



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
WSH10003

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER B04-558-0067

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES  
 WILLIAM R. SHARPE JR. HOSPITAL  
 CENTRAL RECEIVING  
 936 SHARPE HOSPITAL ROAD  
 WESTON, WV  
 26452 304-269-1210

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/15/2009				

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

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT 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.: WSH10003						
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 .....						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH						

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, 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



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
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804-558-0067

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<p>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>.....            SIGNATURE            .....            COMPANY            .....            DATE</p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	12	MN		031-06		
PERIODIC/PREVENTATIVE/PREDICTIVE MAINTENANCE						
***** THIS IS THE END OF RFQ WSH10003 ***** TOTAL:						

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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**Addendum #1 WSH10003**

To response to vendor questions, as follows:

1. Are you looking for a true TPM approach, or less formal approach that supports training toward maintenance prevention by minimizing the amount of intervention without sacrificing equipment reliability?  
*The maintenance staff of the hospital is very involved in all aspects of the HVAC system. We would like the vendor that is selected to be able to take a TPM approach with the understanding that we are very involved and often solve problems on our own. When any maintenance is done to the system, the hospital staff will be present to observe/learn what is being done to the system.*
2. Will there or are there KPI's and/or procedures in place currently?  
*There is no formal KPI or procedure in place currently, but we are looking to build a more formal approach for maintaining the HVAC system.*
3. What are your expectations as it pertains to the "periodic test/inspection/check of operator maintenance performance, effectiveness of operator maintenance training and results"  
*Ensure that our staff are monitoring and maintaining the equipment in the appropriate manner. Bring any issues that are found to the attention of the hospital staff and educate on better practices.*
4. What are your expectations as it pertains to "The contractor will inspect the work of the hospital personnel monthly to ensure adequateness of operator maintenance and needs for changes in procedure and/or additional training for hospital personnel?  
*Part of the monthly maintenance will be to report on any items that you feel could be maintained in a better manner or any neglect to report problems on the part of the hospital's maintenance staff.*
5. This looks like a full coverage agreement, is that correct?  
*Yes, that is correct. This maintenance agreement is an all inclusive agreement to provide maintenance on the entire HVAC system.*
6. Are there any set-aside monies for this?  
*N/A*
7. Are there any preferences – e.g., SDVOB?  
*No, vendor will be selected on the basis of meeting the specification of the RFQ and the most competitive price.*
8. Train and certify operators to perform normal operator maintenance... please define?  
*This is a matter of training hospital maintenance staff to do normal maintenance and operational functions of the system.*
9. I see that you have the Johnson Metasys in place for the controls side; do you currently have separate agreements (1) one for the controls side by X company and one for the

**Addendum #1 WSH10003**

mechanical side company Y. If so please confirm that is your intent to have one single source provider (one for both the controls side and mechanical)?

*Yes, this contract is for a single vendor to maintain the mechanical and control systems.*

Would you consider changing out the entire systems with something similar?

*We would only consider replacing the system when it is no longer financially feasible to maintain its operation.*

10. What labor classification should be used in determining the prevailing wage scale for this quote?

*It's the vendor's responsibility to check with the Department of Labor to see what rate would apply for the type of work being performed on this project.*

11. For the AHU's- are they all constant volume or are some of them variable volume and what HP are they?

*Constant fan speed, variable volume - HP varies (15 up to 35)*

12. For the chillers- it says the contractor will provide 2 oil analyses and 2 vibration analyses a year on the chiller- is that 1 vibration analysis/oil analysis per chiller a year or 2 vibration analysis/oil analyses per chiller per year?

*Spring and Fall Oil Analyses  
Spring for Vibration Analyses*

The following are changes or additions to the RFQ:

1. The following two components of the HVAC system were left off the RFQ:

*Hastings Unit - Serial Number 46730 -- Model IHVB/600/FS*

*Hastings Unit - Serial Number 46731 - Model IHVB/100/FS*

2. The following should be specified on page 8 under the section "Vendor must include the following diagnostic service:

*The contractor will be responsible for an annual spring inspection of the boiler which will include: teardown, inspect and clean burner bed, brush and flush tubes, replace door gaskets, and check all safety devices.*

William R. Sharpe, Jr. Hospital - RFQ WSH10003  
Periodic/Preventative/Predictive Maintenance

- |     |                          |  |                                      |
|-----|--------------------------|--|--------------------------------------|
| 9.  | Traci Ray<br>Casto Tech  |  | (t) 304.346.0544<br>(f) 304.346.8920 |
| 10. | Jim Gallagher<br>Carrier |  | (t) 412-220-1251<br>(f) 412-221-775  |
| 11. |                          |  | (t) _____<br>(f) _____               |
| 12. |                          |  | (t) _____<br>(f) _____               |
| 13. |                          |  | (t) _____<br>(f) _____               |
| 14. |                          |  | (t) _____<br>(f) _____               |
| 15. |                          |  | (t) _____<br>(f) _____               |
| 16. |                          |  | (t) _____<br>(f) _____               |
| 17. |                          |  | (t) _____<br>(f) _____               |

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MANDATORY PRE-BID MEETING - 7/9/09 at 1:00pm

William R. Sharpe, Jr. Hospital - RFQ WSH10003  
Periodic/Preventative/Predictive Maintenance

# SIGN IN SHEET

Vendor Name  
Representative Name

Mailing Address

Telephone #  
Fax #

- |    |  |                          |                                    |
|----|--|--------------------------|------------------------------------|
| 1. | <u>Comco</u>                                 | <u>2336 VIRGINIA AVE</u> | (t) <u>304-562-7705</u>            |
|    | <u>JEFF GUNTERWATER &amp; GORDON SPENCER</u> | <u>MURKIN, WV 25326</u>  | (f) <u>304-562-0320</u>            |
| 2. | <u>Riems Refrigeration</u>                   | <u>1151 Airport rd</u>   | (t) <u>304-765-5833</u>            |
|    | <u>Casey Critchley</u>                       | <u>Sumter WV 26601</u>   | (f) <u>304-<del>765</del>-2063</u> |
| 3. | _____  | _____                    | (t) _____                          |
|    | _____  | _____                    | (f) _____                          |
| 4. | _____  | _____                    | (t) _____                          |
|    | _____  | _____                    | (f) _____                          |
| 5. | _____  | _____                    | (t) _____                          |
|    | _____  | _____                    | (f) _____                          |
| 6. | _____  | _____                    | (t) _____                          |
|    | _____  | _____                    | (f) _____                          |
| 7. | _____  | _____                    | (t) _____                          |
|    | _____  | _____                    | (f) _____                          |
| 8. | _____  | _____                    | (t) _____                          |
|    | _____  | _____                    | (f) _____                          |

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William R. Sharpe, Jr. Hospital - RFQ WSH10003  
Periodic/Preventative/Predictive Maintenance

- |     |                                |                             |                            |
|-----|--------------------------------|-----------------------------|----------------------------|
| 18. | <u>Kim Edwards</u>             | <u>Johnson Controls</u>     | (t) <u>304 543 8935</u>    |
|     |                                |                             | (f) <u>304 755 0765</u>    |
| 19. | <u>Mark Kirtzel</u>            | <u>H.E. Neumann Co.</u>     | (t) <u>304-292-5462</u>    |
|     |                                |                             | (f) _____                  |
| 20. | <u>John Jennings</u>           | <u>1410 6th Ave</u>         | (t) <u>(304) 345-5580</u>  |
|     | <u>H.E. Neumann Co.</u>        | <u>Charleston, WV 25312</u> | (f) <u>(304) 345-5543</u>  |
| 21. | <u>MARK SIMPSON</u>            | <u>519 HIGHLAND AVE</u>     | (t) <u>304-437-1913</u>    |
|     | <u>SIMPSON TECHNICAL SERV.</u> | <u>So. CHAS, WV</u>         | (f) <u>304-744-5829 F.</u> |
| 22. | _____                          | _____                       | (t) _____                  |
|     | _____                          | _____                       | (f) _____                  |
| 23. | _____                          | _____                       | (t) _____                  |
|     | _____                          | _____                       | (f) _____                  |
| 24. | _____                          | _____                       | (t) _____                  |
|     | _____                          | _____                       | (f) _____                  |
| 25. | _____                          | _____                       | (t) _____                  |
|     | _____                          | _____                       | (f) _____                  |
| 26. | _____                          | _____                       | (t) _____                  |
|     | _____                          | _____                       | (f) _____                  |

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William R. Sharpe, Jr. Hospital - RFQ WSH10003  
Periodic/Preventative/Predictive Maintenance

- |     |                           |   |                         |
|-----|---------------------------|---|-------------------------|
| 27. | <u>Rick Dawson</u>        | <u>Parkersburg, W.V.</u><br><u>304-422-5431</u> | (t) <u>304-422-5431</u> |
|     | <u>Murray Steel Metal</u> |   | (f) <u>304-428-4623</u> |
| 28. | <u>Russ White</u>         | <u>Parkersburg WV</u>                           | (t) <u>304-422-5431</u> |
|     | <u>Murray Steel Metal</u> |   | (f) <u>304-588-1603</u> |
| 29. |                           |   | (t) _____               |
|     |                           |   | (f) _____               |
| 30. |                           |   | (t) _____               |
|     |                           |   | (f) _____               |
| 31. |                           |   | (t) _____               |
|     |                           |   | (f) _____               |
| 32. |                           |   | (t) _____               |
|     |                           |   | (f) _____               |
| 33. |                           |   | (t) _____               |
|     |                           |   | (f) _____               |
| 34. |                           |   | (t) _____               |
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| 35. |                           |   | (t) _____               |
|     |                           |   | (f) _____               |

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