



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  
 COR61462

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 KRISTA FERRELL  
 304-558-2596

POSTAL REGISTER

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CORRECTIONS  
 MARTINSBURG CORRECTIONAL  
 CENTER  
 38 GRAPEVINE RD  
 MARTINSBURG, WV  
 25405 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/09/2010				

BID OPENING DATE: 08/17/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,		
				2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF COR61462, AND		
				3.) EXTEND THE BID OPENING DATE		
				BID OPENING DATE IS EXTENDED TO: 08/17/2010		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS		031-06		
				AIR CONDITIONING AND HEATING, CENTRAL UNITS		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

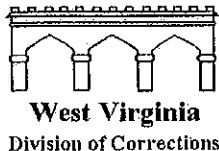
WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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).



**STATE OF WEST VIRGINIA**  
 DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY  
 DIVISION OF CORRECTIONS



**JOE MANCHIN III**  
**GOVERNOR**

**JIM RUBENSTEIN**  
**COMMISSIONER**

**JOSEPH C. THORNTON**  
**CABINET SECRETARY**

OFFICE OF THE COMMISSIONER  
 1409 GREENBRIER STREET  
 CHARLESTON, WV 25311  
 (304) 558-2036 TELEPHONE - (304) 558-5934 FAX

**ADDENDUM NO. 1**

DATE: August 2, 2010

PROJECT: Martinsburg Correctional Center  
 Replacement of Four Rooftop HVAC Units  
 COR61462

OWNER: West Virginia Division of Corrections

The following amendments, addenda, additions and deletions shall be made to the contract documents titled as above. Insofar as the contract documents are at variance with Addendum Number One, this Addendum shall govern. Bidders shall acknowledge receipt of the Addendum on the Bid.

**SEE ATTACHED PRE-BID ATTENDEES LIST**

**QUESTIONS & CLARIFICATIONS**

- Q1:** Does the state want the units to be equipped with the new R410A refrigerant or R22 refrigerant, which is being phased out by the EPA but may still be available?
- A1:** Please provide new HVAC units that are equipped with R410A.
- Q2:** The RFQ documents are asking for a 5% bid bond to submit quote and a labor bond for the winner, I was told after the 1<sup>st</sup> time this went out for bid that these bonds were not going to be required. What is the correct answer to this please?
- A2:** If the RFQ document states a bid bond is required, please comply.
- C1:** Please remove old thermostats to the existing four rooftop HVAC units and install new thermostats to the new HVAC units.
- C2:** Please remove from Specifications on page 12, number 3.3.
- C3:** Please remove from Specifications on page 12, number 3.5.
- C4:** Please remove from Specifications on page 11 "economizer" and replace with "install manual."
- C5:** Please remove from Specifications on page 12 under 8.1 the following, "five (5) year warranty on compressors and motors," and replace with "five (5) year warranty on compressors and a one (1) year warranty on motors."

**SIGN IN SHEET**

One-Bid Sign-in Sheet - COR 61462  
 Request for Proposal No. Require Four Rooftop HVAC Units

PLEASE PRINT

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

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Klimatic Custom Homes, LLC</u>	<u>HC 52 Box 1866</u>	PHONE <u>304-251-6603</u>
Rep: <u>Tim Lee</u>	<u>Augusta, WV 26204</u>	TOLL FREE
Email Address: <u>tleeb@yaho.com</u>		FAX <u>304-466-9241</u>
Company: <u>Air Quality Systems Inc.</u>	<u>101 Hartz Blvd</u>	PHONE <u>540-896-7182</u>
Rep: <u>Brian Hitt</u>	<u>Broadway, Va. 22815</u>	TOLL FREE
Email Address: <u>BHitt@AQSHVAC.com</u>		FAX <u>540-896-7185</u>
Company: <u>Foot Cement Paving</u>	<u>8099 HAWK CREST</u>	PHONE <u>410-982-1642</u>
Rep: <u>Scott Becker</u>	<u>FREDERICK MD.</u>	TOLL FREE
Email Address: <u>SCOTT-FOOTC@MSA.COM</u>		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX

Pre-Bid Sign - In Sheet - COR 61462 SIGN IN SHEET  
 Request for Proposal No. Replace Four HVAC PLEASE PRINT  
Root-top units

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>COMMERCIAL SERVICES</u>	<u>331 LYTZ AVE</u>	PHONE <u>304-262-4390</u>
Rep: <u>JAY RASSA</u>	<u>MARTINSBURG, WV 25404</u>	TOLL FREE
Email Address: <u>JAY.RASSA@COMMERCIALSERVICESWV.COM</u>		FAX <u>304-262-8943</u>
Company: <u>Craig's Service Co</u>	<u>54 GM Access Rd</u>	PHONE <u>304-263-2649</u>
Rep: <u>Tom Creamery</u>	<u>Martinsburg WV 25403</u>	TOLL FREE
Email Address: <u>Tom@CraigService.com</u>	<u>Suite J</u>	FAX <u>304-263-8598</u>
Company: <u>Air-Row Sheet Metal Co, Inc</u>	<u>232 Snooks Lane</u>	PHONE <u>304-267-9004</u>
Rep: <u>DALE HOUSEHOLDER</u>	<u>MARTINSBURG, WV 25404</u>	TOLL FREE
Email Address: <u>DALE.HOUSEHOLDER@AIR.ROW.COM</u>		FAX <u>304-267-9009</u>
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX