Model – FSA010506312 14
- SN: FSA010506312
- Two ton 10.5amps 60HZ 1 phase

<i>Agreement No.</i> <i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE AIR COLLED RECIPROCATING PACKAGE/ROOFTOP UNITS AND OTHER DESIGNATED CONDENSING UNITS</i>	<i>SCHEDULE 14</i>
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Contractor will furnish maintenance and service for the equipment designated "Condensing Unit" or "CU" as follows:

1. **ANNUAL WINTER INSPECTION** - Once a year, a thorough preventive maintenance schedule will be performed including the following:
 - a) Check unit thoroughly for refrigerant leaks.
 - b) Check & calibrate safety controls and overloads.
 - c) Meg compressor motor and readings.
 - d) Check main starter, tighten all starter terminals and check contacts for wear.
 - e) Check oil level in compressor (where applicable).
 - f) Tighten motor terminals and control panel terminals.
 - g) Check crankcase heater.
 - h) Check external interlocks.
 - i) Check oil sample for acid (where applicable).
 - j) Lubricate fan bearings.
 - k) Inspect and adjust belt alignment and tension (replace if required).
 - l) Check damper operation. Lubricate and adjust as required.
 - m) Inspect filters.
 - n) Gas heat option.
 - 1) Check operation and calibration of gas train components
 - 2) Check burner sequence of operation.
 - 3) Check combustion blower and clean if required.
 - 4) Check combustion efficiency.
 - 5) Inspect heat exchanger.
 - 6) Check and calibrate operating controls.
 - o) Electric Heat Option
 - 1) Inspect electrical connections and contactors.
 - 2) Check and calibrate all operating and safety controls.
 - p) Hot Water/Steam Option
 - 1) Inspect control valves and traps.
 - 2) Check and calibrate all operating and safety controls.
2. **WRITTEN REPORTS** – Provided to customer representative following each regular inspection or emergency call.

3. SEASONAL START-UP

- a) Meg test compressor motor.
- b) Start unit, check controls and calibrate.
- c) Check compressor oil levels (where applicable).
- d) Make operating log including refrigerant pressures, temperatures, super heat and sub cooling.
- e) Check burner or heating element operation (where applicable).
- f) Check starter operation, voltage and current.
- g) Set up operating log with operating, instruct and advice troubleshooting techniques.

4. SCHEDULED PREVENTIVE MAINTENANCE – Six (6) (Bi-monthly) inspections will be made during operation.

- a) Make operating log of temperatures, pressures, voltages and amperages, etc.
- b) Check and adjust operating and safety controls.
- c) Check operation of crankcase heater.
- d) Check oil levels and add as required.
- e) Check operation of control circuit.
- f) Check operating log with operator, discuss operation of the unit(s) generally.
- g) Inspect filters. **(Filter service provided by owner).**
- h) Check operation of burner and heating elements (winter).
- i) Check operation of motor and starter.
- j) Check heating controls (in season).
- k) Check gas burner or heating element operation (in season).
- l) Check and adjust fan belt tension. **(Replacement of worn or damaged belts provided by owner).**

5. CLEAN CONDENSER COILS – Once a year, furnish cleaning of condenser coil.

<i>Agreement No.</i>	PREVENTIVE MAINTENANCE GAS FIRED BOILER	SCHEDULE 20
WV INDUSTRIAL HOME FOR YOUTH		

Contractor will furnish maintenance and service for the listed boilers as follows:

1. ANNUAL PRE-SEASON MAJOR MAINTENANCE

- a) Secure and drain boiler.
- b) Open fireside and waterside for cleaning and inspection.
- c) Check heating surfaces and waterside for corrosion, pitting, scale, blisters, bulges and soot.
- d) Inspect refractory.
- e) Clean or replace water column sight glass.
- f) Clean fire inspection glass.
- g) Disassemble, clean and inspect low water cutoff control(s).
- h) Reassemble boiler and low water cutoff control(s) w/new gaskets.
- i) Check blow down valve packing and lubricate.
- j) Refill boiler.
- k) Perform hydrostatic test if required.
- l) Test safety/relief valve(s) after start-up (full pressure test).
- m) Clean or replace fuel filters.
- n) Clean fuel nozzles.
- o) Clean burner fan wheel and air dampers.
- p) Clean flame safeguard scanner.
- q) Clean and adjust ignition electrodes.
- r) Check all burner linkage for excessive wear.
- s) Tighten all linkage set screws.
- t) Lubricate motor and shaft bearings.
- u) Check gas valves against leakage (where test cocks are provided).
- v) Replace vacuum tubes (if used) in flame safeguard control.
- w) Clean contacts in program timer.
- x) Check operation of flame safeguard control.
- y) Check operation of modulating motor.
- z) Perform pilot turndown test.
- aa) Check operation of low water cutoff and feed control(s).
- bb) Check settings and test all operating and limit controls.
- cc) **Check outside fresh air shutters, switches and controls.**

2. SEASON START-UP

Check for leaks in the systems.

- a) Review manufacturer's recommendations for boiler and burner start-up.

- b) Check fuel supply.
- c) Check auxiliary equipment operation.
- d) Inspect burner and controls prior to start-up.
- e) Start burner and check operating controls. Test safety controls and pressure relief valve.
- f) Perform combustion tests and adjust burner for maximum efficiency.
- g) Log all operating conditions.
- h) Review operating procedures and owner's log w/boiler operator.

3. SCHEDULED PREVENTIVE MAINTENANCE – Six (6) inspections will be made during the operating season:

- a) Review owner's log. Log all operating conditions.
- b) Test low water cutoff and pressure relief valve.
- c) Blow down and test low water cutoff and feed control(s).
- d) Check for water, steam and fuel leaks.
- e) Check sequence and operation of flame safeguard control.
- f) Check setting and test operating and limit controls.
- g) Check operation of modulating motor.
- h) Life safety/relief valves w/at least 70% rated pressure
- i) Blow down gauge cocks and try cocks to confirm glass water level.
- j) Check and test boiler blow down valve.
- k) Lubricate motor and shaft bearing (as required).

4. Check customer's log w/operator and discuss operation of boiler.

<i>Agreement No</i>	PREVENTIVE MAINTENANCE PUMPS	SCHEDULE 23
<i>WV INDUSTRIAL HOME FOR YOUTH</i>		

Contractor will furnish maintenance and service for the listed pumps as follows:

1. SEASONAL START-UP

- a) Inspect motor bearings per manufacturer's recommendations. **(Lubrication of bearings provided by owner).**
- b) Tighten all nuts and bolts. Check motor mounts and vibration pans, adjust or replace if necessary.
- c) Visually check pump alignment and coupling.
- d) Check motor operating conditions.
- e) Inspect electrical connections and contractors.
- f) Check and clean strainers if necessary.
- g) Inspect pump packing and mechanical seal. Replace as needed.
- h) Operator pumps and checks efficiency.

2. WRITTEN REPORTS – To be provided to owner's representative following each regular inspection or emergency call.

3. SCHEDULED PREVENTIVE MAINTENANCE – Six (6) times (Bi-monthly).

- a) Check for proper lubrication of motor and pump bearings.
- b) Check suction and discharge pressures.
- c) Check packing and mechanical seal. Adjust as necessary.
- d) Check motor voltage and amperage.

<i>Agreement No.</i> <i>WV INDUSTRIAL HOME FOR YOUTH</i>	PREVENTIVE MAINTENANCE <i>CENTRAL STATION AIR HANDLING UNIT AND OTHER FURNACE'S</i>	SCHEDULE 29
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Contractor will furnish maintenance and service for the listed air handling equipment as follows:

1. **ANNUAL WINTER MAINTENANCE** – Once a year, a thorough preventive maintenance schedule will be performed including the following:
 - a) Inspect and clean coil.
 - b) Inspect drain pan and drain line.
 - c) Inspect fan wheels.
 - d) Inspect drive sheaves.
 - e) Check belt alignment and tension.
 - f) Check for proper lubrication (Lubrication of bearings provided by owner).
 - g) Check bearing and motor mountings.
 - h) Check motor operating voltage and amperage.
 - i) Check inlet valves (where applicable) and damper operation.

2. **WRITTEN REPORTS** – To be provided to the owner's representative following each regular inspection or emergency call.

3. **SCHEDULED PREVENTIVE MAINTENANCE** – Six (6) (Bi-monthly) inspections will be made during operation.
 - a) Check belt tightness and alignment. **(Replacement of any worn or faulty belts responsibility of the owner).**
 - b) Check for proper lubrication and inform owner if necessary.
 - c) Check bearing and motor mountings.
 - d) Check for excessive vibration or noise. Correct as required.
 - e) Inspect filters. **(Filter service provided by owner).**
 - f) Vacuum cabinet interior and fan wheel.
 - g) Ignitors
 - h) Check circuit boards.
 - i) Check switches.

<i>Agreement No.</i> <i>WV INDUSTRIAL HOME FOR YOUTH</i>	PREVENTIVE MAINTENANCE <i>SPLIT SYSTEM A/C UNITS AND HEAT PUMP AND OTHER CONDENSING UNITS</i>	SCHEDULE 45
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Contractor will furnish maintenance and service for the equipment designated "split system air conditioner" and "heat pump" as follows:

1. **ANNUAL WINTER INSPECTION** – Once a year, a thorough preventive maintenance schedule will be performed including the following:
 - a) Check unit thoroughly for refrigerant leaks.
 - b) Check and calibrate safety controls and overloads.
 - c) Meg compressor motor and record readings.
 - d) Check main starter, tighten all starter terminals and check contacts for wear.
 - e) Check oil level in compressor (where applicable).
 - f) Tighten motor terminals and control panel terminals.
 - g) Check crankcase interlocks.
 - h) Check oil sample for acid (where applicable).
 - i) Inspect fan bearings. **(Lubrication provided by owner)**.
 - j) Inspect and adjust belt alignment and tension. **(Replacement, if required, to be provided by owner)**.
 - k) Check damper operation. Lubricate and adjust as required.
 - l) Inspect filters.

2. **WRITTEN REPORTS** – Provided to customer representative following each regular inspection or emergency call.

3. **SEASONAL START-UP**
 - a) Meg test compressor motor.
 - b) Start unit, check controls and calibrate.
 - c) Check compressor oil levels (where applicable)
 - d) Make operating log including refrigerant pressures, temperatures, super heat and sub cooling.
 - e) Check burner or heating element operation (where applicable).
 - f) Check starter operation, voltage and current.
 - g) Set up operating log w/operator, instruct and advise troubleshooting techniques.

4. **SCHEDULED PREVENTIVE MAINTENANCE** - Six (6) (Bi-monthly) inspections will be made during operation:
 - a) Make operations log of temperatures, pressures, voltages, and amperages, etc.
 - b) Check and adjust operating and safety controls.
 - c) Check operation of crankcase heater.

- d) Check oil levels and add as required.
- e) Check operation of control circuit.
- f) Check operating log w/operator, discuss operation of the unit(s) generally.
- g) Inspect filters. **(Filter service provided by owner).**
- h) Check operation of motor and starter.
- i) Check heating controls (in season).
- j) Check and adjust fan belt tension. **(Replacement of worn or damaged belts provided by owner).**

HEAT PUMP (ONLY)

- a) Check operation of reversing valve.
- b) Verify operation of supplemental heating.
- c) Verify heating/cooling switchover controls.

CLEAN CONDENSER COILS – Once a year, furnish clean.

<i>Agreement No.</i>	PREVENTIVE MAINTENANCE	SCHEDULE
<i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>ELECTRONIC MOTOR SPEED DRIVE</i>	<i>49</i>

Contractor will furnish maintenance and service for the "Speed Drives" as follows:

1. **ANNUAL SERVICE** – Once a year inspection will be performed to include the following:
 - a) Check and record all voltage and current readings.
 - b) Check all electrical connections and contacts.
 - c) Check operation of by-pass disconnect.
 - d) Check all control operations and record settings.
 - e) Check condition of all fuse holders for tightness.
 - f) Check and repair any damage to unit.
 - g) Check potentiometer switch in manual position.

<i>Agreement No.</i> <i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE PREVENTIVE MAINTENANCE VARIABLE AIR VOLUME BOXES</i>	<i>SCHEDULE</i> <i>53</i>
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Contractor will furnish maintenance and service for the "Speed Drives" as follows:

**VARIABLE AIR VOLUME UNITS
VARITRANE INSEPCION**

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.
3. Review logs with the customer for operational problems and trends.
4. Verify proper air damper operation
5. Check and adjust velocity control, if applicable.
6. Verify VAV box sequence of operation.
7. Check and adjust all related controls.

<i>Agreement No.</i>	PREVENTIVE MAINTENANCE	SCHEDULE
<i>WV INDUSTRIAL HOME FOR YOUTH</i>	DIRECT DIGITAL CONTROLS TRANE TRACER SUMMIT	56

Contractor will furnish maintenance and service for the "Trane Tracer Summit" as follows:

ICS CONTROLLER RUN MAINTENANCE INSPECTION

1. Report in with the Customer Representative.
2. Review customer logs with customer for operational problems and trends.
3. Make a back-up copy of the program, if applicable.
4. Check for loose or damaged parts or wiring.
5. Check for any accumulation of dirt or moisture. Clean if required.
6. Verify proper grounding.
7. Inspect interconnecting cables and electrical connections. (TUC connections checked on annual inspections only).
8. Verify power supply for proper voltage. (TUC power supplies checked on annual inspection only).
9. Via terminal or PC workstation, view binary and analog data.
10. Verify proper communication link operation between the control panel and the external ICS devices, if applicable.
11. Verify the correct time and date, if applicable.
12. Check modem operation, if applicable.
13. Clean the external surfaces of the panel enclosure.
14. Review operating procedures with operation personnel.
15. Provide a written report of completed work, and indicate any uncorrected deficiencies detected.

VAV BOX UCM MAINTENANCE INSPECTION

1. Verify that the UCM is in stable control of the desired value(s).
2. Where controller performance is in question.
3. Change set point values. Verify smooth stable control at the new value.
4. Return set point to original value.
5. Verify the proper operation of critical control processes and points associated with this unit. Make adjustments as necessary.

SUMMIT BCU MAINTENACE INSPECTION

1. Report in with the Customer Representative.
2. Review customer reports with the customer for operational problems and trends.

Control Panel

- a) Verify secure connections on all internal wiring, LAN and communication links.
- b) Check for loose or damaged parts or wiring.
- c) Check for any accumulation of dirt or moisture. Clean if required.
- d) Remove excessive dust from heat sink surfaces.
- e) Verify proper system electrical grounding.
- f) Verify proper output voltages on control panel power supplies.
- g) Check LED Indications to verify proper operation of BCU transmit/receive activity on the ARCNET LAN.
- h) Verify that cards are seated and secured.
- i) Check UCM wiring trunks and check for possible Error Code Indications.
- j) Check voltage level of BCU Super cap.
- k) Verify the proper operation of critical control processes and points associated with this unit and make adjustments if necessary.
- l) Check Volatile memory available.
- m) Check Non volatile memory available.
- n) Check Processor idle time.
- o) Dump the BCU System Diagnostic Array and Analyze.
- p) Run the BCU Mini-monitor for each BCU to check for any error statements and/or codes.
- q) Clean external surfaces of the panel enclosure.
- r) Check modem operation, if applicable.
- s) Via PC work station, view the event log and input/output points for any unusual status or override conditions.
- t) Verify correct time and date.
- u) Check and update holiday schedules, if applicable, and daylight savings time.
- v) Review operating procedures with operating personnel.
- w) Provide a written report of completed work, and indicate any uncorrected deficiencies detected.

SUMMIT WORKSTATIONS MAINTENANCE INSPECTION

1. Contact appropriate customer personnel.
2. Review Tracer for critical follow-up and off-line status indications, i.e., system error encountered items.

3. Review System Event Log with customer, discuss Tracer operational concerns.
4. Perform or schedule Corrective Maintenance procedures as appropriate to resolve situations noted in the preceding reviews.
5. Install appropriate Tracer Software refinement and problem correction revisions as per this agreement.

Summit Workstation:

1. Check monitor for clarity, focus and color.
2. Clean Read/Write heads of removable disk drives.
3. Cycle power, listen for unusual motor bearing noises.
4. Verify proper system restart, check system date, time and hardware status.
5. Clean exterior surfaces.
6. Save/Copy/Backup Tracer Workstation Database, including custom graphics, expanded messages and CPL routines.

**SOFTWARE VERSION UPGRADES
MAINTENACE INSPECTOIN**

1. Trane is continually updating and enhancing BAS software packages.
2. This agreement will include maintaining your Trane Tracer Operating system software at the current version.
3. Database files will be maintained on electronic media at a secure location.
4. Database files will be archived by the Contractor personnel once per quarter. Customer provided copies of database files upon request at no additional charge.

<i>Agreement No.</i>	PREVENTIVE MAINTENANCE	SCHEDULE
<i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>AIR BLADDER TANKS</i>	60

Contractors will furnish maintenance and service for the listed air bladders:

- 1. Check proper air pressure in bladder.*
- 2. Make adjustments as needed.*
- 3. Check for leaks in the air bladder.*

REMOTE TECHNICAL SUPPORT

In order to support efficient system operation, the contractor must provide technical assistance by telephone. The purpose of this support is to help in identifying operational requirements and in determining optimal performance of the Building Automation System. This support will include, during regular working hours:

1. Identification of the problem source.
2. Initial instruction and support to:
 - Establish trend data.
 - Make temperature adjustments.
 - Make schedule changes.
3. Written service reports recording the date and time of support requests will be maintained at the contractor's facility.
4. The job site telephone line is to be furnished and maintained by the owner.

TRAINING SERVICES

- 1. ON-SITE – Contractor will perform on-site training for the Trane Tracer Summit System as requested by the owner.**
- 2. OFF-SITE – Contractor will provide one annual off-site Trane Tracer Summit three (3) day seminar for the customer at a Trane training facility.**

DJS010282 - WV IHV HVAC MAINTENANCE CONTRACT BID FORM

Item #	Description	Estimated Annual Usage	* Unit Price	Extended Price
1	ANNUAL MAINTENANCE CONTRACT	12 Months		\$
2	REGULAR WORK HOURS	80 Hrs.	\$	
3	NON REGULAR WORK HOURS	40 Hrs.	\$	
4	EST. ANNL. PARTS USAGE x % MARK-UP	\$5,000.00	% M/U:	\$
Total				\$

Failure to use this form may result in disqualification

Bidder / Vendor Information:

Name: _____
 Address: _____
 Phone#: _____
 Email Address: _____

Contract Coordinator Information:

Name: _____
 Address: _____
 Phone#: _____
 Email Address: _____

This form is for bidding evaluation purposes only.

- * Item #1 = Monthly Charge
- * Item 2 Regular Scheduled Hours (Mon - Fri 8-5)
- * Item 3 NON REGULAR HOURS include emergency evening, night, weekend and Holiday Service Calls
- * Item 4= \$5,000 X % Mark-up over cost + \$5,000 = Extended Total

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

STATE OF _____

COUNTY OF _____, TO-WIT:

I, _____, after being first duly sworn, depose and state as follows:

- 1. I am an employee of _____; and,
(Company Name)
- 2. I do hereby attest that _____
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D-5**.

The above statements are sworn to under the penalty of perjury.

(Company Name)

By: _____

Title: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____.

By Commission expires _____

(Seal)

(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.