



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
 DEFK10018

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 BUYER 32
 304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIV ENGINEERING & FACILITIES
 CAMP DAWSON ARMY TRAINING SITE
 240 ARMY ROAD
 KINGWOOD, WV
 26537-1077 304-329-4417

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/06/2010				

BID OPENING DATE: 07/15/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
ADDENDUM ISSUED FOR THE CAMP DAWSON TRAINING SITE COMMAND BARRACKS BLDG 246 LATRINE REMODEL TO DISTRIBUTE THE PRE-BID SIGN-IN SHEETS, THE Q/A, & MEETING MINUTES RESULTING FROM THE MANDATORY ON-SITE PRE-BID MEETING ON 06/17/2010.						
BID OPENING DATE AND TIME REMAIN UNCHANGED AS 07/15/10 AT 1:30 PM.						
***** NO OTHER CHANGES *****						
0001	1	JB		670-66		
DOOR/LATRINE STALL EMERGENCY/EXIT LIGHTS						
***** THIS IS THE END OF RFQ DEFK10018 ***** 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. 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 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).

**Pre-Bid Conference
SIGN IN SHEET**

(Please print legibly)

Request for Proposal No: DEFK10018

Date: 17 June 2010

<u>Representative & Firm Name</u>	<u>Mailing Address</u>	<u>Telephone & Fax Number</u> <u>Email Address</u>
EX: "SAMPLE" Chuck Bowman WV State Purchasing Division	PO Box 50130 2019 Washington Street, East Charleston, WV 25305	T: 304-558-2157 F: 304-558-4115 Email: charles.a.bowmanjr@wv.gov
1. JOE CARMEON Construction Supply Co.	1580 EARL L. CORP RD MORGANTOWN WV	T: 304-282-3029 F: 304-292-6775 Email: joe@WVCSC.COM
2. Chris Cousins M+P Installations, LLC	1580 Earl L. Corp Rd Morgantown, WV 26505	T: 304-276-8633 F: 304-292-1193 Email: chris@WVCSC.COM
3. Bob Ayersman B-n-A Heating & Cooling, LLC	13972 George Washington Hwy Rowlesburg WV 26425	T: 304-454-9714 F: 304-454-9716 Email: bnheating@yahoo.com
4. Rhonda Friend Nighthawk Exc. Inc.	44 Buffalo Lane Thornton WV 26440	T: 304-892-4576 F: 304-892-4412 Email: glfriend2001@yahoo.com
5. RICH STRAIGHT SHUCK CONSTR. CO.	1549 Tulip Lane Fairmont, WV 26554	T: 304-366-9697 F: 304-366-9607 Email: rich@SHUCKCONSTRWV.COM
6. Dan McClain Veritas Contracting	P.O. Box 1395 Morgantown WV 26507	T: 304-598-2286 F: 304-598-2287 Email: veritascontract@aol.com
7.		T: F: Email:
8.		T: F: Email:
9.		T: F: Email:

Please PRINT legibly. All information is essential to contact attendees in a timely manner.
If possible, please provide a company business card.

Pre-Bid Meeting Minutes

DEFK10018: Building 246 Door Project, Camp Dawson, WV

The following constitutes Pre-bid Meeting Minutes for DEFK10018, Building 246 Door Project

A pre-bid meeting was conducted at the site for the referenced project at 1330 hrs 17 June 2010. During the pre-bid meeting, SGT Mike Cochran welcomed those present for expressing interest in the subject project. Key Owner representatives were introduced and the following agenda items were covered:

1. ADMINISTRATIVE:

- a. All present contractors signed in.
- b. The project is a state-funded, State administrated project.
- c. The user of the facility will be the West Virginia Army National Guard.
- d. The Administrator of the contract will be Camp Dawson Engineering, WVARNG, Project Manager will be SGT Mike Cochran.

2. INTRODUCTION:

- a. SGT Cochran outlined key personnel associated with the project and address for the office. Phone numbers and address were identified as follows:
- b.
 - i. WVARNG
1703 Coonskin Drive
Charleston, WV 25311
 - ii. TSC-WVARNG
1001 Army Road
Kingwood, WV 26537

- iii. LTC William Suver, Post Commander
william.suver@wv.ngb.army.mil
304-791-4457
 - iv. SGT Mike Cochran, Project Manager
michael.cochran6@wv.ngb.army.mil
(304) 791-4478
 - v. 1LT Don Weaver, Post Engineer
don.weaver@wb.ngb.army.mil
(304) 791-4333
 - vi. Mr. Chuck Bowman, State Purchasing Division
charles.a.bowmanjr@wv.gov
(304) 558-2157
- c. Chuck Bowman is the buyer for State Purchasing Division. All questions must be submitted in writing to Mr. Bowman, who will distribute for resolution no later than 7 July 2010. Direct discussion is **not** authorized with the Designer of Record, the Facilities Engineer, or the Project Manager. State Wage Rates applies for this project. Bid Opening is set for 15 July 2010 at 1:30PM. The contractors were reminded that they must submit Completed bid-bond and drug free workplace certificates with their bid or their bid would be rejected.
- d. SGT Cochran distributed CDs with the SOW and drawings of the building to the attendees.
3. The Designer of Record is Camp Dawson Engineering
 4. SGT Cochran discussed details as written in the Request for Quotation and the coordination requirements for actions at the work site. The Contractor will have access to the site from 0700 to 1800 hrs, Monday to Friday. In accordance with Contract documents, the Contractor must maintain full-time, active superintendent on the job.
 5. Contract Duration 120 days to complete the project after the NTP.
 6. All construction activities will be in conjunction with OSHA, Safety and Health Requirements Manual (US Army Corps of Engineers). As noted, the Army safety and health standards mirror OHSA. All construction activities on site will be a hardhat area and marked as such. Cleanup is required daily by each perspective sub and General Contractor: No open dumps of construction materials and no burning on site.
 7. SGT Cochran discussed the submittal process and encouraged the contractors to stay with the state's policies as outlined in the Request for Quotation.
 8. The meeting was opened for Questions by the Contractors. Addendum items to follow.

9. SGT Cochran closed the meeting; he and 1LT Weaver thanked the Contractors for their interest, and escorted all to the job site for a recon. SGT Cochran and 1LT Weaver stated that the meeting notes will be published through state purchasing, along with clarifications to contract documents. Any questions will be addressed through an Addendum released after the question period has closed. It was also stressed that any further questions between now and bid award must be directed to Chuck Bowman at State Purchasing.

Prepared by:

SGT Mike Cochran
Post Engineering Technician
TSC-WVARNG

ATTACHMENTS:

1: PRE-BID CONFERENCE SIGN IN SHEET

DEFK10018**Addendum #1 Q/A**

1. Q. Our Estimator said that Door 1R is identified as a mechanical room but actually exits a dorm room and emergency exit. Door 1Q is identified as the west stairwell but actually exits a small mechanical room. Door 1S is identified as the west emergency exit but actually exits a stairwell. Is there some way that this may be mixed up?

A. Reference is made to the 1st floor drawing, building 246. Door 1R is the west exit for the dorm room. Door 1Q is the entrance door for a small mechanical room on the west end of the building. Door 1S is the exit for the stairwell on the west end of the building.

2. Q. 1st Floor Plan: Main Entrance - Door Frames are anchored and solidly grouted into the structure - they appear sound and rust free. - Why are they being replaced? Replacement frames cannot be anchored as solidly as the originals.

A. The Main Entrance Door Frames can be retained. They would need to be sanded, imperfections filled in, and primed and painted.

3. Q. 1st Floor Plan: Are the stairway end wall openings considered emergency exit doors, or is no work required at these openings with existing hardware retained?

A. The stairway end doors are emergency exits and should be repaired IAW with the SOW.

4. Q. Will a CPM schedule be required or would a bar chart be adequate for this size project?

A. A bar chart would be adequate.

5. Q. You call for a full time superintendent - can he be a working superintendent or is the intent a full time non working supervisor?

A. A working superintendent is OK.

6. Q. What is the layout for the toilet partitions and specifications? Also - are any toilet accessories required which would be mounted to the partitions?

A. The toilet partitions are to be deleted from the bid.