



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>RJCMNT010</b>

PAGE
<b>1</b>

ADDRESS CORRESPONDENCE TO ATTENTION OF:
<b>JOHN ABBOTT</b>
<b>304-558-2544</b>

**RFQ COPY**  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**REG'L JAIL & CORR'L AUTH'Y**  
**SOUTH CENTRAL REGIONAL JAIL**  
**SOUTHRIDGE BUSINESS PARK**  
**1001 CENTRE WAY**  
**CHARLESTON, WV**  
**25309-1001 558-2110**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>07/09/2009</b>				

BID OPENING DATE: **07/21/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				<b>ADDENDUM #01</b>		
				<b>THIS ADDENDUM IS ISSUED TO MODIFY, CLARIFY, AND ADD TO THE ORIGINAL REQUEST FOR QUOTATION SPECIFICATIONS, PER THE ATTACHED DOCUMENTATION.</b>		
				<b>NO ADDITIONAL QUESTIONS WILL BE ACCEPTED.</b>		
<b>0001</b>	<b>1</b>	<b>LS</b>		<b>910-66</b>		
				<b>ROOFING MAINTENANCE, REPAIR, AND INSTALLATION</b>		
				<b>***** THIS IS THE END OF RFQ RJCMNT010 ***** TOTAL:</b>		

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

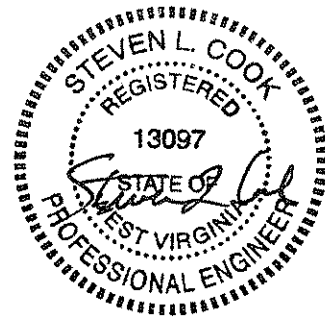
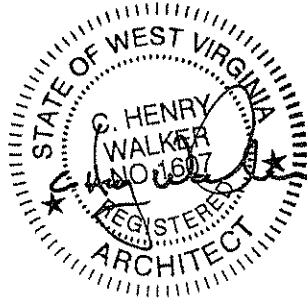
**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

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, the State may deem this contract null and void, and terminate such contract 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



7-9-09

July 9, 2009

## ADDENDUM NO. 1

RE: Roof and HVAC Replacement for  
South Central Regional Jail  
Charleston, West Virginia  
Architect's Project No. 0911

TO: Prospective Bidders

FROM: ZMM, Inc. Architects And Engineers

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents.

**ATTACH THIS ADDENDUM TO THE FRONT COVER OF THE PROJECT MANUAL AND ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM.**

**Pre-Bid Conference Sign-in Sheet attached to this Addendum.**

### CHANGES TO SPECIFICATIONS:

1. Revised BID FORM attached to this addendum.
2. Section 15732, Packaged, Outdoor, Central Station Air Handling Units.
  - A. DELETE Article 2.12, Powered Convenience Outlet, in its entirety. See related Revisions To Drawing item below in this Addendum.
  - B. Section 15971, HVAC Control Systems - CLARIFICATION: Base Bid Manufacturer is Invensys (a T.A.C. company). Alternate manufacturers are: Andover (a T.A.C. company) and Automated Logic.
  - C. Section 15985, Sequence of Operation - ADD par. 3.3.M to read:
 

"M. Provide dedicated set of dry contacts in existing Fire Alarm Control Panel, including wiring and conduit as required, and connect to BAS comm Bus."

### CHANGES TO DRAWINGS:

1. Drawing A-1: ADD General Note Number 5: 5. "Replace all of the existing EPDM roofing membrane system with new EPDM membrane system. Clean and reuse existing roof ballast".

### ADDENDUM No. 1

ZMM, Inc.  
222 Lee Street West • Charleston, West Virginia 25302  
304.342.0159 voice • 304.345.8144 fax  
zmm.com



2. Drawing MD1-1 Make the following Revisions:

- A. Revise General Note 5 to Read: "5. Demolition and replacement work shall be done in a timely manner. Systems that are removed from service (made inoperative) shall be restored to operation by the end of each work shift. The Regional Jail is a 24/7 facility. The Contractor may choose to schedule his work accordingly, provided that the Owner approves such scheduling. Schedule all work and work areas both outside and inside the building with the Owner."
- B. Revise Keyed Note 8 to read: 8. "Power circuit located outside Rooftop Unit serving GFI receptacle: wiring and conduit shall remain. Remove existing GFI receptacle and provide new GFI receptacle."

3. Drawing M1-1: ADD the following to General Note 3:

"Rebalance hydronic system after AHU 3-way valves are replaced. TAB data on existing pumps shall include: Gpm, suction and discharge head, brake horsepower, and electrical data."

*Attachments: Pre-Bid Conference Sign-In Sheet – 2 pages  
Revised Bid Form 4 pages*

**ADDENDUM No. 1**

ZMM, Inc.  
222 Lee Street West • Charleston, West Virginia 25302  
304.342.0159 voice • 304.345.8144 fax  
**zmm.com**

# BID FORM

DATED: \_\_\_\_\_  
(Bidder to insert date bid submitted)

SUBMITTED BY: (Name and Address)

SUBMITTED TO: State of West Virginia  
Department Of Administration  
Purchasing Division

The undersigned, being familiar with local conditions affecting the cost of the work and the contract documents, including Instructions to Bidders, Bid Form, General Conditions, Drawings, and Specifications and any Addenda issued, hereby propose to perform everything required to be performed and to provide and furnish all the labor, materials, tools, expendable equipment and all services necessary to complete in a workmanlike manner all the work required for the:

## ROOF AND HVAC REPLACEMENT FOR SOUTH CENTRAL REGIONAL JAIL CHARLESTON, WEST VIRGINIA

all in accordance with the drawings and specifications as prepared by ZMM, Inc., 222 Lee Street West, Charleston, West Virginia 25302, as follows:

### TOTAL BASE BID:

For the sum of: \_\_\_\_\_  
\_\_\_\_\_ (\$\_\_\_\_\_).

### ALTERNATES:

The stated Base Bid is subject to the following additions or deductions for Alternates which the Owner may select. ('Provide' means 'furnish and install.' Include in bids below all related coordination and modification requirements associated with the Work of each Alternate.)

Alternate Bid No. 1 – Provide 2,400 additional linear feet of concrete walkway pavers along perimeter of building where indicated on Drawings and as specified.

ADD the sum of: \_\_\_\_\_  
\_\_\_\_\_ (\$\_\_\_\_\_).

Alternate Bid N. 2 – Provide Andover or Automated Logic Controls (underline selected manufacturer.)

DEDUCT the sum of: \_\_\_\_\_  
\_\_\_\_\_ (\$ \_\_\_\_\_).

Alternate Bid No. 3 – Replace all existing roof insulation with new tapered insulation to match existing roof contours.

ADD the sum of: \_\_\_\_\_  
\_\_\_\_\_ (\$ \_\_\_\_\_).

**UNIT PRICES:**

The contract sum shall be subject to the following Unit Prices for quantities which may be increased from the stated allowance. These Unit Prices include all materials, shipping, installation, tax, and contractor markup. Unit Prices may be stipulated in figures only.

**Unit Price No. 1 – New Roof Ballast**

Base Bid is to include an allowance to provide 50 tons of new gravel ballast as specified.

For new gravel ballast in excess of the stated allowance:

ADD \$ \_\_\_\_\_/Ton

**Unit Price No. 2 – New Concrete Walkway Pads**

Base Bid is to include an allowance for 375' linear feet of new concrete walkway pads as specified.

For additional concrete walkway pads in excess of the stated allowance:

ADD \$ \_\_\_\_\_/Linear Foot

**Unit Price No. 3 – New Galvanized Metal Cleats For Re-Installation of Existing Metal Coping**

Base Bid is to include an allowance for the replacement of 740 Galvanized Metal Cleats as specified.

For additional Galvanized Metal Cleats in excess of the stated allowance:

ADD \$ \_\_\_\_\_/Metal Cleat

**Unit Price No. 4 – New Roof Insulation**

Base bid is to include an allowance for the replacement of 200 cubic foot of existing roof insulation with new roof insulation as specified.

For additional Roof Insulation Replacement in excess of the stated allowance:

ADD \$ \_\_\_\_\_/Cubic Foot

**Unit Price No. 5 – Repointing Masonry Mortar Joints**

Base Bid is to include an allowance for the repointing of 75 linear feet of exterior masonry mortar joints:

ADD \$ \_\_\_\_\_/Linear Foot

If awarded contract on Base Bid, I (we) agree to perform the work to completion and ready for occupancy and use no later than 180 days after receipt of a "Notice-to-Proceed." The Bidder understands that the Owner may retain a sum as set forth in Article 9, Paragraph 9.11 - "Liquidated Damages," of the Supplementary Conditions, for each day thereafter, Sundays and holidays included, that the Work remains uncompleted, such sum is agreed upon as the proper measure of liquidated damages which the Owner will sustain per diem by the failure of the Contractor to complete the Work in the stipulated time, and the sum is not to be construed in any sense a penalty.

Accompanying this proposal is a bid bond in the amount of \_\_\_\_\_

\_\_\_\_\_ (\$ \_\_\_\_\_), payable to the Owner, which it is agreed shall be retained as liquidated damages by the Owner if the undersigned fails to execute a contract in conformance with the Form of Contract, and to furnish a Surety Company Bond in a penal sum equal to at least the full contract sum with ten (10) days after notification of award of the contract to the undersigned.

It is hereby certified that the undersigned is the only person(s) interested in this proposal as principal, and the proposal is made without collusion with any person, firm, or corporation. Bidder hereby agrees to execute the contract and furnish surety company bonds, in the forms incorporated in the contract documents, in the amount of one hundred (100%) percent of the contract price for performance, including maintenance, and for payment for labor and materials, respectively at the time required by the bidding documents, and to begin work within five (5) days following receipt of Notice to Proceed.

Bidder acknowledges receipt of the following addenda: (Please list by number and date)

\_\_\_\_\_  
\_\_\_\_\_

Bidder guarantees that, if awarded the contract, he will furnish and deliver all materials, tools, equipment, tests, transportation, secure all permits and licenses, and perform all labor, superintendence and all means of construction, pay all fees, except those specifically excluded in the Project Manual and do all incidental work to execute, construct, and finish the work in an expeditious, substantial, and workmanlike manner, in accordance with the contract documents to the complete satisfaction and acceptance of the Owner, for the prices stated.

It is understood that the Owner reserves the right to reject any/or all proposals, or part thereof or items therein, and to waive technicalities as required for the best interests of the Owner.

Liquidated damages will be assigned at the rate of \$500 per day for every calendar day, beyond the time period stated herein, that the work of this contract remains incomplete.

THE CONTRACT AMOUNT STATED ABOVE INCLUDES ALL APPLICABLE SALES TAXES, EXCISE AND OTHER TAXES FOR MATERIALS AND APPLIANCES SUBJECT TO AND UPON WHICH TAXES ARE LEVIED.

The undersigned agrees that the contract documents are incorporated herein by reference and shall be construed to be part thereof, with the same affect as if such were repeated at length herein, or where physically attached hereto. The undersigned further certifies that: (1) this proposal is genuine and is not sham, collusive, or fraudulent; (2) this proposal is not made in the interest or in behalf of any person other than the undersigned; (3) the undersigned has not sought in any manner, by collusion or otherwise, to secure any advantage over any other bidders.

**SIGNATURE OF BIDDER:**

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**END OF BID FORM**



SOUTH CENTRAL REGIONAL JAIL #0911  
ROOF & HVAC REPLACEMENT  
PRE-BID MEETING SIGN-IN SHEET  
JUNE 30, 2009 - 1:30 PM

PLEASE PRINT

NAME: Steve Cook  
FIRM: ZMM  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME: STEVE JACKSON  
FIRM: CASO TECHNICAL SERVICES  
ADDRESS: 540 LEDN SULLIVAN WAY  
CHARLESTON, WV 25301  
PHONE: 304-346-0549 FAX: 304-343-1723

NAME: CHILTON LILLY  
FIRM: WV REG JAIL AUTH  
ADDRESS: 1325 VA ST EAST  
CHARLESTON WV 25305  
PHONE: 558-2110 FAX: 558-2279

NAME: DAVID R UNRUE  
FIRM: ZMM, INC  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME: HANK WALKER  
FIRM: ZMM we  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PLEASE PRINT

NAME: Rocky Grinnett  
FIRM: SRJ  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME: SHANE ARSHIRE  
FIRM: BOGGS ROOFING  
ADDRESS: PO Box 7455  
HUNTINGTON, WV 25776  
PHONE: 304-429-4233 FAX: 304-429-2811

NAME: Pat Haden  
FIRM: Tri-State Roofing + Sheet Metal  
ADDRESS: PO. 1231  
Charleston, WV 25324  
PHONE: 755-8135 FAX: 755-5275

NAME: RANDY ROGERS  
FIRM: MURRAY SHEET METAL  
ADDRESS: 3112 SEVENTH ST.  
DARLERSBURG WV 26104  
PHONE: 304-422-5431 FAX: 304-428-4623

NAME: CORAN SPENCER  
FIRM: CINCO  
ADDRESS: 2356 VIRGINIA AVE  
AMERICAN, WV 25526  
PHONE: 562-7705 FAX: 562-0121

SOUTH CENTRAL REGIONAL JAIL #0911  
ROOF & HVAC REPLACEMENT  
PRE-BID MEETING SIGN-IN SHEET  
JUNE 30, 2009 - 1:30 PM

PLEASE PRINT

NAME: Jay Holcomb  
FIRM: Harris Bros. Roofing & S.M. Co.  
ADDRESS: 1533 Hamstead St.  
Chad.  
PHONE: 343-5566 FAX: 343-5569

NAME: GARY ZADAR  
FIRM: KALKREUTH ROOFING  
ADDRESS: 41-40<sup>TH</sup> ST.  
WHEELING WV 26003  
PHONE: 304 232-8540 FAX: 304 232-8552

NAME: Lee Gill  
FIRM: Dougherty Co Inc.  
ADDRESS: P.O. Box 1828  
Chas, Wv 25327  
PHONE: 304 925-6664 FAX: 304-925-4280

NAME: \_\_\_\_\_  
FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME: \_\_\_\_\_  
FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PLEASE PRINT

NAME: William Asinworth  
FIRM: ELCO MECHANICAL  
ADDRESS: P.O. Box 349  
CHAS. WV  
PHONE: 304 3460546 FAX: 304 3460548

NAME: GARY Lewis & Dennis Dodrill  
FIRM: DODRILL HEATING & COOLING  
ADDRESS: 420 Old Golf Mtn Rd  
Cross Lanes WV  
PHONE: 507 776 8094 FAX: 307 204 2351

NAME: \_\_\_\_\_  
FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME: \_\_\_\_\_  
FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_