



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
DNR210149

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES  
 ELKINS OFFICE  
 RANDOLPH CENTER - SUITE 222  
 1200 HARRISON AVENUE  
 ELKINS, WV  
 26241

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
03/24/2010				

BID OPENING DATE: 04/06/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO.3 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE TECHNICAL QUESTIONS AND AGENCY RESPONSES, PROJCT CLARIFICATIONS, AND TO EXTEND THE BID OPENING DATE AND TIME.						
BID OPENING DATE CHANGED TO:04/06/2010 AT 1:30 PM						
0001	1	LS		906-38		
HVAC RENOVATION TO LODGE DINING HALL						
***** THIS IS THE END OF RFQ DNR210149 ***** 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'

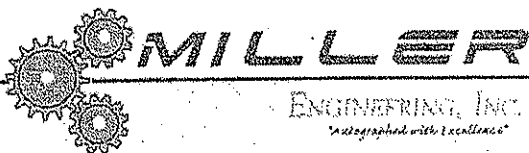
**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

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).



## RFQ ADDENDUM #3

DNR#2100149  
Lodge Dining Room HVAC Renovation  
Blackwater Falls State Park  
Tucker County, Davis, West Virginia

MEETING MINUTES  
Pre-Bid Meeting: 10 Mar 2010

### CALL TO ORDER:

Meeting called to order by Craig Miller of Miller Engineering.

### INTRODUCTIONS:

Introduced the Owner's Personnel and Agents in attendance including:  
Jim Schotsch – Engineer, WVDNR  
Rob Gilligan – WVDNR BFSP  
Scott Fortney – WVDNR BFSP  
Craig Miller PE – President, Miller Engineering, Inc (MEI) – Consultant

### BIDDING / ADMINISTRATIVE:

Contractors reminded that the pre-bid was mandatory and they are required to sign in to be eligible to submit a bid. Bids are due as indicated in the Request for Bids.

Craig Miller reviewed the bidding procedures including the use of the provided bid forms, bid bond, contract time period, and liquidated damages, progress payments, and acknowledge of addenda. Failure to acknowledge any addenda will result in the bid not being accepted.

The project is a prevailing wage project and there is a project requirement to maintain certified payroll.

Craig cautioned that all verbal comments made related to the project are subject to verification in writing through meeting minutes and addenda. The project documents, written minutes and addenda will be the basis of bidding.

All questions are to be in writing and directed to Frank Whittaker as indicated in the Invitation to Bid. Responses to questions are by written addendum only distributed to all bidders by WV Purchasing. The last day for questions is Friday, March 19, 2010.

Addendum #1 and Addendum #2 have already been issued, please review both. Addendum #1 changed the "ship to" address only, not the address for delivery of the bids.

The Acknowledgement of Addenda is included on the bid form in the bid documents. All addenda must be acknowledged.

#### TECHNICAL OVERVIEW:

MEI presented a general review of the project scope.

The project is the demolition of the existing heating/ ventilating system and replacement with a new ground mounted air conditioning unit. The new unit requires a screen wall which will be made of treated lumber and "hardy plank" as indicated.

The work will include cleaning of the ducts and installation of a "wing" type steam heating coil in the bulkhead location of the existing heating unit. The new heating coil will be steam fired.

The work will include supporting electrical work; a new electrical main distribution panel was installed a few years ago and it has slots for new breaker to serve new RTU.

The work also includes supporting general trades work such as general demolition, construction of dust containment, trenching and backfill, and reconstruction of a larger bulkhead.

The rooftop unit is to have 27KW of two stage electric heat added internally as part of the project. The 27 KW represents the maximum heat that can be added with the electric service required for the rooftop. It is added as backup heat and will be controlled by the rooftop unit's onboard controller.

No work is to be performed in the dining room as part of this project except the duct cleaning. Duct cleaning includes the grilles and diffusers.

The contractor will secure the work site for guest safety. The exterior site will be secured with fencing (snow fence) for guest safety.

Please contact Rob Gilligan to arrange additional site visits.

#### TECHNICAL QUESTIONS:

The following Technical Questions were asked at the pre-bid:

1. Question: Please clarify the bid date and last day for questions, there seems to be a discrepancy in the documents.  
Answer: "Sealed bids will be received until 1:30 pm on 3/30/2010 and bid opening will at 1:30 pm on 3/30/2010"
2. Question: Please clarify last day for questions  
Answer: The last day for questions will be Friday, March 19, 2010.
3. Question: Please clarify the work schedule in the kitchen?  
Answer: Generally, the work will occur between 8AM and 4PM for 8 hour days; 8AM and 6PM for 10 hour days, and will require some cooperation with the Owner's kitchen staff.  
SUBSEQUENT TO MEETING: The kitchen work area will be sealed off using a "tuff wrap" type plastic and wooden studs to form a dust containment area. An exhaust fan will be installed to the exterior and the containment will be kept negative to the kitchen during demolition and construction. The contractor will use the necessary due care to prevent dust and dirt migration into the kitchen and will clean any incidental migrated material resulting from the work.
4. Question: Please clarify relocation of the transfer duct in the kitchen.  
Answer: One of the two transfer duct will be demo. The second one will remain and be relocated beyond the new bulkhead.
5. Question: Will an access panel be required in the new bulkhead?  
Answer: 2 – roughly 24 x 24 hinged metal access panels will be required in the bulkhead. Final dimension will be coordinated in the field with the Engineer. One panel will likely be mounted horizontal (overhead) and one will likely be mounted vertically (wall).
6. Question: Please clarify the controls requirements.  
Answer: A system pilot will be located in the dining room, it will connect to the rooftop units' onboard controller which will control unit operation, including schedule. The rooftop will have an onboard controller which will control the wing coil damper motors by means of a ranged output. The rooftop unit will operate a two position steam valve on call for heating. Heating mode3 space temperature is controlled by modulating the wing position. Additionally, the rooftop will control the 27KW electric heat we are adding in this addenda. The unit will have a minimum outside air position of 600 cfm in occupied mode with the exhaust fans off. It will additionally be interlocked to the kitchen exhaust fans such that when the exhaust fans are on, the unit provides ventilation air tracked on building static pressure from a remote sensor wired to the unit controller. No other controls are required. A dedicated controls contractor is not required. Verify manufacturers other than the design basis unit scheduled can meet these requirement. Verify prior to bidding.
7. Question: Please clarify the asbestos found in the area of work.

Answer: The Owner will review the existing asbestos reports and advise. **SUBSEQUENT TO THE MEETING:** ACM was noted in the reports on the floor tile and the sprayed applied ceiling in the dining room. The dining room has spray applied ceilings but they are not to be disturbed under this project so that should not be a factor. The piping insulation in the bulkhead is ACM and may have cross contaminated the bulkhead area below the piping. The Owner will remove the piping insulation. The Owner will remove the bulkhead prior to the start of work as a precautionary measure.

Questions asked subsequent to the pre-bid meeting:

8. Question: Drawing G0-1.1 mentions footed concrete pad but drawing M5.1 shows slab with no footers, which do you want?  
Answer: Slab will not be footed.
9. Drawing G-1.1 mentions treated wood panel fence and drawing M-5.1 mentions stone wall, which do you want?  
Answer: Wall is wood as indicated. Note document change on next page of this addendum.
10. Page 15 of the bid packet states that service must be provided from personnel within 90 miles. Does this apply only after warranty period or during job?  
Answer: See clarification on next page of this addendum.
11. Question: Can, I, A controls contractor, sub a mechanical to do the install? The project documents set forth requirements for potential bidders. Yes, contractors who meet those requirements, including mandatory attendance at the pre-bid, may bid the project; and may hire subs as they deem necessary to complete the work. The bidder is ultimately responsible for successful completion for all work in the project.
12. The print does not show any fire or smoke dampers are there any required?  
Answer: the air handler serves a common space and the duct passes through no known designated smoke walls therefore no smoke dampers are required.
13. What is the existing steam piping, copper or threaded pipe?  
Answer: Steel pipe with black iron fittings.
14. Page 5 asks for a 2 year maintenance bond on the roofing system, what does this apply to and are there any other warranty issues.  
Answer: Disregard reference to roofing bond, no roofing work in project. Mechanical equipment will carry a standard one year parts and labor warranty with a 5 year compressor parts-only warranty. All other

warranties are as indicated in the project manual or clarified by addendum.

15. Question: Is there a soils report available for the areas where the underground lines/conduits are to be installed? If not, for estimating purposes are we to assume no rock will be encountered?  
 Answer: There is no soils report available. The contractor is to assume the rock is "rippable" using equipment appropriately sized to the excavation. Should rock be encountered, it will be dealt with on a change order basis. The contractor is to inform the Engineer if rock is encountered which is not "rippable" and the engineer will review the conditions prior to authorizing a construction change directive for rock. The rock amounts will be monitored by either the Owner or Engineer.

#### CLARIFICATIONS OF PROJECT REQUIREMENTS:

The following project requirements were questioned at the prebid and are herein clarified:

##### 5. Other Requirements

###### References:

Contractor shall provide 3 references of similar size and value completed within the last 3 years. Contractor must have been in business for at least 5 years.

**CLARIFICATION:** Requirements stand as issued, no clarification.

###### Service:

Contractor must provide 24x7x365 on-call service and support. Contractor must have a physical servicing location within 90 miles of the Blackwater Falls State Park.

**CLARIFICATION:** The successful bidder must 1) Identify a contact phone number that will be available 24-7 during construction for emergency response related to the project. The successful bidder will not be required to maintain an office within 90 miles of the Blackwater Falls State Park.

Any service during the warranty period will be during normal working hours for this particular installation. The ability to answer a service call Monday thru Saturday during normal working hours is sufficient.

###### Safety:

Contractor must provide a copy of their standard safety policy manual.

**CLARIFICATION:** Bidders must provide a written Certification Statement that their organization has and maintains a safety manual and that they agree to forward a copy on receipt of purchase order. Only the successful bidder will have to provide a copy of his safety manual.

**DOCUMENTS:**

M5.1: Delete chilled water trench detail; no underground chilled water piping is required.

M5.1: Delete reference to "stone wall" and replace with "wood and plank wall".

**LAST DAY FOR QUESTIONS:**

The last day for questions has been extended to Friday, March 19, 2010. All questions are still to be submitted in writing to Mr. Frank Whittaker at WV Purchasing as indicated in the project documents.

**ATTACHMENTS:**

An Attendance Log/ Sign in Sheet is attached to these minutes for reference.

**BID DATE:**

Sealed bids will be received until 1:30 pm on ~~04/06/2010~~ and bid opening will at 1:30 pm on ~~04/06/2010~~

**ACKNOWLEDGEMENT:**

The above minutes are a true and accurate reflection of the meeting content to the best of our knowledge. Please contact Frank Whittaker at WV Purchasing with any concerns regarding these minutes by the cutoff date and time for bidding questions.

The minutes, questions, answers and comments detailed herein are part of the project documents for this project and are to be acknowledged as ADDENDUM #3. Submitted this 22nd day of March, 2010, by Miller Engineering for distribution by WVDNR & WV Purchasing.

  
Craig Miller PE  
President  
Miller Engineering, Inc

Cc: Project file

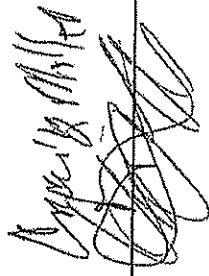



BLACKWATER FALLS DINING HALL HVAC PRE-BID ATTENDANCE LOG 10Mar10

NAME:	COMPANY:	ADDRESS:	EMAIL:	FAX:	PHONE:
Dick Geisen	Schleien Builders Inc	875 Industrial Park Road Elkins, W. Va 26025	schleienbuilders 1@veurou .net	304-636-0470	304-636-0340
CHARLIE HARPER	MID-STATE MECH INC.	PO BOX 607 Bridgesport WV 26330	MIDSTATE @MA.RR.COM	304-623-3188	304-623-3171
MARK SIMPSON	SIMPSON TECHNICAL SERV.	519 HIGHLAND AVE., SO. CHAS. 25303	TRSMANS @SUDDEN LINK.NET	304-744-5829	304-413-7191
BRYAN TOTTEN	MASTER SERVICE MED-ATLANTIC INC.	P.O. BOX 2417 1945 HARRISON AVE. ELKINS, WV 26241	BRYANTOTTEN @MASTERSERVICE MA.COM	304-636-8206	304-636-8170
Yvonne AYERSMAN	B-O-A Heating @ Cooking LLC	Rt 1 Box 500 Roulesburg wva 26425	B-O-A Heating @Yahoo.com	304-454-9716	304-454-9714
Tom Michel	Michel Inc.	P.O. Box 1140 Bridgeport, WV, 26330	michelinc@ aol.com	304-624-1252	304-622-7923
Russ White	Murray Shouts Mural	5112 Seventh St Parkersburg WV 26104	Russ @ Murray shouts mural.com	304-428-4623	304-422-5431

John Gibson  
Abstent Sons LLC  
3702 Winfield Rd  
Winfield WV 25205  
JAGS@MT@Yahoo  
ED@ABSTENT@AOL  
(304) 586-3528  
(304) 586-0713  
(304) 543-2430

BLACKWATER FALLS DINING HALL HVAC PRE-BID ATTENDANCE LOG 10 Mar 10

NAME:	COMPANY:	ADDRESS:	EMAIL:	FAX:	PHONE:
Scott Fortney	Blackwater Falls	PO Box 490 Davis WV 26260	scottfortney@wvudhr.gov		(504) 257-5216
Jim Schotsch	WVUDR ELKINS	1200 HARRISON AV ELKINS, WV 26241	James.schotsch@wvudhr.gov		<del>304</del> 304 637 0301
Allen Jones	Rock Branch Mechanical	132 Harris Dr. Poca, WV	ajones@wvudhr.net	304 755-5270	304 755-0373
MARC HEFFERIN	STUMPT - MCMUAN	137 N. 6TH ST. CRANFORD, WV 26201	matth@smoo.us	(304) 623-4646	(304) 623-6666
Rob Gilligan	Blackwater Falls State Park	PO Drawer 490 Davis, WV 26260	roberty.gilligan@wvudhr.gov	304- 259-5881	304- 259-5216
		ON APD	emilias@wvudhr.gov	304 219 2216	304 219 2216