



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
 GSD106401

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BUILDING FOUR
 112 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/03/2009				

BID OPENING DATE: 08/20/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE A COPY OF THE PRE-BID ATTENDEE LIST,		
				2.) PROVIDE THE ATTACHED GENERAL INFORMATION SHEET		
				BID OPENING DATE REMAINS: 08/20/2009		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	JB		910-66		
				REROOFING OF BLDG#4, CALIFORNIA AVE, SOUTH CHAS, WV		
				***** THIS IS THE END OF RFQ GSD106401 ***** TOTAL:		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

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

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

INSTRUCTIONS TO BIDDERS

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

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: 630.106401

Date: 7/30/2009

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	<u>Murray Sheer ME/MA Co</u>
Firm Address:	<u>3112 7th Street Parkersburg, WV 26101</u>
Representative Attending:	<u>Row Harley: Ed Morrison</u>
Phone Number:	<u>304-422-5431</u>
Fax Number:	<u>304-428-4623</u>
Email Address:	<u>Row h@murray-sheer-me-ma.co</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>Tri-State Roofing & Sheet Metal</u>
Firm Address:	<u>P.O. Box 1231 Charleston, WV 25324</u>
Representative Attending:	<u>Pete Haden</u>
Phone Number:	<u>304-755-8135</u>
Fax Number:	<u>304-755-5275</u>
Email Address:	<u>phaden@tri-state-roofing.com</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>FAIRFAX, INC</u>
Firm Address:	<u>P.O. Box 400 CHESAPEAKE, VA 23049</u>
Representative Attending:	<u>Mark Russell</u>
Phone Number:	<u>740-867-2727</u>
Fax Number:	<u>740-867-2727</u>
Email Address:	<u>FAIRFAX, INC @ VERIZON.NET</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: BSO 106401

Date: 7/30/2009

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	GSD - Engineering
Firm Address:	
Representative Attending:	Brian Gillespie
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Mansueto Roofing
Firm Address:	116 Wood Street Martins Ferry, OH 43935
Representative Attending:	Mark Speirs
Phone Number:	740-633-7320
Fax Number:	740-633-7322
Email Address:	mark@mansuetoroofing.com

Firm Name:	Kalbreuth Roofing
Firm Address:	41-40th Street Wheeling, WV 26003
Representative Attending:	Don Tennant
Phone Number:	304-232-8540
Fax Number:	304-232-8552
Email Address:	kmiller@krism.net

Firm Name:	Boes Roofing
Firm Address:	Po Box 7457 Harrison, WV 25776
Representative Attending:	Shane Adams
Phone Number:	304-429-4233
Fax Number:	304-429-2811
Email Address:	shane@boesroofing.com

Firm Name:	GSD
Firm Address:	
Representative Attending:	Bobbi Petrich
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	GSD
Firm Address:	
Representative Attending:	Phillip Kugrey
Phone Number:	558-2123
Fax Number:	
Email Address:	

**General Information Sheet for RFQ#GSD106401
Building Four Reroofing Project**

To arrange site visits, prior to the bid opening date, please contact:

Phil Kingrey, Building Maintenance Supervisor Cell: (304)982-0533

NOTE: The references in the RFQ to Building #4 being located in South Charleston (e.g., see Page 1, where it states "Reroofing of Bldg#4, California Ave, South Chas, WV") are in error. The building is located in Charleston, WV.

NOTE: Agency personnel may not answer technical questions during site visits. Any questions resulting from site visits must be submitted in accordance with the provisions of the Request for Quotation. No verbal representations are binding until such time as they are issued by addendum.

NOTE: Roofing was cored as part of pre-bid meeting walkthrough, and its current composition is determined to be:

1-1/2" ISO on Concrete Deck

NOTE: The Receiving Room referred to in the specifications and drawings is the room over the loading dock ramp's terminus on the South Elevation of the Building.

NOTE: To clarify the general conditions of the RFQ, the Successful Contractor shall be required to Contact Miss Utility prior to staging if there are any utility concerns. The Successful Contractor shall also be responsible for any expense required to arrange staging areas around utilities (ie, shielding power lines, etc). The available staging areas will be described in an addendum to follow.