



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
<b>PTR10002</b>

PAGE
<b>1</b>

ADDRESS CORRESPONDENCE TO ATTENTION OF
<b>FRANK WHITTAKER 304-558-2316</b>

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RFQ COPY  
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DIVISION OF PUBLIC TRANSIT  
  
 BUILDING 5, ROOM 906  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0432      304-558-0428

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>07/14/2009</b>				

BID OPENING DATE: **07/28/2009**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO.1 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED BID CLARIFICATIONS, TECHNICAL QUESTIONS & ANSWERS, AIA DOCUMENT A305, OBSERVATION REPORT, MANDATORY PRE-BID SIGN SHEET,						
0001	1	LS		968-20		
BUILDING CONSTRUCTION						
***** THIS IS THE END OF RFQ PTR10002 ***** 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."

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**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

CLARKSBURG TRANSIT AUTHORITY (CENTRA)  
ADMINISTRATION AND MAINTENANCE FACILITY

Addendum Questions and Clarifications

7/9/09

Contractor questions are "This font". *Answers and Clarifications are in italic bold.*

1. *The question/clarification cutoff date is July 9, 2009 at 4:00 P.M.*
2. *The construction period is 120 days to Final Completion.*
3. *The City of Clarksburg will require B&O taxes.*
4. *The minimum thickness of the roof insulation will be 2". The minimum slope on the first layer of tapered insulation is 1/8" per foot, sloping toward the existing drain. The minimum slope on the second layer of tapered insulation is 1/16" per foot, sloped to create a valley to the drains as per plan.*
5. *The new roof drain will be 4" Duro coated cast iron with combination membrane flashing clamp, underdeck clamp, roof sump receiver, and gravel guard, by Zurn or equal. Locate the roof drain on the tool area side of the CMU wall, as close to the wall as reasonable. The drain leader may be 4" Schedule 40 PVC, with a minimum horizontal leader slope of 1/8" per foot, and shall be booted into the existing vertical rainwater leader in the parts bay. Provide all parts, accessories and hangers necessary for permanent installation of work for intended function. Keep drain leader as high as possible to eliminate conflict with tire rack.*
6. Drawing A-1, Note 13, Foam Insulation – Does this note apply to the diagonal wall at the West elevation (Section 2/A3) only, or does the note apply to all exterior walls of the new building?  
*Foam insulation is not anticipated to be required around the perimeter of the building, just at the diagonal wall dividing the high and low roof areas as noted on the drawings.*
7. Is there a problem with replacing existing coping with new? Existing pre-cast shows weathering and has darkened with age, although only four or five years old.  
*The contractor is to verify and if necessary provide through-wall flashing at the copings. All due care should be utilized to eliminate damage to existing copings as they are removed and replaced. If damage should occur to the coping during the work, the contractor will replace the coping in kind to match existing. All existing conditions that might be misconstrued as damage must be photographed and brought to the engineer's attention by the contractor prior to commencement of work.*
8. Contractor requests spec on new roof drain and drain pipe.  
*See items No. 4 and 5, above.*

9. Drawing A-3, Detail 2/A3, Wall Section Foam Insulation – Section does not show joist bearing (bond beam, etc...) for new or existing wall conditions. What is your requirement for new foam? Existing 12” masonry wall below old roof bearing / new construction 8” block above joist bearing, or only between bearings?  
***Foam insulation must fill all cells not already filled with grout from joist bearing to a minimum of 4” above the top of roof insulation. Existing drawings do not indicate bond beams at joist bearing locations.***
  
10. What is the interior finish in the areas scheduled for foam-in-place insulation, and the extent of the finish restoration?  
***The interior finish is exposed CMU. Contractor will repair fill holes for inserting insulation and paint the entire wall to match existing from corner to corner.***
  
11. Will the owner remove/reinstall the furnishings from the areas needed by the contractor to install their work?  
***Contractor may assume that the owner will move furnishings not permanently mounted (i.e. tire racks). Removal and reinstallation of any permanent fixture that may need moved is the responsibility of the contractor.***
  
12. Add A 305 AIA form as Bid Form #3.
  
13. Delete Bid Form #12
  
14. See attached Observation Report of study by CAS of project.



AIA Document A305

# Contractor's Qualification Statement

## 1986 EDITION

*This form is approved and recommended by The American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by the AIA or AGC.*

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO:

ADDRESS:

SUBMITTED BY:

NAME:

ADDRESS:

PRINCIPAL OFFICE:

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

NAME OF PROJECT (if applicable):

TYPE OF WORK (file separate form for each Classification of Work):

\_\_\_\_\_ General Construction

\_\_\_\_\_ Plumbing

\_\_\_\_\_ Other \_\_\_\_\_

(please specify)

\_\_\_\_\_ HVAC

\_\_\_\_\_ Electrical

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**1. ORGANIZATION**

- 1.1 How many years has your organization been in business as a Contractor?
- 1.2 How many years has your organization been in business under its present business name?
- 1.2.1 Under what other or former names has your organization operated?
- 1.3 If your organization is a corporation, answer the following:
- 1.3.1 Date of incorporation:
- 1.3.2 State of incorporation:
- 1.3.3 President's name:
- 1.3.4 Vice-president's name(s):
- 1.3.5 Secretary's name:
- 1.3.6 Treasurer's name:
- 1.4 If your organization is a partnership, answer the following:
- 1.4.1 Date of organization:
- 1.4.2 Type of partnership (if applicable):
- 1.4.3 Name(s) of general partner(s):
- 1.5 If your organization is individually owned, answer the following:
- 1.5.1 Date of organization:
- 1.5.2 Name of owner:

- 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

## 2. LICENSING

- 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

- 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

## 3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces.

- 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

3.2.1 Has your organization ever failed to complete any work awarded to it?

3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

- 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

3.4.1 State total worth of work in progress and under contract:

3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

3.5.1 State average annual amount of construction work performed during the past five years:

3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

#### 4. REFERENCES

4.1 Trade References:

4.2 Bank References:

4.3 Surety:

4.3.1 Name of bonding company:

4.3.2 Name and address of agent:



## 5. FINANCING

### 5.1 Financial Statement.

- 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

- 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

- 5.1.3 Is the attached financial statement for the identical organization named on page one?

- 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).

- 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

**6. SIGNATURE**

6.1 Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

Name of Organization:

By:

Title:

6.2

M \_\_\_\_\_ being  
duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be  
misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

Notary Public:

My Commission Expires:



**CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.**

SIGN IN SHEET

PLEASE PRINT

Request for Proposal No.

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

Page 1 of 3  
Date: 6/30/09

Company:	Mansuetto Roofing	116 Wood Street	PHONE 740-633-7320
Rep:	Mark J Speirs	Martins Ferry, OH	TOLL FREE
Email Address:	mark@mansuetloroofing.com	43935	FAX 740-633-7322
Company:	FALRESTER ROOFING	41.40 <sup>th</sup> ST	PHONE 304-232-8540
Rep:	GARY ZADAT	WHEELING WV 26005	TOLL FREE
Email Address:	cmelsh@kenn.net		FAX 304-232-8552
Company:	TRI-STATE ROOFING & SM	P.O. BOX 892	PHONE 304-328-5244
Rep:	KEN HANSON	MORGANTOWN, WV 26507-0892	TOLL FREE
Email Address:	KHANSON@TRI-STATESERVITE.COM		FAX 304-328-5248
Company:	SHUCK CONSTR. Co	1547 Tulip hawks	PHONE (304) 366-9497
Rep:	RICHARD STRAUHT	Fairmont, W.Va. 26504	TOLL FREE
Email Address:			FAX (304) 366-9407
Company:	SUTTER ROOFING & METAL	PO Box 2036 CLARKSBURG WV	PHONE 304-624-6565
Rep:	DON MUSGRAVE	26302	TOLL FREE
Email Address:	SUTTERROOFING@VERIZON.NET		FAX 304-622-3637

SIGN IN SHEET

Request for Proposal No.

PLEASE PRINT

Date: 6/30/09

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TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <del>SES</del> WVDOT/DPT Rep: Susan O'Connell Email Address: Susan.L.O'Donnell@wv.gov		PHONE 304 558-0428 TOLL FREE FAX
Company: WVDPT Rep: Tim Thomas Email Address: Timothy.T.Thomas@wv.gov		PHONE TOLL FREE FAX
Company: Rep: Email Address:		PHONE TOLL FREE FAX
Company: Rep: Email Address:		PHONE TOLL FREE FAX
Company: Rep: Email Address:		PHONE TOLL FREE FAX

SIGN IN SHEET

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Date: \_\_\_\_\_

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FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

Company:	Murray Sheet Metal Co.	3112 7th Street	PHONE (304) 422-5431
Rep:	El Morrison	Parkersburg W.V.	TOLL FREE 800-464-8801
Email Address:	EDM@murray-sheetmetal.com	26101	FAX (304) 428-4623
Company:	City Construction Co	RT 2 BOX 285	PHONE 304-623-2573
Rep:	Bruce Henderson	Clarksburg WV 260301	TOLL FREE -
Email Address:	bruce.henderson@city.net		FAX 304-326-6970
Company:	G.A. Brown & Son, Inc	215 MILL STREET	PHONE 304-363-4500
Rep:	Dennis PRIDE	Fairmont WV 26554	TOLL FREE
Email Address:	dpride@gabrown.com		FAX 304-366-9456
Company:	AKS Structural Engineering, Inc.	P.O. Box 469	PHONE 304-756-2564
Rep:	Carol A. Stevens	Alum Creek, WV 25003	TOLL FREE
Email Address:	calalaine@aol.com		FAX 304-756-2565
Company:	CHARMA Technical Group	200 59TH AVENUE	PHONE 304-727-5501
Rep:	Phil Warnock	St. Albans, WV 25177	TOLL FREE
Email Address:	PWARNOCK@CHARMA.COM		FAX 304-727-5580



Phone: 304-756-2564  
 FAX: 304-756-2565  
 email: calalanc@aol.com  
 P.O. Box 469  
 Alum Creek, WV 25003-0469

## Observation Report

Project: Central West Virginia Transit Authority  
 Location: 208 North 4th Street  
 Clarksburg, WV  
 Owner: West Virginia Department of Public Transit

Date: 2/17/09 and 3/5/09  
 Weather: Sunny 40's and Partly Cloudy 60's  
 Contractor:  
 Job Superintendent:

### PRESENT

Belinda Rollins, CENTRA  
 Kevin Roy, CENTRA  
 Carol A. Stevens, PE – CAS Structural Engineering, Inc.  
 Dale Withrow – Chapman Technical Group, Ltd.  
 Bill Kostelic – Building Preservation & Restoration  
 City Windows & Construction Employees – Probes performed on 3/5/09

### OBSERVATIONS & DISCUSSIONS (photos are attached to this report)

1. The low roof and addition roof are constructed of a modified bitumen system with an aggregate coating. The low roof only has one roof drain and no scupper or overflow. In a number of locations, the roof is dead level; no slope is present. Water ponds on the roof in several locations. The addition roof has several drains and a scupper. Some of the aggregate on the addition roof has washed to the drain locations.
2. The low roof was flooded along the edge adjacent to the bus maintenance facility using a water hose to check for locations where leaks occurred. Leaks occurred at both the north-west and south-west corners of the low roof (see Photos 1 through 4). A number of seams are present in the roofing at this location as a result of the original installation and subsequent repairs. These are very likely points of entry for water.
3. At the north-west corner, there are also areas where the vertical sealant joint and the exposed brick façade are deteriorated and are contributing to water infiltration (see photos 5 and 6). This is the location where we could immediately make the water flow by placing the hose into the corner.
4. At the east wall that is a common wall to the new addition, the wall height was increased by adding concrete block and brick veneer with decorative precast stone cornice and coping units. At a number of locations, the mortar joints are deteriorated or were not properly installed during the construction in 2003 or 2004. As viewed from the newer, upper roof level, the horizontal bedding mortar joint has either failed or was not properly installed and non-treated wood shims are visible. In addition, the sealant joint between the butt joints of the coping has failed in many locations (see Photos 7 through 9).
5. The construction documents indicate that there was to be a through wall flashing and a counter flashing installed directly below the coping unit (see Figure 1).
6. Since there were a few leaks along this wall, one precast coping unit was removed to observe the condition of the flashing to determine if it was installed in accordance with the

4. Remove the precast coping stones along the wall that is common with the original building and install the through the wall flashing as originally specified. At this time, insulating the wall can also be addressed to reduce the energy loss that appears to be present.
5. We also recommend that coping stones be removed in other locations to verify the presence of the through the wall flashing and the R-14 insulation. The discoloration and efflorescence on the exterior walls of the new addition indicate that the flashing and insulation may not be present there either. It should be noted that with even the best practices, there is a possibility that some of the coping stones may be damaged in this investigation.

**OBSERVATIONS BY**

CAS Structural Engineering, Inc.



Carol A. Stevens, PE

President

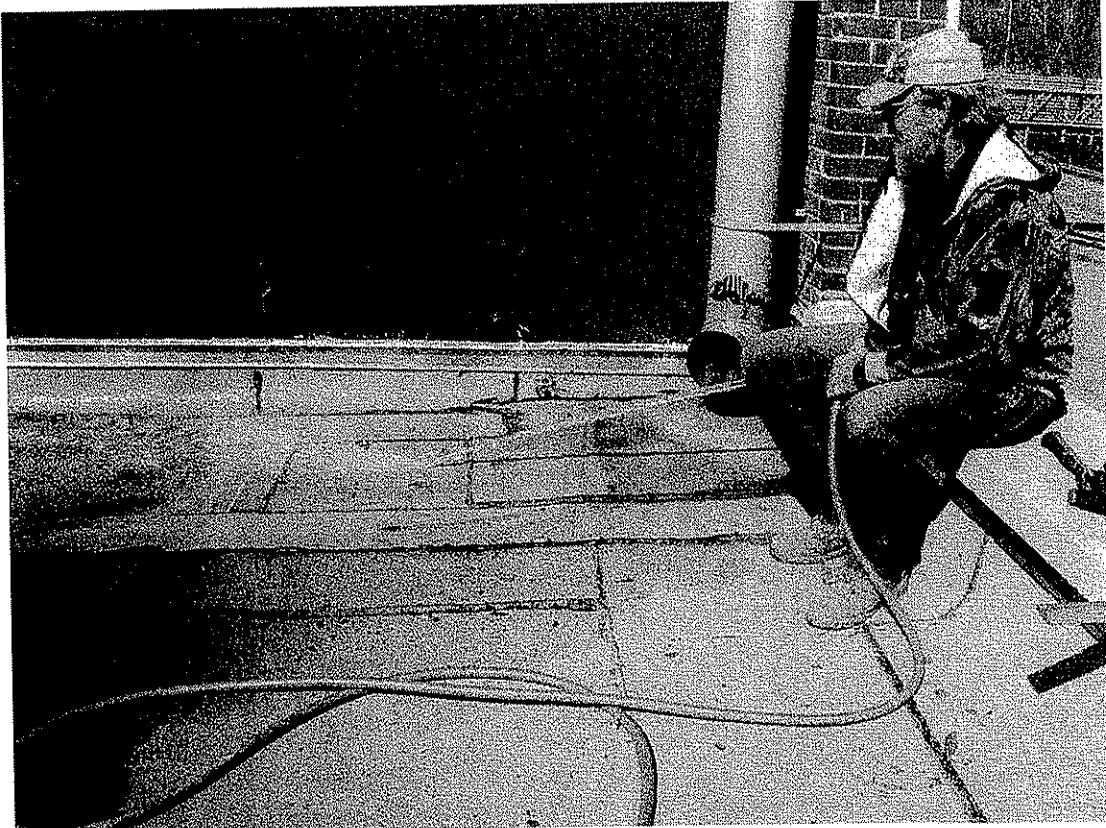


Photo 1. Flooding the Roof to Check for Leaks

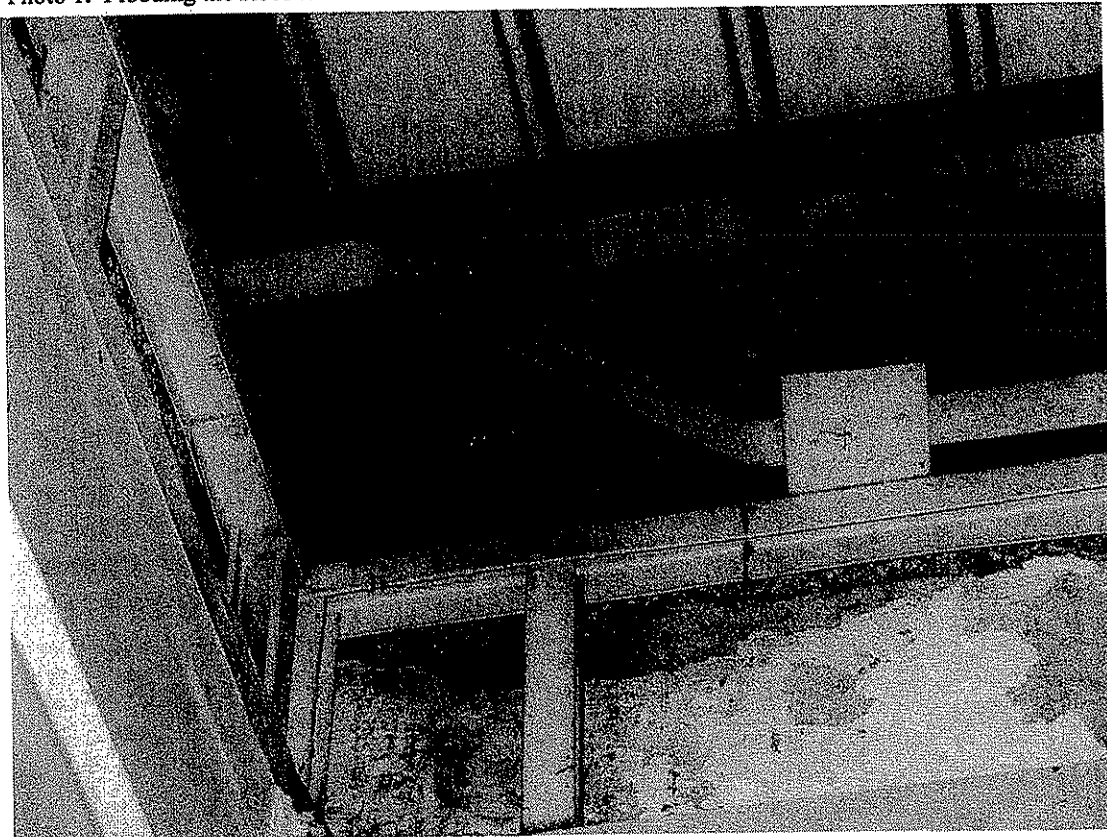


Photo 2. Water Coming Through the Roof in North-West Corner of Low Roof



Photo 3. Water Coming Through the Roof in South-West Corner of Low Roof

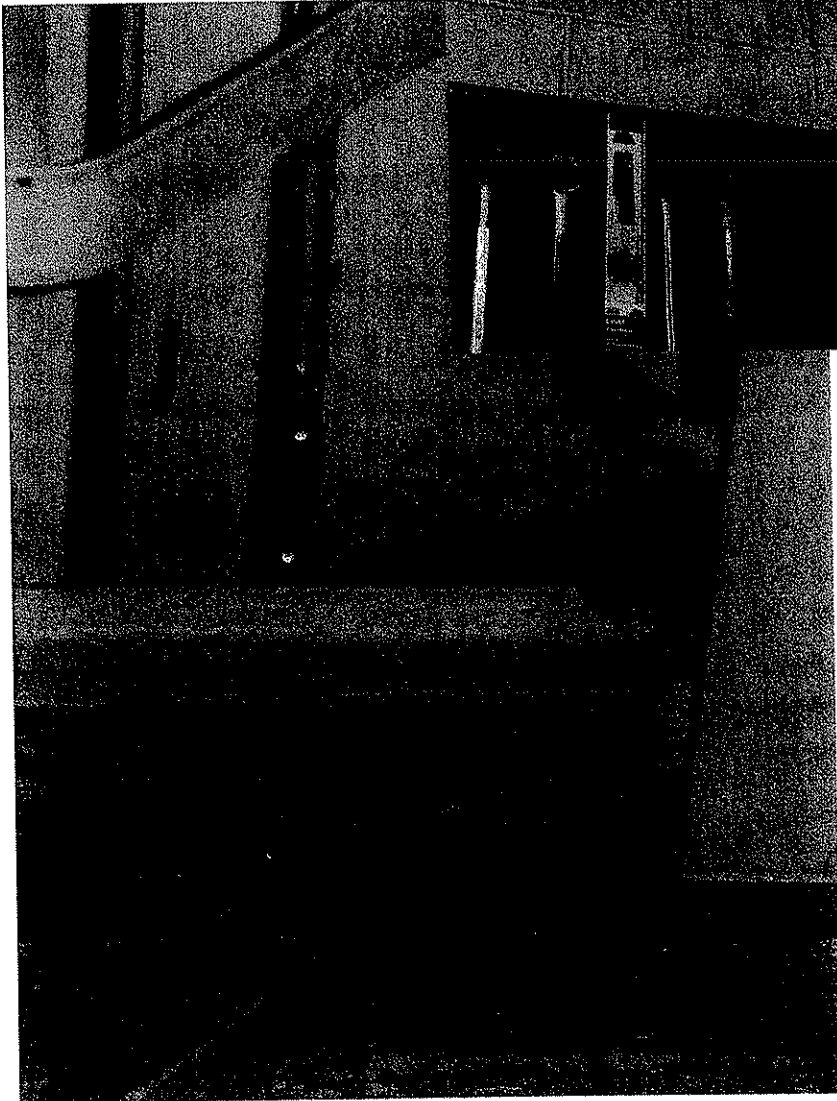
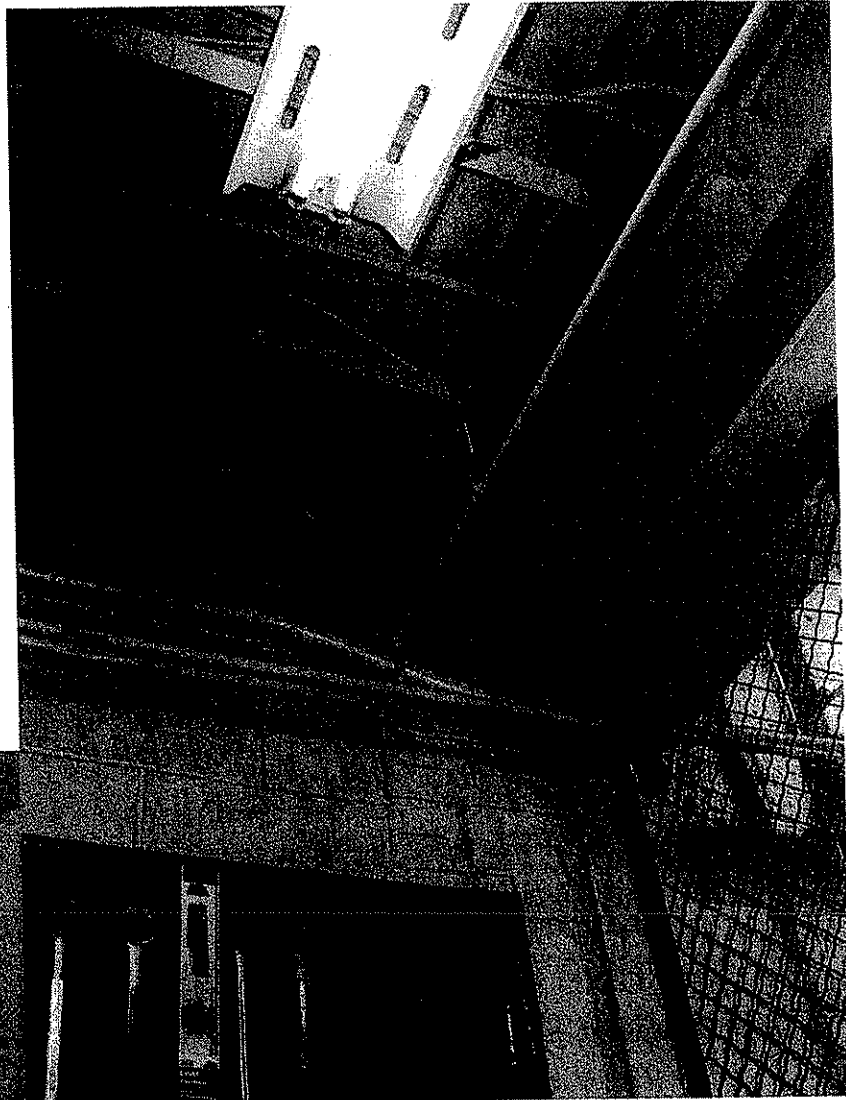


Photo 4. Close-up of Water on Rib of Metal Roof Deck—Notice Presence of Rust on Deck



Photo 5. Open Joints Between Upper Roof and Brick Wall that Need to be Closed

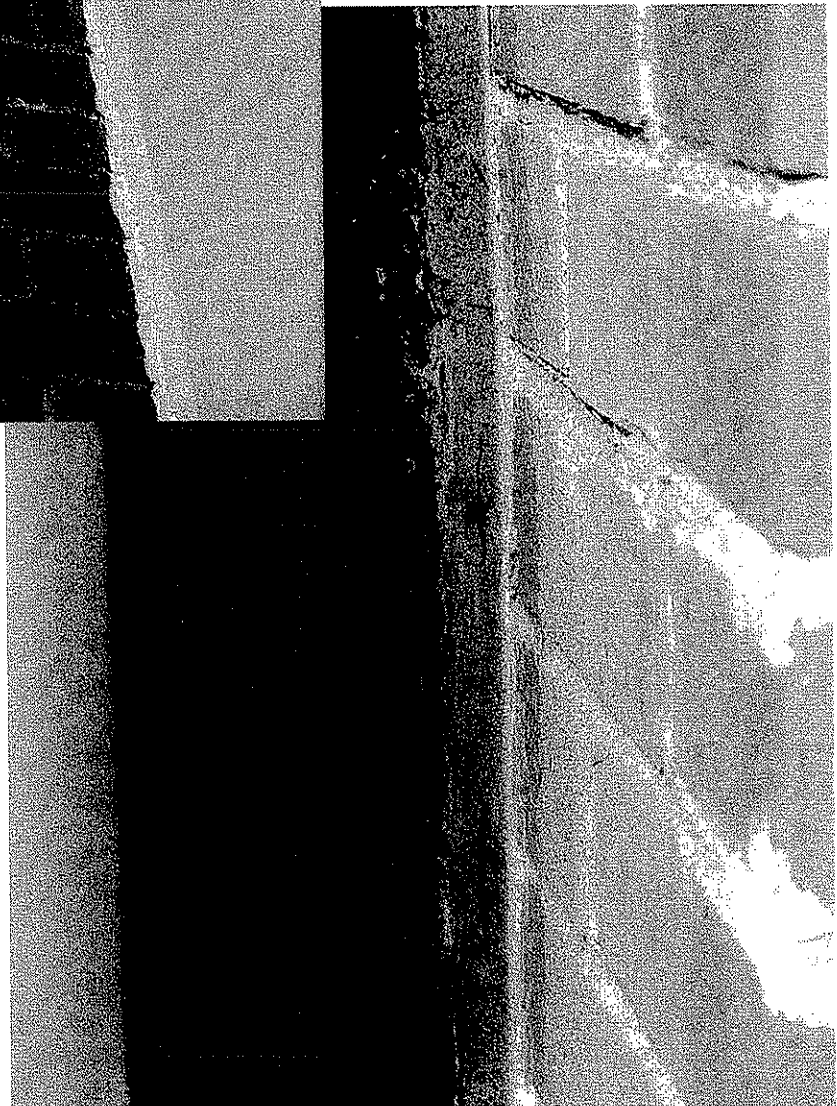


Photo 6. Deteriorated Sealant—  
Probable Location of Water Infiltration

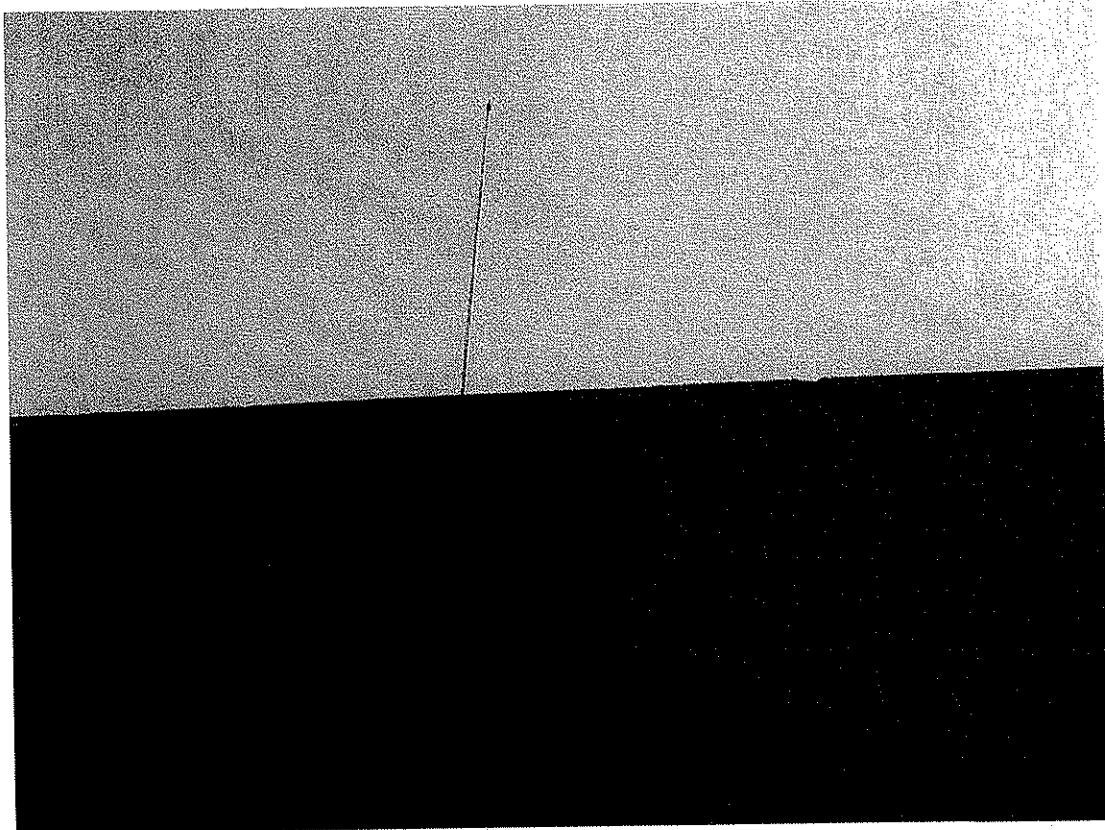


Photo 7. Open and Deteriorated or Improperly Placed Mortar Joints

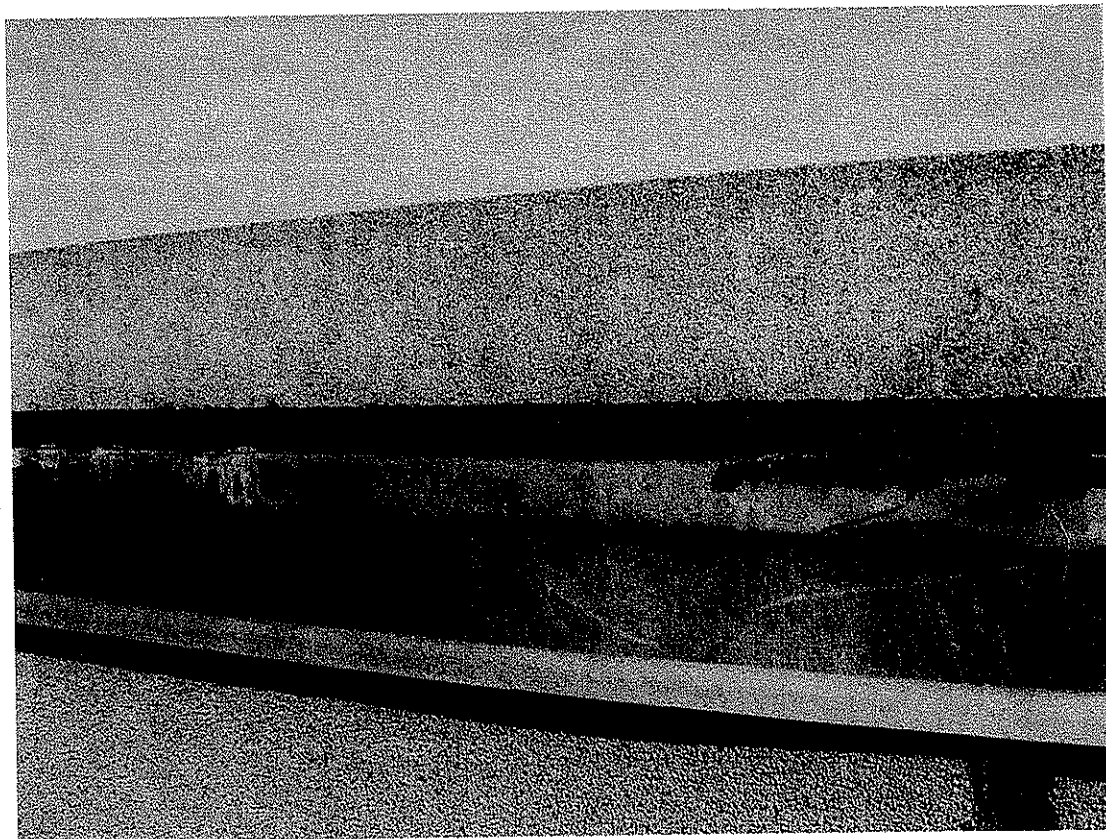


Photo 8. Improperly Placed and Missing Mortar Joint Below Coping Stone—Note Presence of Untreated Wood Shim

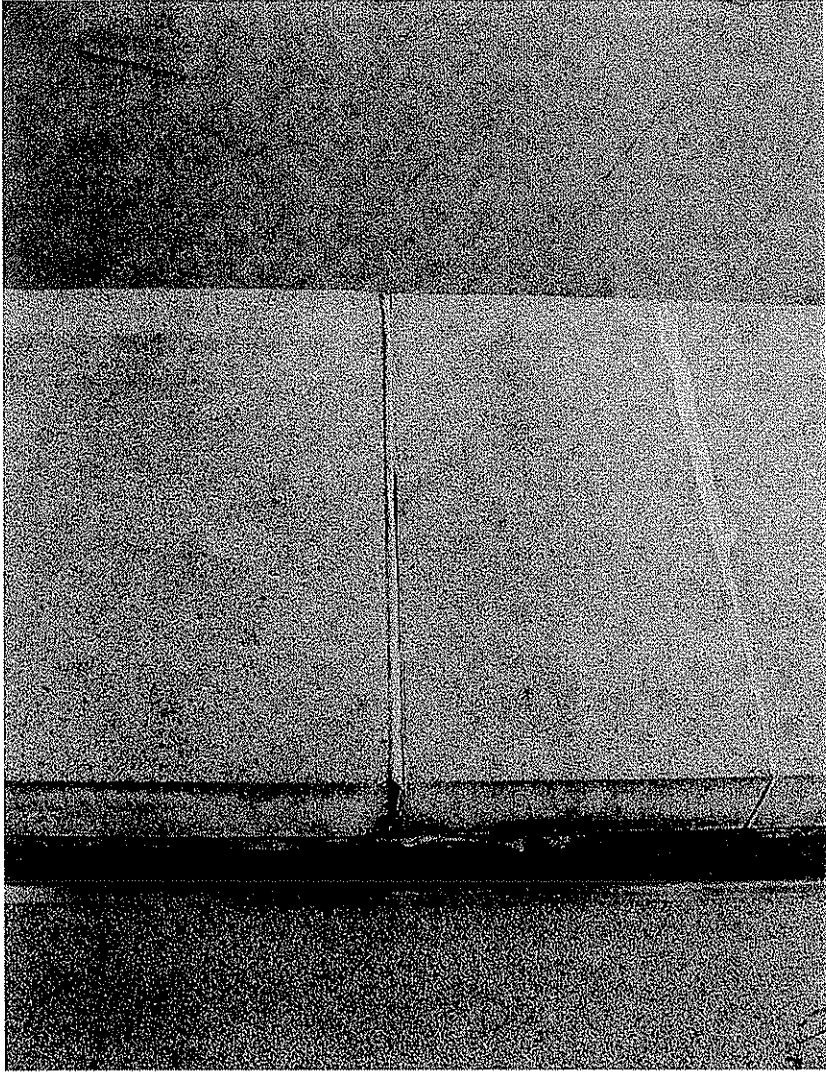


Photo 9. Failing Sealant Joint to Butt Joint Between Coping Stones

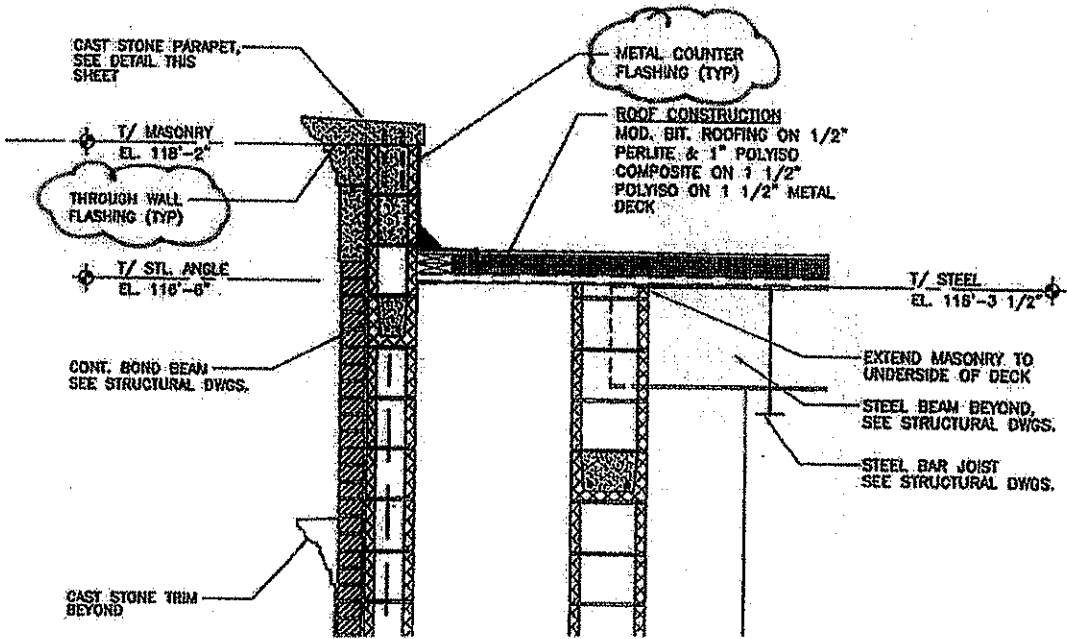


Figure 1. Wall Section from Construction Documents Showing Through Wall Flashing to be Installed

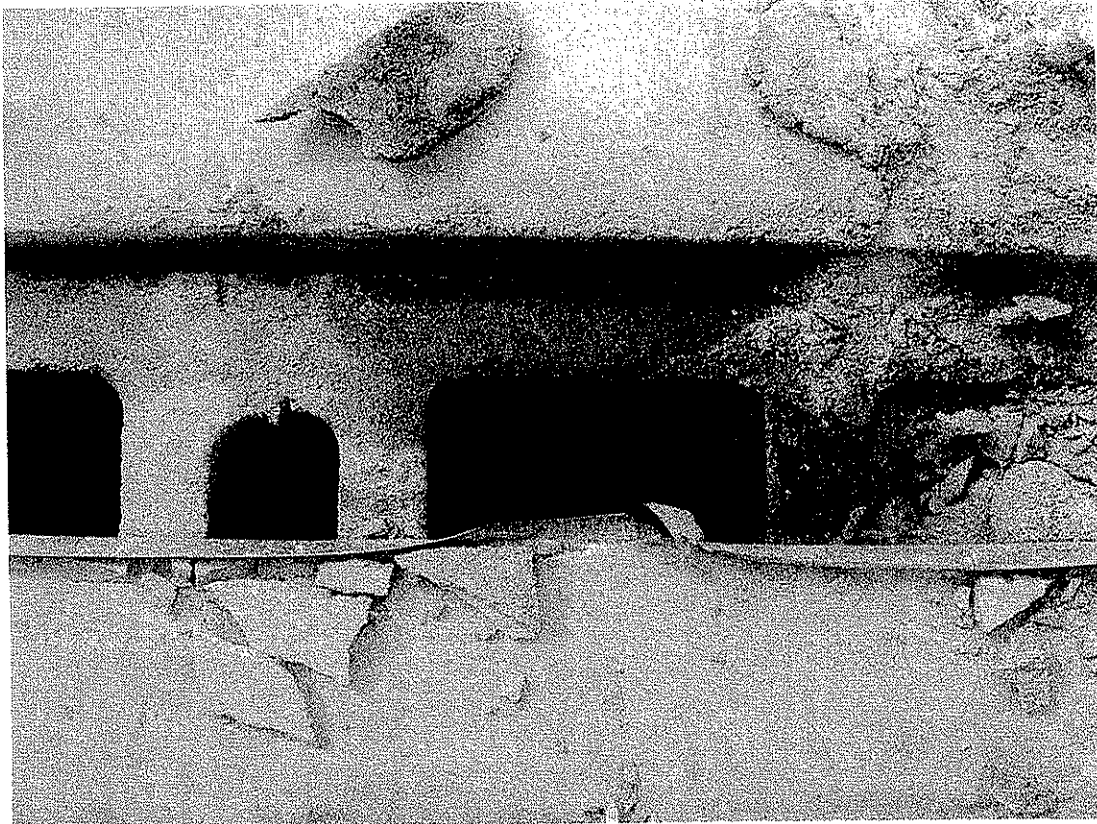


Photo 10. Moisture Present in Wall Below Coping Stone—Note Lack of Through Wall Flashing

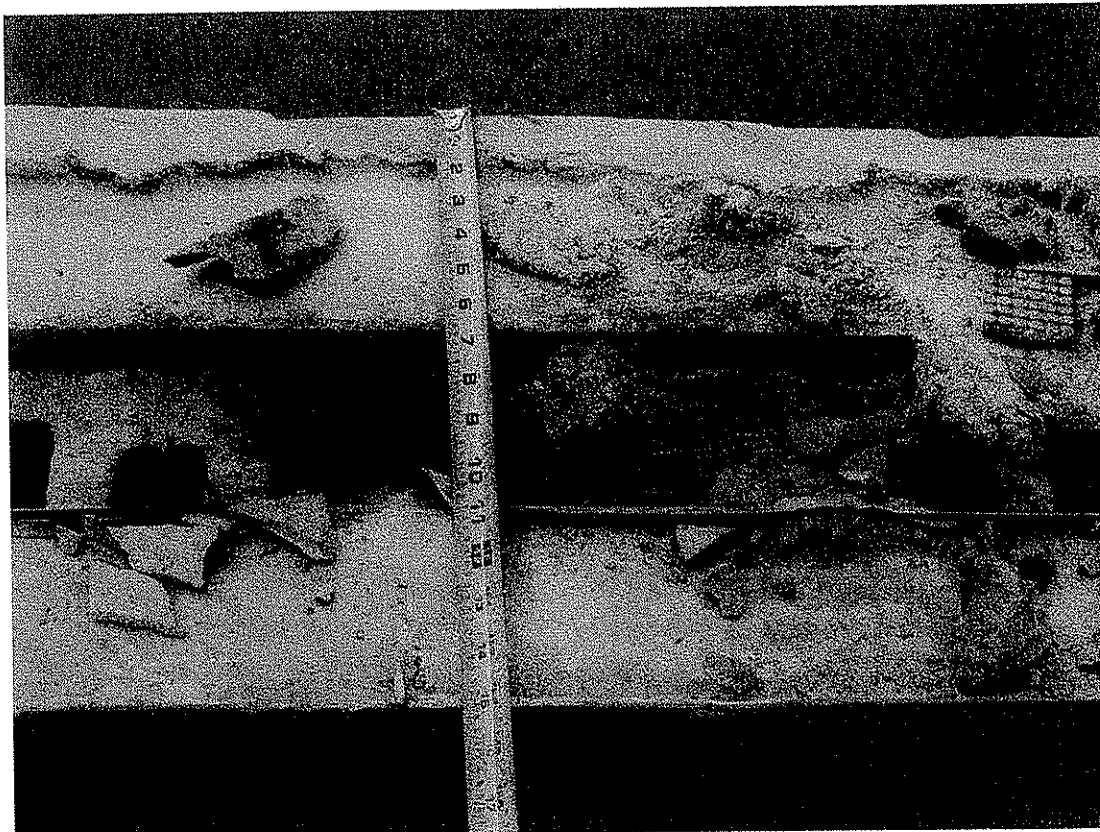


Photo 11. More Evidence of Moisture in Wall—Note Discoloration of Back Side of Precast Stone Unit

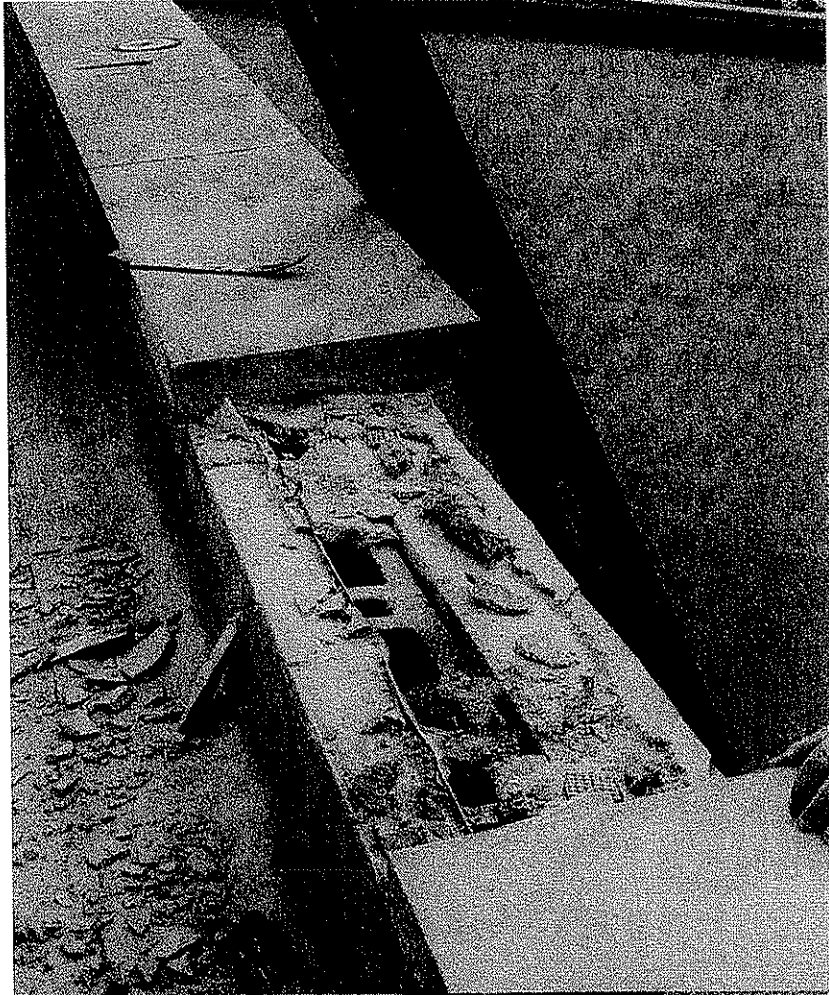


Photo 12. Section of Precast Coping that was Removed



Photo 13. Stainless Steel Pin Used to Secure Precast Stone Units Together

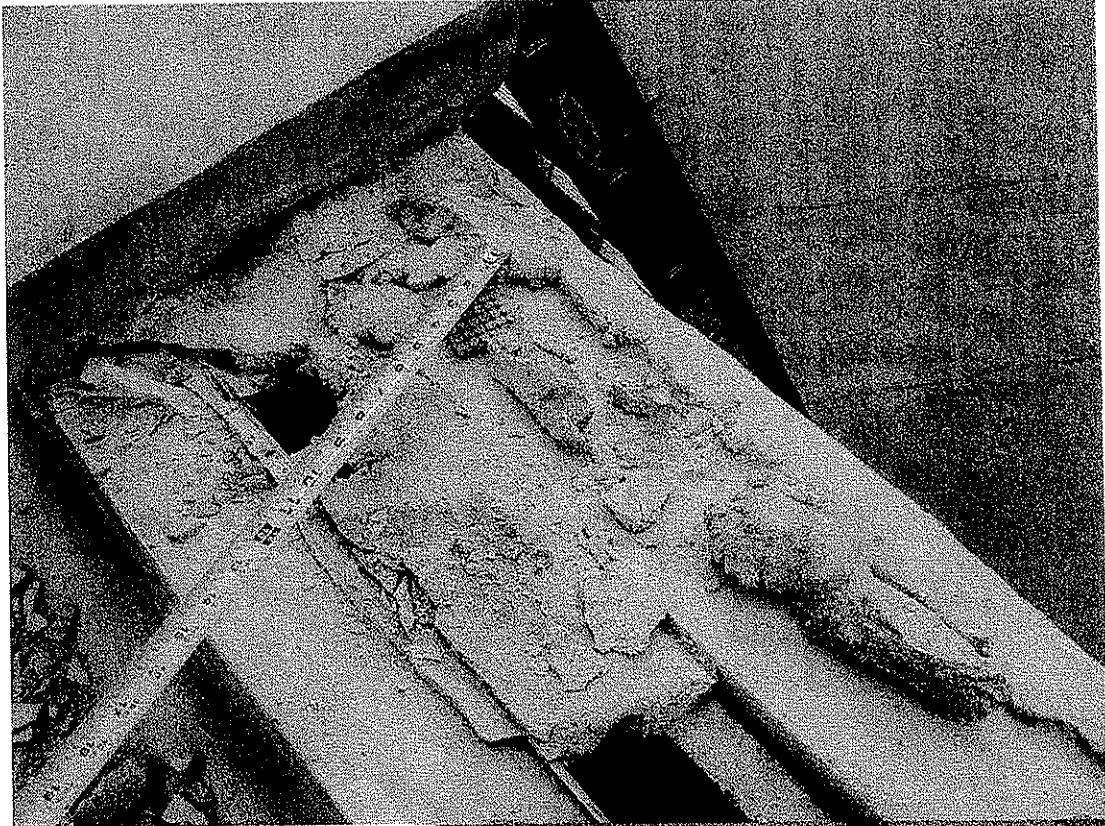


Photo 14. Wood Shim Buried in Mortar Bed

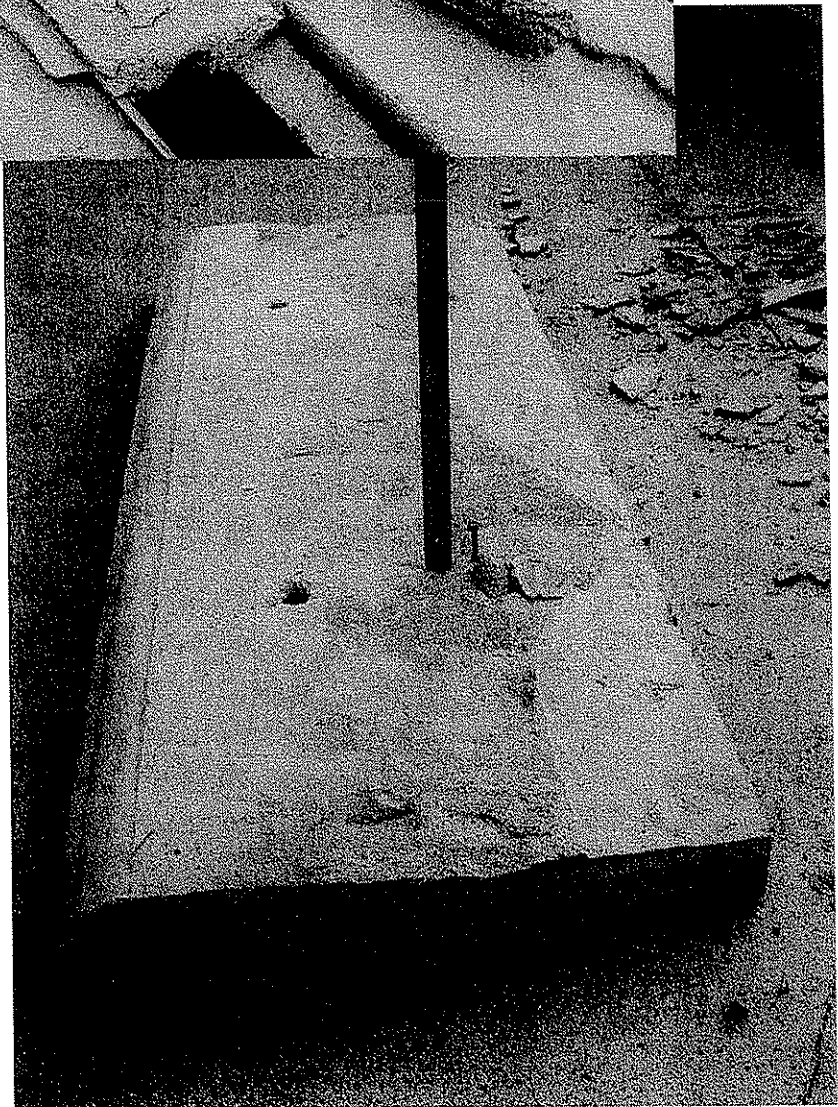


Photo 15. Tapcon Screws Most Likely Used for Leveling of Precast Stone Unit

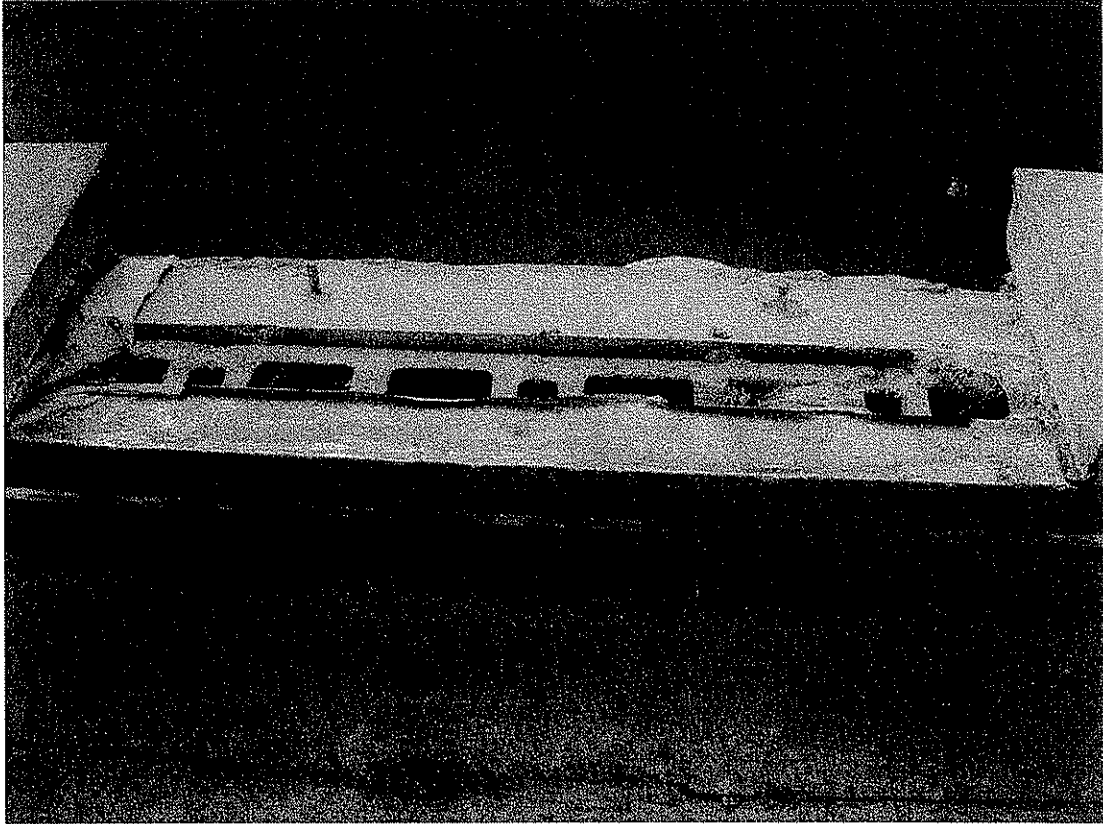


Photo 16. Preparing to Place Precast Stone Unit

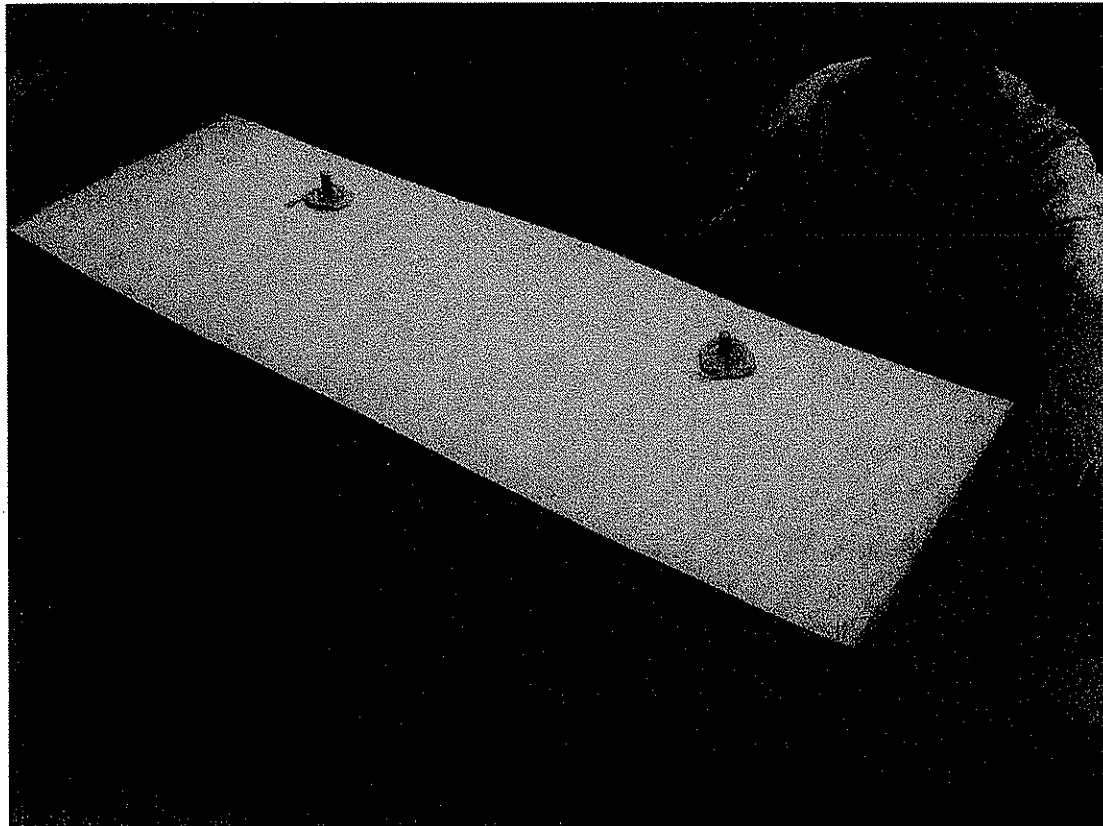


Photo 17. Sheet Metal and Sealant Used as Temporary Method to Reduce Water Infiltration into Wall



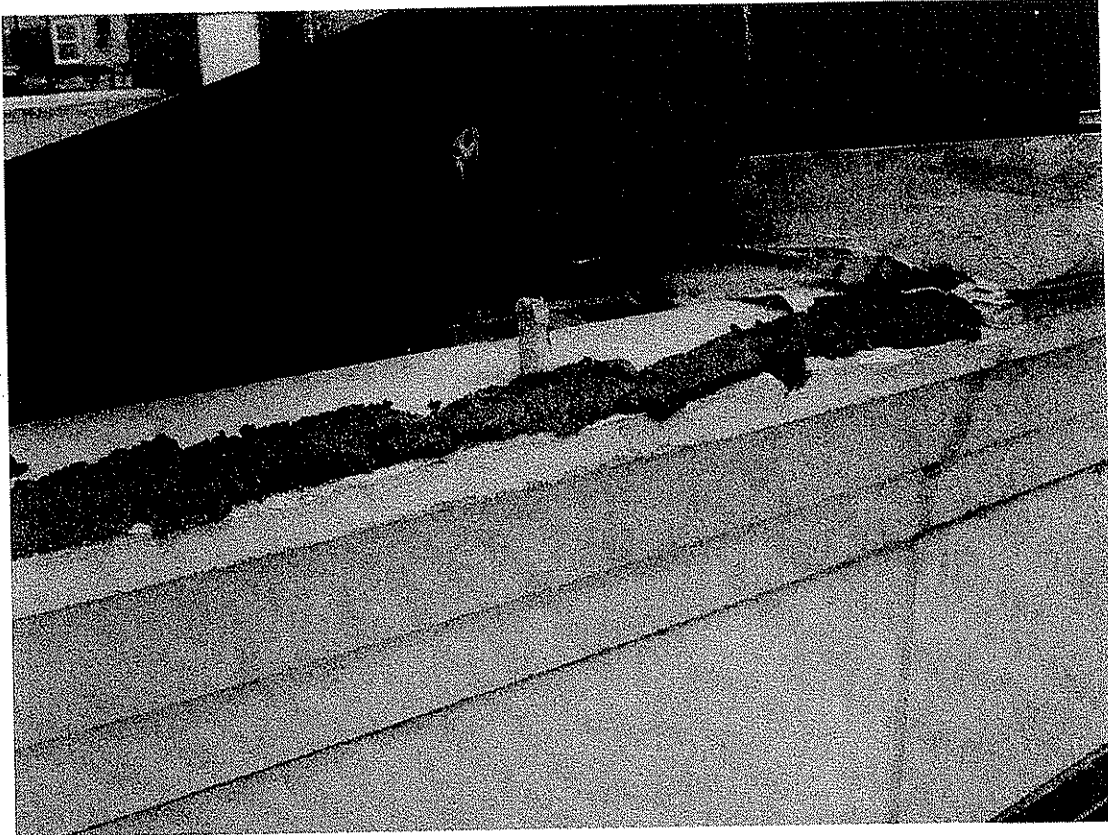


Photo 18. Mortar Placed Below Sheet Metal

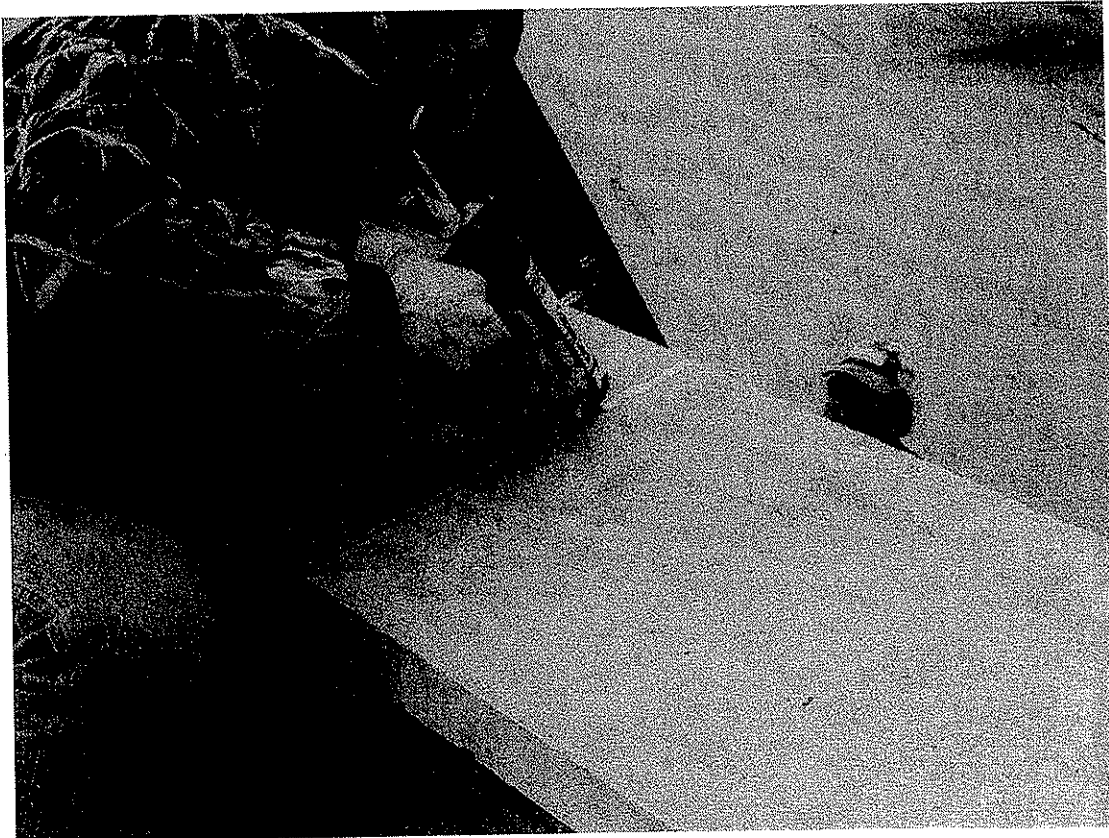


Photo 19. Sealant Installed at Joints



Photo 20. Discoloration in Exterior Wall Most Likely a Result of Water Infiltration

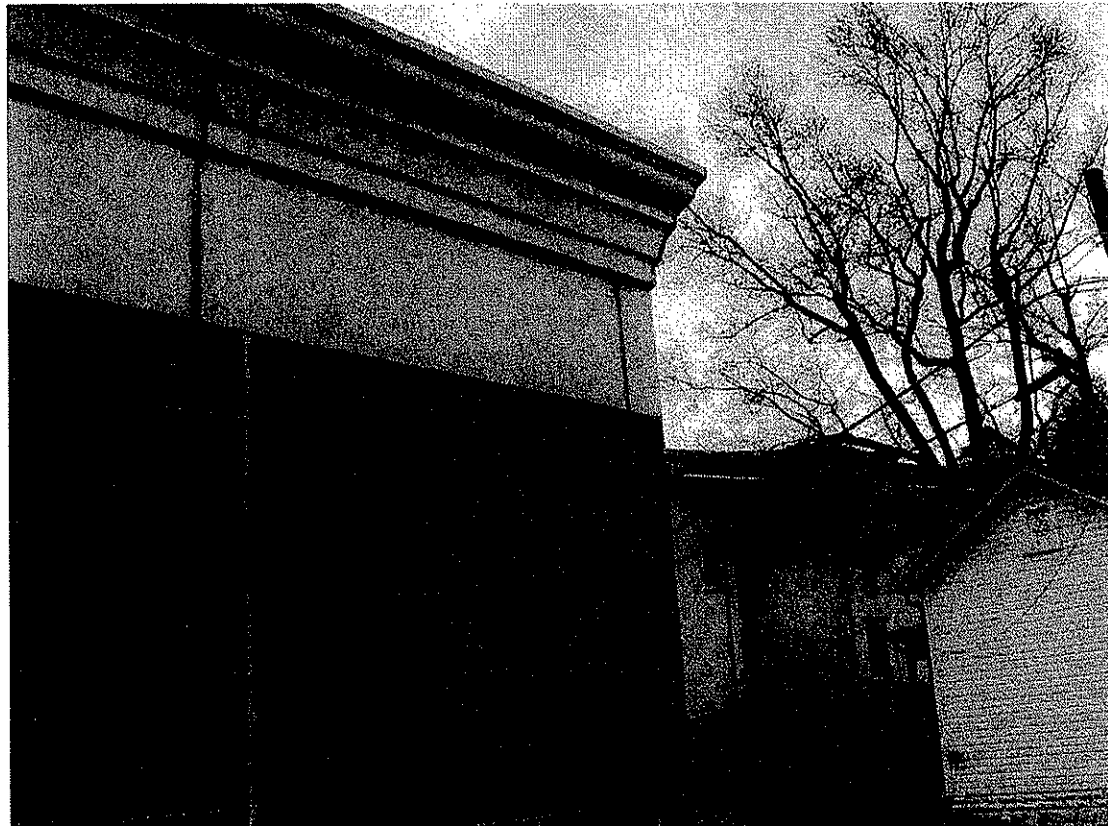


Photo 21. Efflorescence Indicates Water Infiltration into Wall

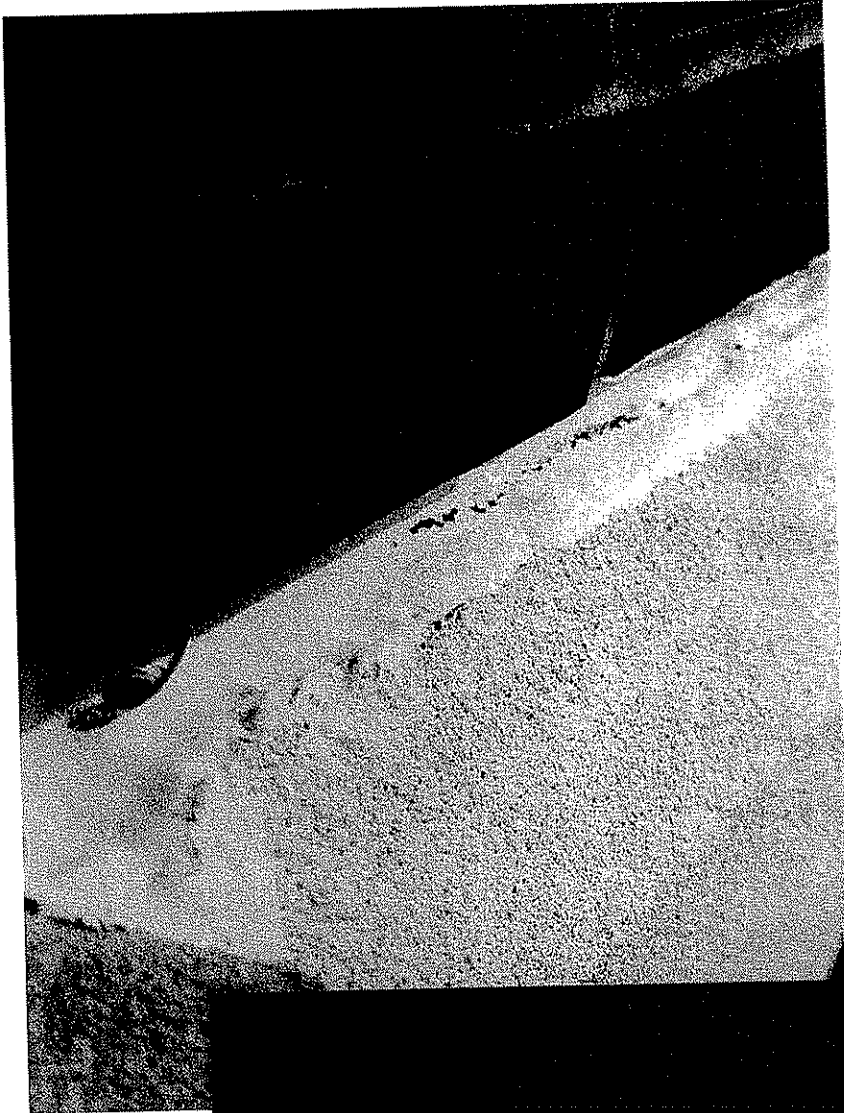


Photo 22. Open Sealant Joint at South-West Corner of New Addition



Photo 23. Cracks in Brick at Acute Corner of New Addition

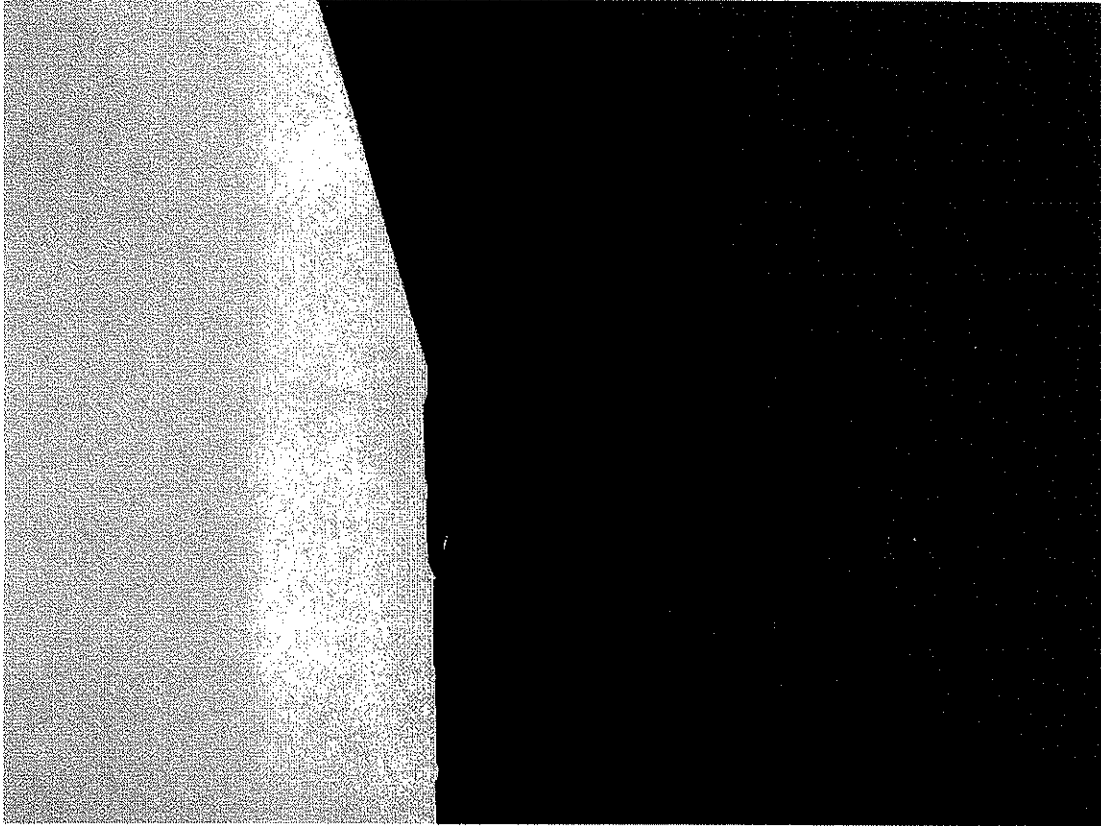


Photo 24. Evidence of Distress in Brick Face at Acute Corner

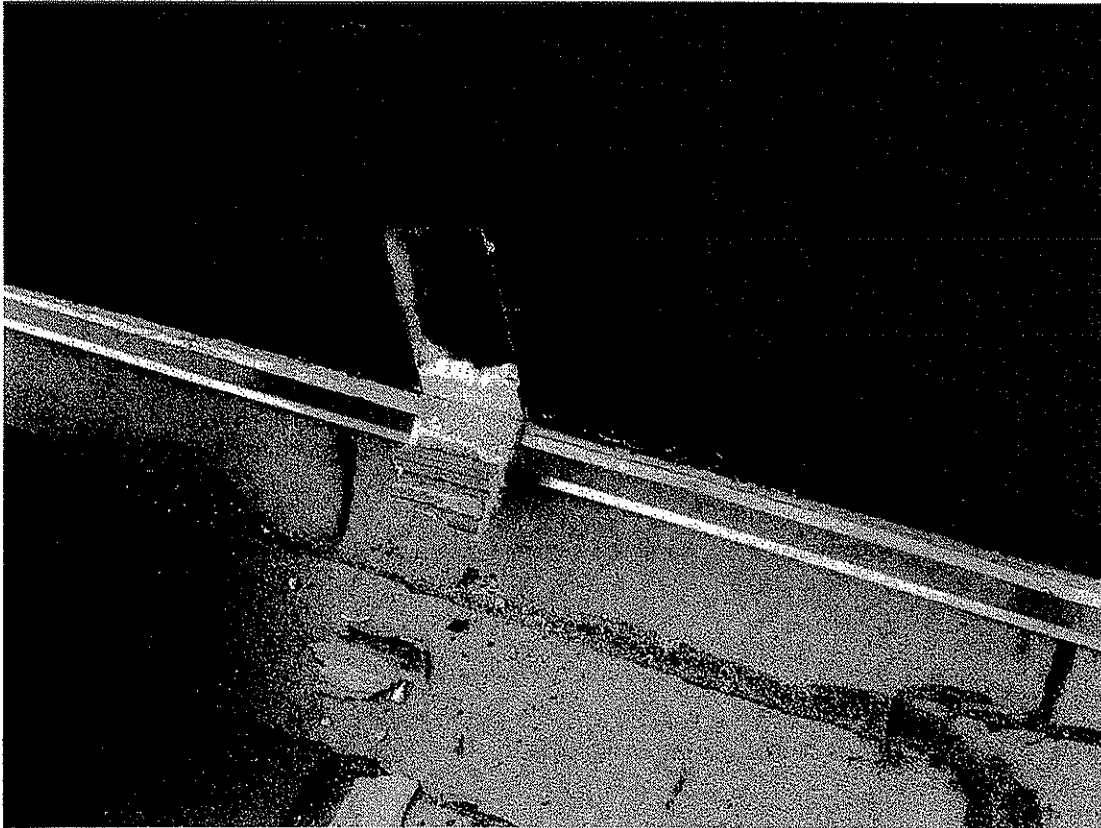


Photo 25. Probe at Base of Wall to Verify Wall Support and Flashing Details



Photo 26. Wall Appears to be Flashed Properly—Rubber Flashing was Found



Photo 27. Temporary Repair at Wall Probe



Photo 28. Installing Sealant at Wall Interface Where Leaks Occurred



Photo 29. Installed Sealant at Roofing Seams Where Leaks Occurred