



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  
 COR61459

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 TARA LYLE  
 304-558-2544

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

HUTTONSVILLE CORRECTIONAL  
 CENTER  
 ATTENTION: KEN HOLBROOK  
 ROUTE 250 SOUTH  
 HUTTONSVILLE, WV  
 26273 335-2291

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/22/2010				

BID OPENING DATE: 10/28/2010 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. REVISED BID FORM ATTACHED. 3. 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.: COR61459						
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 THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

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. 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](http://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  
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<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>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>END OF ADDENDUM NO. 1</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		936-75		
STEAM BOILER MAINTENANCE AND REPAIR						
***** THIS IS THE END OF RFQ COR61459 ***** TOTAL:						

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## QUESTIONS & CLARIFICATIONS

- Q1: The room needs a combustion air inlet, do you want one?
- A1: Yes, please bid as alternate one (1), plus base bid
- Q2: Who will be providing the propane gas pressure regulators, the propane supplier or the installing contractor?
- A2: The local propane supplier in the area, Cuptane, has assured us pressure regulators are part of their tank, hence the propane supplier
- Q3: Is the propane line from the tank to the building to be run overhead or buried?
- A3: Buried. For the safety of our staff and inmates we require it to be buried by the installing contractor.
- Q4: Is the make-up of water system (electric solenoid valve) to remain the same?
- A4: Make-up of water system (electric solenoid valve) may be used, unless there is a better option. If so, we encourage vendors to make the better option as, alternate two (2) plus base bid, and submit their bid based on both options.
- Q5: A barometric damper should be installed on the flue pipe.
- A5: Yes, barometric damper should be installed on the flue pipe. Please include as alternate three (3), plus base bid.
- Q6: Is the facility going to provide a larger boiler room opening to make it possible to get the boiler into the room?

- A6: Yes. The facility would work cooperatively with the successful vendor to provide acceptable size boiler room opening.
- Q7: Depending on the boiler used, delivery of the gas burner may not be possible to due to manufactures schedule.
- A7: Due to the cold weather, delays or time extensions would not be possible for any delays or time extensions on this project. Therefore, we would like all vendors to be sure they could order, receive, and complete the boiler installation within thirty (30) days no exceptions.
- Q8: There is no combustion air inlet in boiler room. Should we install a motorized damper with louver in a portion of one of the windows?
- A8: Yes, please submit your bids on this as alternate one (1), plus base bid.
- Q9: Boiler manufacturer requires a 6 inch steam header, the present piping does not have this .Do we install it, when we pipe up new boiler?
- A9: Yes, a six (6) inch steam header shall be required and installed.
- Q10: Can the 30 day completion time be extended to 45 days? Since the lead time on a new burner is 4-6 weeks.
- A11: Due to the coming cold weather it would not be possible for any delays or time extensions on this project. Therefore, we would like all vendors to be sure they could order, receive, and complete the boiler installation within thirty (30) days no exceptions.
- Q12: Should all bidders include "Quick Ship Charge" on burner to speed up lead time?
- A12: Yes, this would be acceptable given the time constraints and the need to expedite the completion of this project.
- Q13: Does the propane piping between tank and building need to be in a ditch or run exposed?
- A13: It should be buried
- Q14: Is trash and debris going to be removed from boiler room before job is started?
- A14: Yes, trash and debris will be removed from boiler

END OF ADDENDUM NUMBER 1

**RFQ # COR61459**

**ALL LABOR MATERIALS, EQUIPMENT AND SUPPLIES NECESSARY TO  
 INSTALL BOILER AND CONTROLS  
 MAINTENANCE BUILDING  
 HUTTONSVILLE CORRECTIONAL CENTER  
 RANDOLPH COUNTY**

**BID FORM**

Bidder's Company Name: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_  
\_\_\_\_\_Remittance Address: \_\_\_\_\_  
(if different) \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

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

WV Contractor's License Number: \_\_\_\_\_

We, the undersigned, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

<b>BASE BID</b>	<b>\$</b>
<b>ALTERNATE- 1</b>	<b>\$</b>
<b>ALTERNATE- 2</b>	<b>\$</b>
<b>ALTERNATE - 3</b>	<b>\$</b>

**TOTAL CONTRACT BID INCLUDING ALTERNATES**

(\$ \_\_\_\_\_)

(Total to be written in words and numbers.)

The Bidder understands that to the extent allowed by the West Virginia Code, the OWNER reserves the right to waive any informality or irregularity in any Bid, or Bids, and to reject any or all Bids in whole or in part; to reject a bid not accompanied by the required bid security or by other data required by the Bidding Documents; to reject any conditions of the bid by the Bidder that is in any way inconsistent with the requirements, terms, and conditions of the Bidding Documents; or to reject a bid that is in any way incomplete or irregular.

**SIGN IN SHEET**

PLEASE PRINT

Page \_\_\_\_\_ of \_\_\_\_\_

PRE-BID SIGN-IN SHEET / PLEASE LEAVE A BUSINESS CARD		TELEPHONE & FAX NUMBERS
FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	
Company: Johnson Boiler Works Rep: Tom West Email Address: TWEST@JOHNSONBOILER.COM	53 MARSHALL ST BENWOOD, WV	PHONE 304 232 3070 TOLL FREE FAX 304 232 3077
Company: Gray Const. Rep: BIRNIE HANNING Email Address: Pbeall@grayconstruction.com	4944 Old Teays Valley Rd. Scott Depot WV	PHONE 304 755-4944 TOLL FREE FAX 304 755 7679
Company: Harris Brothers Rep: PAUL LANCASTER Email Address: Banjopaw@AOL.COM	1533 Hanford St. Charleston, WV 25311	PHONE 304-343-5566 TOLL FREE FAX 304-343-5568
Company: <del>IFB</del> Rep: <del>HANNING</del> Email Address: <del>IFB@ZANNI-STRATTON</del>		PHONE TOLL FREE FAX
Company: ELCO MECHANICAL CONTRACTORS Rep: WILLIAM F. ASKUNYAK Email Address: RONALD.KING@SUGGESTIBLEMAIL.COM	P.O. Box 319 CHARLESTON WV 25311	PHONE 304 346 0546 TOLL FREE <del>304 346 0544</del> FAX 304 346 0548