



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  
 DEFK11005

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 JO ANN ADKINS  
 304-558-8802

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIV ENGINEERING & FACILITIES  
 JOBSITE  
 SEE SPECIFICATIONS

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
08/10/2010				

BID OPENING DATE: 08/25/2010      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
1. BID OPENING REMAINS AT 8/25/10 @ 1:30PM.						
2. PRE-BID MEETING MINUTES, 8 PAGES.						
3. PRE -BID SIGN IN SHEET, 1 PAGE.						
***** END OF ADDENDUM NO. 1 *****						
0001	1	JB		910-66		
COMPLETE ROOF INSTALLATION						

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).

# Pre-Bid Meeting Minutes

**DEFK11005: Roof Replacement Building 307, Camp Dawson, WV**

The following constitutes Pre-bid Meeting Minutes for DEFK11005, Roof replacement building 307, Camp Dawson, WV.

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A pre-bid meeting was conducted at the site for the referenced project at 1300 hrs 3 AUG 2010. During the pre-bid meeting, LT Weaver 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 federally 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 the Construction & Facilities Management Office, WVARNG, Project Manager will be SFC Harrison Cogar

**2. INTRODUCTION:**

- a. SFC Cogar outlined key personnel associated with the project and address for the office. Phone numbers and address were identified as follows:
- b.
  - i. Jo Ann Adkins, Division of Purchasing  
Building 15  
2019 Washington Street East  
Charleston, WV 25305-0130  
(304 558 8802  
[jo.a.adkins@wv.gov](mailto:jo.a.adkins@wv.gov)

- ii. LTC Bill Suver  
Post Commander  
304-791-4457  
[william.suver@wv.ngb.army.mil](mailto:william.suver@wv.ngb.army.mil)
- iii. 1<sup>st</sup> Lt Don Weaver, Post Engineer  
Post Engineer  
(304) 791 4160  
[Don.weaver@wv.ngb.army.mil](mailto:Don.weaver@wv.ngb.army.mil)
- iv. SFC Harrison Cogar,  
Project Manager  
(304) 791 4161  
[harrison.cogar@wv.ngb.army.mil](mailto:harrison.cogar@wv.ngb.army.mil)
- v. SGT Michael Cochran,  
Project Manager  
(304) 791 4161  
[michaell.cochran6@wv.ngb.army.mil](mailto:michaell.cochran6@wv.ngb.army.mil)

- a. Jo Ann Adkins is the buyer for State Purchasing Division. All questions must be submitted in writing to Ms. Adkins no later than 13 August 2009. Direct discussion is **not** authorized with the Designer of Record, Post Engineer, or the Project Manager. State Wage Rates applies for this project. Bid Opening is set for 1:30 PM, 25 AUG 2010. The contractors were reminded that they must submit the Purchasing Affidavit form with their bid or their bid would be rejected.

2. The Designer of Record, Post Engineering, Training Site Command

Post Engineering, TSC  
1001 Army Road  
Kingwood WV, 26537

(304) 791 4161 phone  
(304) 791 4337 fax

- 3. SFC Cogar 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.
- 4. Contract Duration 180 days to complete the project after the NTP.

5. All construction activities will be in conjunction with OHSA, 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.
6. SFC Cogar discussed the submittal process and encouraged the contractors to stay within the state's policies as outlined in the Request for Quotation.
7. 1<sup>st</sup> Lt Weaver closed the meeting, thanked the Contractors for their interest, and escorted all to the roof for a recon. SFC Cogar outlined 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 questions between now and end of question period must be directed to Jo Ann Adkins at State Purchasing.

Prepared by:

Harrison Cogar  
TSC Post Engineering  
WVARNG

**ATTACHMENTS:**

1: PRE-BID CONFERENCE SIGN IN SHEET

## TSC-WVARNG Post Engineering

Re: Pre-Bid Meeting Agenda, Building 307 Roof, Camp Dawson, Kingwood WV

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The following constitutes a Pre-bid Meeting Agenda for DEFK11005, Complete Roof Installation

Date: 3 Aug 2010

Time: 1:00 PM

Location: Camp Dawson, WV, Building 307 Parachute Rigging Facility

### 1. ADMINISTRATIVE:

- a. The Pre-bid meeting for this contract is at 1300 hrs, 3 Aug 2010, at Camp Dawson, WV.
- b. Mandatory pre-bid attendance - Sign-In
- c. Funding: Federally and State funded, State administrated project. Award of this Project is contingent on availability of Federal Funds.
- d. User: West Virginia Army National Guard
- e. Administrator: Construction & Facilities Management Office, WVARNG

### 2. INTRODUCTION:

#### a. TSC-WVARNG:

1. 1001 Army Road  
Kingwood, WV 26537
2. LTC William Suver, Post Commander  
304-791-4457  
Email: [william.suver@wv.ngb.army.mil](mailto:william.suver@wv.ngb.army.mil)
3. 1LT Don Weaver, Post Engineer  
304-791-4160  
Email: [don.weaver@wv.ngb.army.mil](mailto:don.weaver@wv.ngb.army.mil)
4. SFC Harrison Cogar  
304-791-4161  
Email: [harrison.cogar@wv.ngb.army.mil](mailto:harrison.cogar@wv.ngb.army.mil)
5. SGT Mike Cochran  
304-791-4161  
Email: [michael.cochran6@wv.ngb.army.mil](mailto:michael.cochran6@wv.ngb.army.mil)

6. Jo Ann Adkins, Division of Purchasing  
 (304) 558-8802  
 Building 15  
 2019 Washington Street East  
 Charleston, WV 25305-0130  
[jo.a.adkins@wv.gov](mailto:jo.a.adkins@wv.gov)

**b. DESIGNER OF RECORD:**

Camp Dawson Post Engineering

**3. BIDDING ISSUES**

1. Questions must be submitted to:

Jo Ann Adkins, Division of Purchasing  
 (See #2.a.6. above) no later than 13 Aug 2010.

**b.** Direct discussion is not authorized with the Designer of Record, the Facilities Engineer, or the Project Manager.

**c.** Prevailing Wage Rate for Preston County, WV. Applies.

**d.** Bid Opening is set for 25 Aug 2010 at 1:30 PM.

(a) Bid Bond and Drug Free Compliance Affidavit must be submitted with the Bid

**e.** Change Orders: The only changes authorized or reviewed by the Owner will be:

1. Owner directed.

2. Unforeseen site conditions.

**f.** Government assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available by the Government. Conflicts in drawings, clarifications, and/or lack of clarity shall be the responsibility of the Contractor after Bid Award. The Contractor is responsible to seek clarification prior to bidding if they believe there is a conflict or lack of clarity.

**g.** Government assumes no responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract. The solicitation and specification remain unchanged regardless of what is said at the pre-bid conference unless they are changed by formal amendment to the solicitation.

**4. FEDERAL RELATIONSHIP**

**a.** Review General Provision 1, "Relationship of the Federal Government"

## 5. WORK HOURS/ SITE ACCESS-SECURITY

- a. The Contractor will have access to the site from 0700 to 1800 hrs, Monday to Friday. If work hours must be modified, these will be approved on a case-by-case basis via the Project Manager.
- b. Contractor is required to provide to the Project Manager, a listing of personnel, which will be gaining access to the site at the first pre-construction meeting.
- c. Superintendence: In accordance with Contract documents, the Contractor must maintain full-time, active superintendent on the job. Duties of the superintendent will be identified at the first pre-construction meeting.

## 6. TEMPORARY FACILITIES/UTILITY USAGE

- a. Water, power for construction purposes and lighting are available at the site and will be made available to the Roofing Contractor.
- b. Sanitary facilities will not be available at the jobsite. The Roofing Contractor shall be responsible for provision and maintenance of portable toilets or their equal.

## 7. UTILITY INTERRUPTIONS

- a. Required to give 72 hour notification to Operations/Project Manager via supplied standardized outage request form.
- b. Utility Interruptions can last no longer than six (6) hours.
- c. Utility Interruptions must be scheduled after 1800 hours and must end by 0400 hours.

## 8. CONTRACT DURATION

1. Duration of the contract is 180 days from the NTP with milestones.

## 9. SAFETY

- a. All construction activities will be in conjunction with OHSA, 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.
- b. Access to the site will be restricted and controlled by the Contractor. A visitor's sign-in and hardhats to be made available for personnel visiting site.
- c. Temporary fueling operations: Any temporary fueling operation will be maintained in accordance with OSHA and WV Fire Marshall Standards to included secondary containment, fire extinguishers, and spill control.



- d. Cleanup required daily by each perspective sub and General Contractor: No open dumps of construction materials. Remove demolished materials, waste materials including trash and debris and legally dispose of them off Owner's property.

## 10. SUPERVISION OF WORK

- a. Designer of Record will have the responsibility for the observation of Contractor's quality of work and will provide recommendations for actions regarding progress payments, change orders, and acceptance of work.

## 11. SUBSTITUTIONS

- a. Substitution requests must be submitted 14 days prior to Bid opening date.
- b. Substitution requests will only be considered when one or more of the following applies:
  1. Extensive revisions to the Contract Documents are not required.
  2. Proposed changes are in keeping with the intent of the Contract Documents.
  3. The request is timely, fully documented and properly submitted.
  4. The specified product or method cannot be provided within the Contract Time. The Architect will not consider the request if the specified product cannot be provided as a result of failure to pursue the Work promptly.
  5. The request is related to an "or-equal" clause.
  6. A substantial advantage is offered the Owner, in terms of cost, time, energy conservation or other considerations of merit, after deducting offsetting responsibilities the Owner may be required to bear. Such additional responsibilities for the Owner may include additional expenses for redesign and evaluation services, increased cost of related construction, and other similar considerations.
  7. The specified product cannot receive approval by a governing authority, and the substitution can be approved.
  8. The Contractor's submittal and the Architect's review or approval of Shop Drawings, Product Data or Samples that relate to a substitute does not by itself constitute a final approval of the requested substitution, nor does it relieve the Contractor from fulfilling existing Contract Requirements. Final approval will be granted by the Owner and confirmed in the form of a Change Order.
- c. Approval of Material Submittals shall not relieve the Contractor from responsibility for any errors or omissions in such drawings, nor from responsibility for complying with the requirements of this contract, except with respect to variations described and approved in accordance as stated in (d) below.
- d. If shop drawings show variations from the contract requirements, the Contractor shall describe such variations in writing, separate from the submittals, at the time of submission. If the Contracting Officer shall issue an appropriate contract modification, except that, if the variation is minor or does not involve a change in price or in time of performance, a modification NEED not be issued.

## 12. SUMMARY OF WORK

### a. Project Description

1. The project consists of installing Carlisle's Sure Seal Degisn "B" Loose Laid Ballasted Roofing System (or State approved Equal) applied in conjunction with Tapered Polyiso Insulation with a 2" minimum at 1/8" per foot of slope after tear off of the existing membrane roof to expose the Metal Deck for verification of suitable substrate as specified in the specification.
2. Work will be constructed under a single prime contractor.
3. Contractor is responsible for keeping driveways and entrances serving the premises clear and available for the Owner's use
4. Contractor shall have full use of premises for construction operations, subject to limitations and requirements of the West Virginia Army National Guard.
5. Environmental Issues/comments
  - (a) No on-site Burning or Waste Disposal
  - (b) The Contractor must notify the Owner of any fuel spills as soon as possible
  - (c) Contractor is responsible for keeping driveways and entrances serving the premises clear and available for the Owner's use

## 13. CLOSING COMMENTS

1. Meeting notes will be published through state purchasing, along with clarifications to contract documents.
2. Any questions will be addressed through an Addendum released after the question period has closed.
3. Any further questions between now and bid award must be directed to Jo Ann Adkins at State Purchasing via email ([jo.a.adkins@wv.gov](mailto:jo.a.adkins@wv.gov)) no later than **6 Aug 2010**.

**SIGN IN SHEET**

PLEASE PRINT

**Request for Proposal No.**

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Tri-state Roofing + Sheet Metal</u> Rep: <u>Corey Strimer</u> Email Address: <u>cstrimer@tri-state-service.com</u>	<u>101 S Meadville Rd.</u> <u>Davisville, WV 26042</u>	PHONE <u>304-485-6593</u> TOLL FREE <u>800 926 3264</u> FAX <u>304-485-2841</u>
Company: <u>Kalkreuth Roofing + S.M.</u> Rep: <u>Adrian Cowser</u> Email Address: <u>a.cowser@krm.net</u>	<u>41 40<sup>th</sup> St. Wheeling, WV</u> <u>26063</u>	PHONE <u>304-232-8540</u> TOLL FREE FAX <u>304-233-5308</u>
Company: <u>Mansuetta Roofing</u> Rep: <u>Isaac Nieffenbauser</u> Email Address: <u>mark@mansuettaroofing.com</u>	<u>116 Wood street</u> <u>Marbias Ferry, Ott.</u> <u>43925</u>	PHONE <u>740.633.7320</u> TOLL FREE FAX <u>740.633.7322</u>
Company: <u>POST ENGINEERING</u> Rep: <u>SFC COGAR</u> Email Address: <u>CDENGINEERING@WV.NGS.ARMYAMP</u>	<u>1001 ARMY RD</u> <u>KINGWOOD WV 26537</u> <u>WV</u>	PHONE <u>304-791-4161</u> TOLL FREE FAX <u>304-791-4337</u>
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL FREE _____ FAX _____