

**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).



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
 DEFK11010

PAGE
 2

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIV ENGINEERING & FACILITIES
 NATIONAL GUARD ARMORY
 ROUTE 1, BOX 74
 SALEM, WV
 26426

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/27/2010				

BID OPENING DATE: 09/09/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE 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>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>END OF ADDENDUM NO. 1</p>						

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



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

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DEFK11010

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BUYER 32 804-558-2544

RFQ COPY
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VENDOR

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 NATIONAL GUARD ARMORY
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08/27/2010				

BID OPENING DATE: 09/09/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		910-66		
	ROOFING					
***** THIS IS THE END OF RFQ DEFK11010 ***** 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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DEFK11010

Addendum # 1

1. **Question:** Could we get the plans and specs for this project? We have a copy of the RFQ but are still needing to get the plans and specs.
Answer: The plans and specifications for this project are pages 12 through 22 of the RFQ.

2. **Question:** What is a standard size roof access hatch?
Answer: The standard size roof access hatch is 32" X 36".

3. **Question:** Will the price per lineal foot of nailers used include nailers added to match the height of added insulation?
Answer: No, the price per lineal foot applies to replacing deteriorated wood nailers as needed.

4. **Question:** What width flashing will be used to strip in the drill hall seams?
Answer: The drill hall seams will be stripped in with 6" uncured flashing.

5. **Question:** If Trane does not have a direct replacement for the exhaust fans, what will be an acceptable replacement?
Answer: Exhaust fans are to be replaced with Dayton #4YC67 **OR EQUAL**.

6. **Question:** What is to be done to correct the ponding shown on the drawing?
Answer: There will be a 32' X 36' X 21' tapered insulation cricket installed in ponding area shown on drawing to establish slope to roof drain.

SIGN IN SHEET

Request for Proposal No. DEFK 11010

PLEASE PRINT

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Betty Construction</u>	<u>RT. 2 Box 23-A</u>	PHONE <u>304-365-3846</u>
Rep: <u>Steve Bestly</u>	<u>Rivesville, WV, 26588</u>	TOLL FREE
Email Address: <u>Shiloh 40@frontier.com</u>		FAX
Company: <u>Betty Construction</u>	<u>PO Box 487</u>	PHONE <u>304-502-3734</u>
Rep: <u>John Hardesty</u>	<u>Rivesville WV 2</u>	TOLL FREE
Email Address: <u>JHardesty@yahoo.com</u>	<u>26588</u>	FAX
Company: <u>Mansuetto Roofing</u>	<u>116 wood streets</u>	PHONE <u>740-633-7320</u>
Rep: <u>Mark Speiks</u>	<u>Martins Ferry, OH</u>	TOLL FREE
Email Address: <u>mark@mansuettoroofing.com</u>	<u>43935</u>	FAX <u>740-633-7322</u>
Company: <u>S.M. KISNER & SONS</u>	<u>1114 SPEEDWAY AVE.</u>	PHONE <u>304-366-9131</u>
Rep: <u>Butek Bunka</u>	<u>FARMOUNT, WV 26559</u>	TOLL FREE
Email Address: <u>BLKISNER@SOKWV.COM</u>		FAX <u>304-366-4197</u>
Company: <u>McKreeth Roofing & SM</u>	<u>41-410th St.</u>	PHONE <u>304-332-8540</u>
Rep: <u>Adam Cowser</u>	<u>Wheeling, WV</u>	TOLL FREE
Email Address: <u>acowser@kram.net</u>		FAX

SIGN IN SHEET

Request for Proposal No. DFX 11010

PLEASE PRINT

Date: 24 Aug 2010

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: Frye Roofing Inc.	2000 PRINCETON AVE	PHONE 304 327 5314
Rep: Teremi Robinson	BLOEFIELD, WV 24701	TOLL FREE 800 325 8129
Email Address: Teremi@fryeroofing.com		FAX 304 325 3700
Company: FAIRFIX INC.	PO. Box 400	PHONE 740-867-2727
Rep: DOAK RUSSELL	CHESAPEAKE VA 45619	TOLL FREE
Email Address: FAIRFIXINC@aol.com		FAX 740-867-2727
Company: TRI-STATE ROOFING & SHEET METAL		PHONE 304-328-5244
Rep: KEN HANSON	P.O. BOX 892	TOLL FREE
Email Address: KHANSON@TRI-STATESERVICE.COM	MORGANTOWN, WV 26507-0892	FAX 304-328-5248
Company: Murray Sheet Metal	3112 7th S	PHONE 304 422-5431
Rep: Sal Muehlenz	Parkersburg WV	TOLL FREE 800-464-8801
Email Address: smueh@munasssheetmetal.com	26102	FAX 304-428-4623
Company: Ziggs Roofing	326 W 15th St	PHONE 304-429-4233
Rep: Marc Allen	Huntington, WV	TOLL FREE
Email Address: david@ziggsroofing.com		FAX