



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
HHR10048

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER
304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 BUILDING MANAGEMENT
 VARIOUS LOCALES AS INDICATED

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/02/2010				

BID OPENING DATE: 02/11/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: HHR10048						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						

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)

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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 Department of Administration
 Purchasing Division
 2019 Washington Street East
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ROBERTA WAGNER 304-558-0067

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VENDOR

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 BUILDING MANAGEMENT
 VARIOUS LOCALES AS INDICATED

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/02/2010				

BID OPENING DATE: 02/11/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">..... SIGNATURE COMPANY DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 2</p>						

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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ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
804-558-0067

VENDOR

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SHIP TO

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 VARIOUS LOCALES AS INDICATED

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/02/2010				

BID OPENING DATE: **02/11/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		936-10		
BLANKET CONTRACT TO PROVIDE HVAC MAINTENANCE						
***** THIS IS THE END OF RFQ HHR10048 ***** TOTAL:						

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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WV-3s (Rev 05/15/06)

State of West Virginia
Purchasing Division



PURCHASE REQUISITION

Requisition No. HHR10048	Buyer RW-22	Requisition Date 02/01/2010
Agency/Invoice To: WV Dept of Health and Human Resources BUILDING MANAGEMENT ROOM B29 350 CAPITOL STREET CHARLESTON, WV	TEAM Code _____	WVFIMS Document # _____
Agency/Ship To: Various Locations as Indicated	TEAM Code _____	Suggested Vendors: 1. _____ 2. _____ 3. _____ <i>Additional Vendors on Reverse Side</i>
This Section Only For: Releases, Direct Purchases, Emergency Purchases and Agreements Vendor Name and Address:		PURCHASING DIVISION'S USE ONLY Commodity Code: _____ Instructions: _____
WVFIMS Vendor # _____	TEAM Vendor # _____	
Terms _____	F O.B. _____	

Item No.	Quantity	Description	Unit Price	Amount
		ADDENDUM #1 <i>Type of Purchase</i> Clarification of Specifications: Replace Page 17 with the attached Page 17A Reason: Item #7 (on page 17) is deleted for 167 11th Avenue, South Charleston, WV (Bio-Safety Level III Building) Add to - Special Terms and Conditions: Vendor services will be required for 167 11th Avenue, South Charleston, WV (Bio-Safety Level III Bldg) until such time the owner awards a contract for modifications to the HVAC equipment at this location. The successful vendor providing the HVAC modifications, will provide the maintenance service for the facility's HVAC equipment. (Pre-bid conference discussed the above) End of addendum #1		

Authorized Signature: *[Signature]*
 Title: *[Signature]*
 Telephone: 2-1-2010

Total Estimated Value of this Requisition: _____
 Maximum Budgeted Amount: _____

Mandatory Vendor Pre-Bid Conference for
HHR10048
SIGN IN SHEET

(All bidders must attend this meeting.)

Please Print

Page 1 of 2

Date: January 26, 2010 at 10:00 AM

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD.
FIRM & REPRESENTATIVE NAME MAILING ADDRESS

TELEPHONE & FAX NUMBERS

Company:	DHHR	PHONE	
Rep:	<i>[Signature]</i>	TOLL FREE	
Email Address:		FAX	
Company:	AFA MECHANICAL SVC.	PHONE	304 206-6858
Rep:	Russ Murray	TOLL FREE	
Email Address:	Russ.Murray@AAMSERVICES.COM	FAX	
Company:	Roe Storch Mechanical	PHONE	304-755-0773
Rep:	Sheldon Taylor		
Email Address:	S.E. Taylor@CWDSL.NET	FAX	304-755-5270
Company:	Casto Technical	PHONE	204-366-0549
Rep:	Tracy Ray	TOLL FREE	800.232.2221
Email Address:	tray@castotech.com	FAX	304.346.8920
Company:		PHONE	
Rep:		TOLL FREE	
Email Address:		FAX	

All Bidders are required to sign-in for this mandatory pre-bid conference.
All Agency personnel in attendance at this pre-bid are requested to sign-in.
January 26, 2010 at 10:00 AM

Mandatory Vendor Pre-Bid Conference for HHR10048

(All bidders must attend this meeting.)

Please Print

Page 2 of 2

Date: January 26, 2010 at 10:00 AM

* PLEASE BE SURE TO PRINT LEGIBLY. IF POSSIBLE, LEAVE A BUSINESS CARD.
FIRM & REPRESENTATIVE NAME MAILING ADDRESS

TELEPHONE & FAX NUMBERS

Company:	PERSON TECHNICAL SERVICES	PHONE	304-722-1810
Rep:	Rick Meadows	TOLL	FREE
Email Address:	R.Meadows@PTS.com	PHONE	1-800-766-2829
Company:	LMCO	FAX	304-722-1846
Rep:	MAUR SPENSEN	PHONE	304-562-7705
Email Address:	ghspencer@lmco.com	TOLL	FREE
Company:	Green Tech Serv	FAX	304-562-0320
Email Address:	Leah.Angus@PTS.WV.com	PHONE	304-722-1810
Rep:	[REDACTED]	TOLL	FREE
Email Address:	[REDACTED]	PHONE	[REDACTED]
Company:	[REDACTED]	FAX	[REDACTED]
Rep:	[REDACTED]	PHONE	[REDACTED]
Email Address:	[REDACTED]	TOLL	FREE
Company:	[REDACTED]	FAX	[REDACTED]
Rep:	[REDACTED]	PHONE	[REDACTED]
Email Address:	[REDACTED]	TOLL	FREE
Company:	[REDACTED]	FAX	[REDACTED]

All Bidders are required to sign-in for this mandatory pre-bid conference.
All Agency personnel in attendance at this pre-bid are requested to sign-in.

January 26, 2010 at 10:00 AM