



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
 DPS1136

PAGE
 1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

WEST VIRGINIA STATE POLICE
 4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/11/2011				

BID OPENING DATE: 05/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** PLEASE NOTE A MANDATORY PRE-BID MEETING IS SCHEDULED FOR 04/19/2011 AT 1:30 PM AT THE WV STATE POLICE ACADEMY, BUILDING B LOCATED AT 135 ACADEMY DRIVE DUNBAR, WV 25064. ***** PLEASE NOTE THE DRUG FREE WORKPLACE AFFIDAVIT AND BID BOND ARE REQUIRED WITH BID SUBMISSION. *****						
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ROOFING MAINTENANCE, REPAIR, AND INSTALLATION MANDATORY PRE-BID A MANDATORY PRE-BID WILL BE HELD ON 04/19/2011 AT 1:30 PM AT THE WEST VIRGINIA STATE POLICE ACADEMY BUILDING B LOCATED AT 135 ACADEMY DRIVE DUNBAR, WV 25064. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER. AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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).



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<p>COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>INQUIRIES:</p> <p>WRITTEN QUESTIONS WILL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 04/28/2011. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>TARA LYLE DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>FAX: 304-558-4115 E-MAIL: TARA.L.LYLE@WV.GOV</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH</p>						

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<p>THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED DRUG-FREE WORKPLACE AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED DRUG-FREE WORKPLACE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 60 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p>						

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<p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>() BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A</p>						

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<p>SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>(XX) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT I</p>						

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<p>20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM; GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR</p>						

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<p>WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS. :</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p>						

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NO. 5						
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE 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</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY</p>						
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<p>PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME:</p> <p>CONTRACTORS LICENSE NO.:</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p>APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>REV. 5/2009</p> <p>NOTICE</p>						

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SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
-------	------	-----------------------------------

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

Request for Quotation

RFQ NUMBER
DPS1136

PAGE
10

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA STATE POLICE

 4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/11/2011				

BID OPENING DATE: 05/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----TL/32-----</p> <p>REQ. NO.:-----DPS1136-----</p> <p>BID OPENING DATE:-----05/17/2011-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:</p> <p>-----</p>						

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'



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
DPS1136

PAGE
11

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA STATE POLICE

 4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/11/2011				

BID OPENING DATE: 05/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DPS1136 ***** 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'

DPS1136
WV STATE POLICE

The West Virginia State Police is contracting for the replacement of the roof at it's training academy, located at 135 Academy Drive, Dunbar WV.

The building in question is commonly referred to as Building "C" of the Academy training complex.

Detailed specifications are attached which fully explain the scope of work to be performed. These specifications were drafted under standards for a Carlisle Roofing System, but other manufacturers, who have been pre approved as equal by the State are acceptable. Any substitution for the Carlisle system must be equal in every respect. A rough sketch of the roof is attached, including approximate dimensions. The sketch is offered only to convey the general scope of the work to be performed. All measurements should be verified during the mandatory pre-bid meeting.

EQUAL CLARIFICATION: Numerous references are made to the Carlisle roof system. To save repetitiveness in the specifications, it is to be understood that or equal is acceptable, but it is up to the vendor to submit appropriate proof to verify that their product is equal to the Carlisle system.

The existing roof has been core drilled and tested for the presence of asbestos material. A laboratory report is attached which states that no asbestos was detected in the sample submitted for testing.

PART 1: GENERAL

1.01. Description

This sure-seal design "B" loose laid ballasted roofing system incorporates minimum .060 inch (1mm) Thick Sure-Seal (black) reinforced membrane. Both the EPDM membrane and an acceptable membrane under layment or insulation are loose laid over the roof deck. Adjoining sheets of EPDM membrane are spliced together using splice tape/primer (minimum 6") to splice adjoining membrane sheets together. Reuse existing ballast.

The membrane and insulation are then held in place with a minimum of 10 pounds (4.5 kg) of ballast per 1 square foot (930 cm²).

1.02 Quality Assurance

- A. This roofing system must be installed by a Carlisle authorized roofing applicator in compliance with shop drawings as approved by Carlisle. There must not be any deviations made from Carlisle Specifications or the approved shop drawings without the prior written approval of Carlisle.
- B. Upon completion of the installation, an inspection will be conducted by a technical representative of Carlisle to ascertain that the roofing system has been installed according to Carlisle's specification and details.

- C. This roofing system meets underwriters Laboratories (UL) requirements. For specific code approvals achieved with this system refer to Carlisle's code approval guide, or underwriters laboratories fire resistance and roofing materials and systems directories.

1.03 Submittals

- A. To ensure compliance with Carlisle's minimum warranty requirements, the following projects must be forwarded to Carlisle for review:
 - 1. Submit shop drawings of materials and details for review to Carlisle Syntec Company. Submit copies of manufacturers written warranties for system to owner. No proposal shall be submitted on system other than specified without prior approval of owner. Any material referred to in this document shall be of that brand name or of equivalent Firestone quality.

1.04 Product delivery, storage and handling

- A. Deliver materials to the job site in the original, unopened containers labeled with the manufacturers name, brand name and installation instructions.
- B. Job site storage temperatures in excess of 90 degrees fahrenheit (30 degrees celcius) may affect shelf life of curable materials (i.e.uncured flashing, adhesives, sealants, primers, splice tape, pourable sealer, and pressure sensitive flashings).
- C. When liquid adhesives and sealants are exposed to lower temperatures, restore to a minimum of 60 degrees fahrenheit (16 degrees celcius) before use.
- D. Do not store adhesive containers with opened lids due to loss of solvent, which will occur from flash off.
- E. Insulation and underlayment must be stored so it is kept dry and is protected from the elements. Store insulation on a skid and completely cover with a breathable material such as tarp or canvas. If the insulation is lightweight, it should be weighted to prevent possible wind damage.

1.05 Job Conditions

- A. This roofing system must not be specified on portions of a project where the slope exceeds 2 inches I One Horizontal foot (16cm/m/)

Base bid.

- B. Tear off-remove existing roof system and insulation. Install 1 ½ Carlisle or equal ISO (R-10) .060 EPDM with fifteen year total systems warranty per Carlisle specifications.

1.06 Warranty

All warranties are available for commercial projects only.

- A. Tear off: Manufacturer guarantees to the owner for a period of fifteen years commencing from the date of substantial completion that manufacturer will repair any leaks caused by workmanship or supplied materials in the roofing system. This warranty is a performance warranty supplied by the manufacturer with a no dollar limit liability for the owner.

PART 2 PRODUCTS

2.01 General

The components of the roofing system are to be products of Carlisle or state approved equal. The installation, performance or integrity of products by others, when selected by the specifier and accepted by Carlisle, is not the responsibility of Carlisle and is expressly disclaimed by the Carlisle warranty.

2.02 Membrane

Sure-Seal (black) .060 (1.5mm) thick, maximum 50 foot (15.2m) wide, non-reinforced EPDM (ethylene, propylene, Diene Terpolymer) is typically specified for use with this roofing system. For physical properties of the membrane, refer to the “products” section of the Carlisle technical manual.

2.03 Related materials

- A. 90-8-30A bonding adhesive, splice cleaner, splicing cement, in-seam sealant, lap sealant, primer, secure tape, uncured elastoform flashing, seam fastening plates and Russ (with the corresponding fasteners) are required for the use with this roofing system.
- B. Other products: walkway pad/rolls, pre-molded pipe seals, clean cured flashing, pressure sensitive flashing, inside/outside corners and pourable sealer pockets.
- C. Reuse existing ballast.

PART 3 EXECUTION:

3.01 General

- A. When feasible begin the application at the highest point of the highest roof level and work to the lowest point to prevent moisture infiltration and to minimize construction traffic on completed sections. This will include completion of all flashings and termination.
- C. Follow criteria outlined in the “design section of Carlisle’s technical manual to prepare the roof deck or the substrate prior to the application of the new roofing system.

3.02 Roof Deck Criteria

- A. A proper substrate shall be provided by the building owner. The structure shall be sufficient to withstand normal construction loads and live loads.
- B. Defects in the roof deck must be reported and documented of the specifier and building owner for assessment. The Carlisle authorized roofing applicator shall not proceed unless the defects are corrected.

3.03 Substrate Preparation

- A. Full tear off-inspect deck, install new 1 ½" (R-10 Carlisle ISO and D.060 FR EPDM).
- B. For all projects, the substrate must be even without noticeable high spots or depressions, and must be free of accumulated water, ice or snow.
- C. Clear the substrate of debris and foreign material. Fresh bitumen based roof cement must be removed or concealed.

3.04 Installation:

Refer to the "Safety" section in Carlisle's technical manual and the applicable material safety data sheets for applicable cautions and warnings.

A. Insulation Placement:

- 1. Sure-Seal insulation shall be loose laid over the roof deck with no gaps greater than ¼" (6mm) must be filled with the same material.

B. Membrane Placement and Installation:

- 1. The EPDM membrane shall be loose laid over the acceptable substrate and allow to relax approximately 30 minutes prior to splicing.
- 2. Overlap adjacent EPDM membrane sheets a minimum of 3 inches for fifteen (15) year system and a minimum of 6 inches for twenty (20) year system.
- 3. Membrane splicing (tape splice)
 - a. Prime the splice area with sure-seal primer
 - b. Apply splice tape to bottom membrane sheet with the edge of the release film along a line marked ½ inch (13mm), out from the top sheet. Press tape onto sheet using hand pressure, overlapping tape roll ends a minimum of 1 inch (2.5cm).
 - c. Remove the release film and press top sheet onto tape using hand pressure. Roll the splice with a 2-inch (5cm) wide steel roller.
 - d. Install a 6-inch (15.5cm) wide section of pressure sensitive flashing or elastoform flashing over all field splice intersections and overlapped tape ends and seal edges of flashing with lap sealant.
 - e. The use of lap sealant with tape splices is optional except at cut edges of reinforced membrane where lap sealant is required.

C. Additional Membrane Securement

EDPM membrane must be secured at the perimeter of each roof level, roof section, expansion joint, curb, skylight, interior wall, penthouse, etc.. at any angle change which exceeds 2 inches I one horizontal foot (16cm/m), and at other penetrations in accordance with Carlisle's details. Additional membrane securement may be provided by RUSS (reinforced Universal securement strip) or seam fastening plates.

D. Membrane flashing:

1. When feasible flash all penetrations and walls with cured EPDM membrane or clean cured flashing.
2. Uncured elastoform flashing shall be limited to overlay vertical seams (as required at angle changes) or to flash inside and outside corners, scuppers, pourable sealer pockets and other penetrations or unusually shaped walls where the use of cured membrane flashing is not practical.
3. Carlisle's prefabricated accessories (pre-molded pipe flashings and pressure sensitive products such as flashing, pourable sealer pockets pipe boots and inside outside corners) should be used, when feasible, in lieu of uncured elastoform flashing.
4. Terminate the flashing in accordance with an appropriate Carlisle U-9 termination.

E. Ballisting:

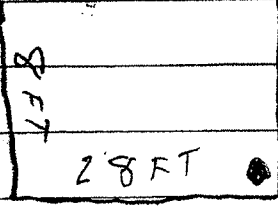
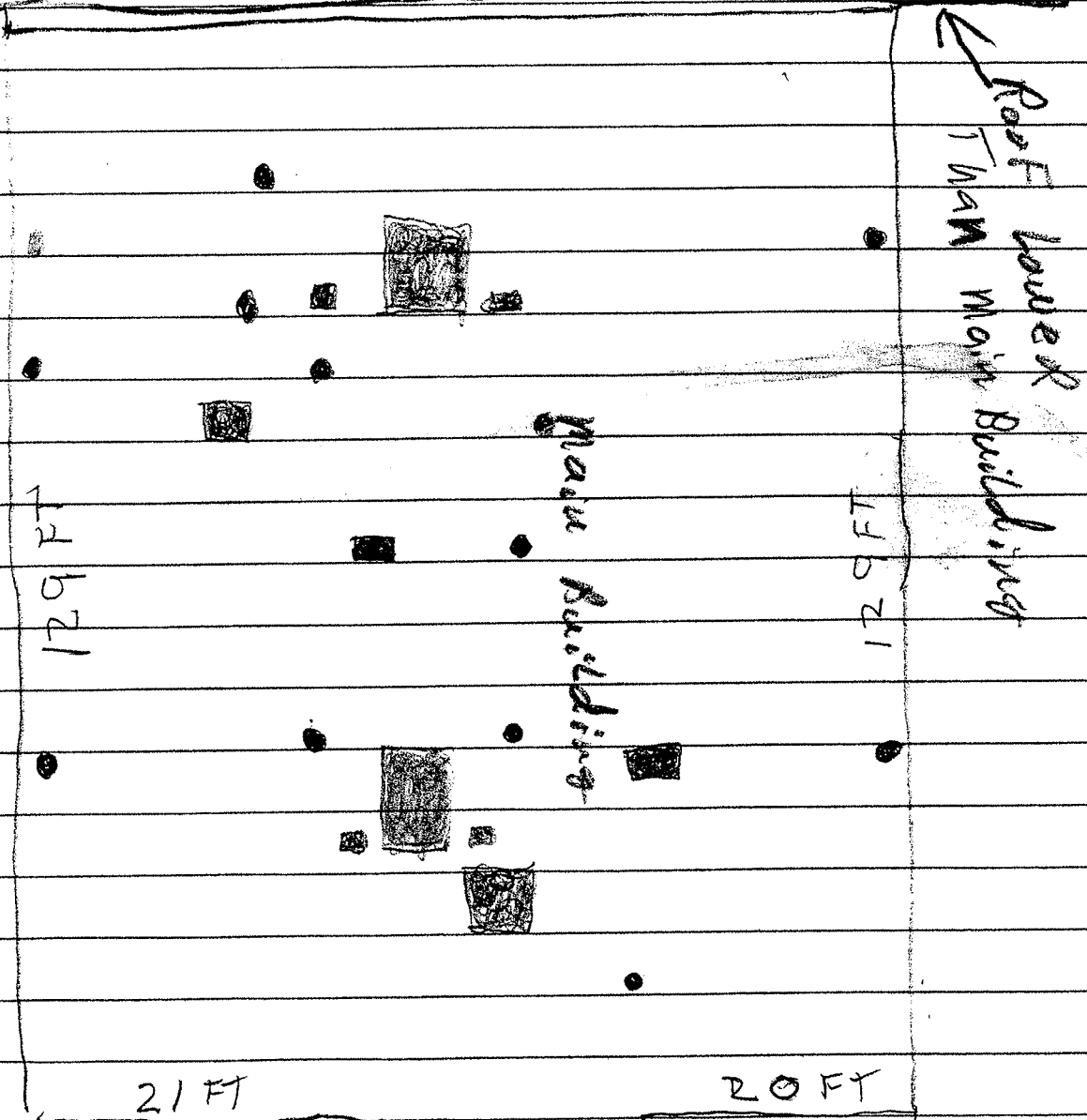
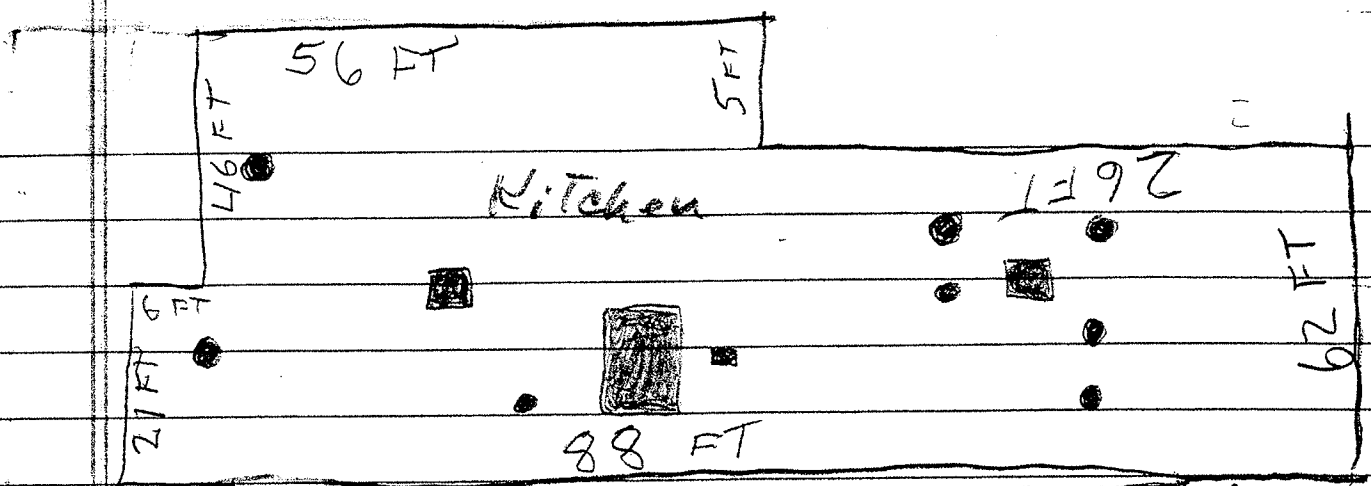
- a. The structural capability of the roof deck must be evaluated by the specifier to ensure that the design loads for the structure are not exceeded.
- b. Reused existing rounded water-worn gravel. Gravel must be installed for adequate securement and to provide complete coverage of the loose EPDM membrane.
- c. Ballast must be adequate to provide sufficient wind uplift protection and must be continuously distributed to maintain a minimum of 10 pounds (4.5g) per square foot (0.93.m) when rounded water worn gravel is specified.

F. Other related work

1. Walkways are required at all traffic concentration points (ie roof hatches, access doors, rooftop ladders etc..). Regardless of traffic frequency. Walkways are also required if regular maintenance (once a month) is necessary to service rooftop equipment. Walkways are considered a maintenance item and are excluded from the Carlisle warranty.
2. Carlisle walkways pads/rolls must be adhered to the membrane with sure seal/brite-ply splicing cement or splice tape.
3. Roof drains: flash and reuse existing roof drains.

4. Drip edge: fabricate and install new 24 gauge galvanized pre-finish color aluminum drip edge around the perimeter of all parapet walls.
5. Parapet walls: Reflash parapet walls fully, extending .060 membrane to outside edge of new drip edge. Strip in new drip edge with 5" pressure sensitive flashing.
6. Ductwork: existing EPDM membrane ductwork not included in this bid package.
7. Contractor is responsible for all field measurements.

The contract will be awarded to the vendor with the lowest bid meeting all of the mandatory specifications.





ASBESTOS REPORT

Report Date:
3/23/2011

Project Number:
11-144

Asbestos Present:

Yes

No

Friable

Non-Friable

Presumed

Property Owner:
**WV State Police
Academy
135 Academy Drive
Dunbar, WV 25064**

Property Address:
**135 Academy Drive
Dunbar, WV 25064
Building C**

SYNOPSIS

Mr. Roger Bird requested limited scope asbestos inspection for renovations for Building C boiler room and roof at 135 Academy Drive Dunbar, WV 25064. There were no asbestos containing materials found in areas tested.

IMPORTANT: This document is intended only for the individual or entity to which it is directed. This document contains competition sensitive information that is privileged, confidential, and/or proprietary. Dissemination, distribution, or reproduction of this document by anyone other than the intended recipient, or a duly designated employee or agent of such recipient, is prohibited. This document, or any portions thereof, may not be divulged to third parties without expressed written consent.

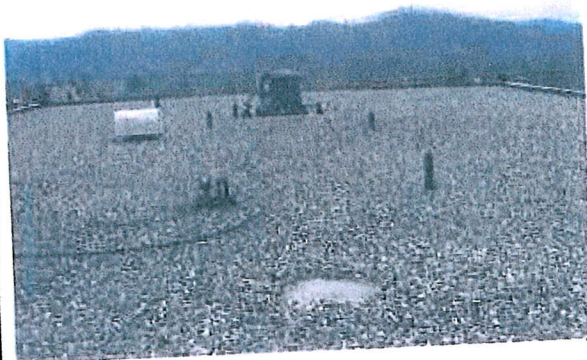

Asbestos Inspector 3-23-2011
License #: A1006100 Date


Peer Review 3/23/11
Date

Post Office Box 13533
Sissonville, West Virginia 25360
Voice: 304-984-4030 Fax: 304-984-4031
www.astarabatement.com
WV022387



Piping



Roof

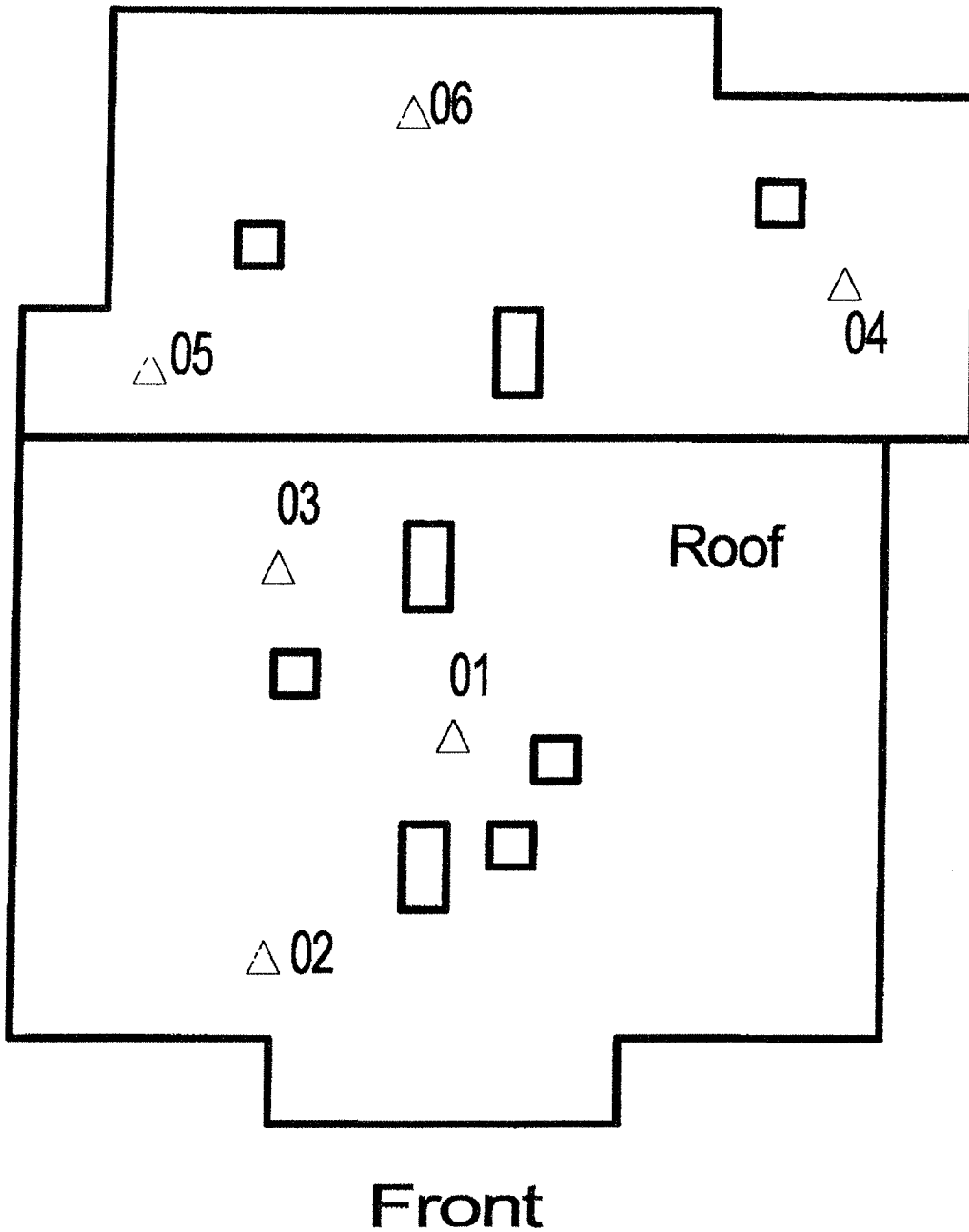


Roof



Roof

		
<p>Roof</p>		<p>Roof</p>



△ Sample Locations

Asbestos Inspection

Date 3/23/2011	Project 11-144 Drawn By JGB	135 Academy Drive Dunbar, WV	Page 1 of 1
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EMLab P&K1150 Bayhill Drive, Suite 100, San Bruno, CA 94066
(866) 888-6653 Fax (650) 829-5852 www.emlab.comClient: Astar Abatement, Inc.
C/O: Mr. Greg Pauley
Re: 11-144BDate of Sampling: 03-21-2011
Date of Receipt: 03-22-2011
Date of Report: 03-23-2011**ASBESTOS PLM REPORT: EPA-600/M4-82-020 & EPA METHOD 600/R-93-116****Total Samples Submitted:** 6**Total Samples Analysed:** 6**Total Samples with Layer Asbestos Content > 1%:** 0**Location: 11-144B-01, Built up roof-roof**

Lab ID-Version: 3384199-1

Sample Layers	Asbestos Content
Black Roofing Felt	ND
Yellow Foam	ND
Composite Non-Asbestos Fibrous Content:	15% Cellulose 15% Glass Fibers
Sample Composite Homogeneity:	Good

Location: 11-144B-02, Built up roof-roof

Lab ID-Version: 3384200-1

Sample Layers	Asbestos Content
Black Roofing Felt	ND
Yellow Foam	ND
Composite Non-Asbestos Fibrous Content:	15% Cellulose 15% Glass Fibers
Sample Composite Homogeneity:	Good

Location: 11-144B-03, Built up roof-roof

Lab ID-Version: 3384201-1

Sample Layers	Asbestos Content
Black Roofing Felt	ND
Yellow Foam	ND
Composite Non-Asbestos Fibrous Content:	15% Cellulose 15% Glass Fibers
Sample Composite Homogeneity:	Good

Location: 11-144B-04, Built up roof-roof

Lab ID-Version: 3384202-1

Sample Layers	Asbestos Content
Black Roofing Felt	ND
Yellow Foam	ND
Composite Non-Asbestos Fibrous Content:	15% Cellulose 15% Glass Fibers
Sample Composite Homogeneity:	Good

The results relate only to the items tested. Interpretation is left to the company and/or persons who conducted the field work. The test report shall not be reproduced except in full, without written approval of the laboratory. The report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the federal government.

All samples were received in acceptable condition unless otherwise noted. EMLab P&K reserves the right to dispose of all samples after a period of thirty (30) days, according to all state and federal guidelines, unless otherwise specified.

Inhomogeneous samples are separated into homogeneous subsamples and analyzed individually. ND means no fibers were detected. When detected, the minimum detection and reporting limit is less than 1% unless point counting is performed.

‡ A "Version" indicated by "-x" after the Lab ID# with a value greater than 1 indicates a sample with amended data. The revision number is reflected by the value of "x".

EMLab P&K

1150 Bayhill Drive, Suite 100, San Bruno, CA 94066
 (866) 888-6653 Fax (650) 829-5852 www.emlab.com

Client: Astar Abatement, Inc.
 C/O: Mr. Greg Pauley
 Re: 11-144B

Date of Sampling: 03-21-2011
 Date of Receipt: 03-22-2011
 Date of Report: 03-23-2011

ASBESTOS PLM REPORT: EPA-600/M4-82-020 & EPA METHOD 600/R-93-116**Location: 11-144B-05, Built up roof-roof**

Lab ID-Version: 3384203-1

Sample Layers	Asbestos Content
Black Roofing Felt	ND
Yellow Foam	ND
Composite Non-Asbestos Fibrous Content:	15% Cellulose 15% Glass Fibers
Sample Composite Homogeneity:	Good

Location: 11-144B-06, Built up roof-roof

Lab ID-Version: 3384204-1

Sample Layers	Asbestos Content
Black Roofing Felt	ND
Yellow Foam	ND
Composite Non-Asbestos Fibrous Content:	15% Cellulose 15% Glass Fibers
Sample Composite Homogeneity:	Good

The results relate only to the items tested. Interpretation is left to the company and/or persons who conducted the field work. The test report shall not be reproduced except in full, without written approval of the laboratory. The report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the federal government.

All samples were received in acceptable condition unless otherwise noted. EMLab P&K reserves the right to dispose of all samples after a period of thirty (30) days, according to all state and federal guidelines, unless otherwise specified.

Inhomogeneous samples are separated into homogeneous subsamples and analyzed individually. ND means no fibers were detected. When detected, the minimum detection and reporting limit is less than 1% unless point counting is performed.

‡ A "Version" indicated by "-x" after the Lab ID# with a value greater than 1 indicates a sample with amended data. The revision number is reflected by the value of "x".



Appendix 2

Certification/License

WEST VIRGINIA
Asbestos Program

Jeff Bailey

IS LICENSED AS AN
ASBESTOS INSPECTOR

Randy C. Curtis Dir., WV RTA DIV

License # AI006100
Issued: 11/10/2010
Expires: 11/30/2011

Certificate is Awarded to

Jeff Bailey

Completed the below course with a score of 70% or better. This course is West approved and meets the requirements set forth in 40 CFR Part 763 (AHERA) for purposes of accreditation required under TSCA Title II. This course was conducted by Astar Abatement, Incorporated.

Asbestos Inspector Initial

Course Start Date	Total Hours
10/18/2010	24
Exam Date	Certificate Number
10/20/2010	AC13107-375
Expiration Date	
10/20/2011	

ASTAR ABATEMENT, INC
Quality Safety Reliability

Post Office Box 13533
Sissonville, West Virginia 25360
Phone: (304) 984-4030
Fax: (304) 984-4031

Gregory Pauley
Instructors Name

Gregory Pauley
Instructors Signature

There is a printed watermark below the Instructors signature on the original



Appendix 3

SUMMARY OF ACM MATERIALS



ASTAR ABATEMENT, INC
Quality Safety Reliability

Material Description	Sample #	Quantity	Result	Room #
Holding tank	11-144-01-02-03-04	—	Less than 1% Chrysotile	Boiler Room
Joint (valve tank)	11-144-05-06	—	Less than 1% Chrysotile	Boiler Room
3" Line joint	11-144-07	----	Less than 1% Chrysotile	Boiler Room
3" Line	11-144-08	—	NAD	Boiler Room
2" Line	11-144-09	—	NAD	Boiler Room
2" Line joint	11-144-010	----	Less than 1% Chrysotile	Boiler Room
1" Line	11-144-011	----	NAD	Boiler Room
1" Line joint	11-144-012	—	NAD	Boiler Room
1.5" Line	11-144-013	—	Less than 1% Chrysotile	Boiler Room
1.5" Line joint	11-144-014	—	NAD	Boiler Room
Built up roof	11-144B-01-02-03-04-05-06	—	NAD	Roof

SF-Square Feet LF – Linear Feet JT – Joints NAD – No Asbestos Detected

DPS1136			
Bid Form			
Item #	Description	Quantity	Extended Price
1	Roof replacement	1	\$
Failure to use this information may result in disqualification.			
Bidder / Vendor Information:			
Name: _____			
Address: _____			
Phone No.: _____			
Fax No.: _____			
Email Address: _____			
		Grand Total:	

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

STATE OF _____

COUNTY OF _____, TO-WIT:

I, _____, after being first duly sworn, depose and state as follows:

- 1. I am an employee of _____; and,
(Company Name)
- 2. I do hereby attest that _____
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code** §21-1D-5.

The above statements are sworn to under the penalty of perjury.

(Company Name)

By: _____

Title: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____.

By Commission expires _____

(Seal)

(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

BID BOND PREPARATION INSTRUCTIONS

AGENCY _____ (A)
 RFQ/RFP# _____ (B)

Bid Bond

- (A) WV State Agency
 (Stated on Page 1 "Spending Unit")
 Request for Quotation Number (upper
 right corner of page #1)
- (C) Your Company Name
- (D) City, Location of your Company
- (E) State, Location of your Company
- (F) Surety Corporate Name
- (G) City, Location of Surety
- (H) State, Location of Surety
- (I) State of Surety Incorporation
- (J) City of Surety Incorporation
- (K) Minimum amount of acceptable bid
 bond is 5% of total bid. You may state
 "5% of bid" or a specific amount on
 this line in words.
- (L) Amount of bond in figures
- (M) Brief Description of scope of work
- (N) Day of the month
- (O) Month
- (P) Year
- (Q) Name of Corporation
- (R) Raised Corporate Seal of Principal
- (S) Signature of President or Vice
 President
- (T) Title of person signing
- (U) Raised Corporate Seal of Surety
- (V) Corporate Name of Surety
- (W) Signature of Attorney in Fact of the
 Surety

NOTE: Dated, Power of Attorney with Raised
 Surety Seal must accompany this bid
 bond.

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,
 _____ (C) of _____ (D), _____ (E)
 as Principal, and _____ (F) of _____ (G),
 _____ (H), a corporation organized and existing under the laws
 of the State of _____ (I) with its principal office in the City of
 _____ (J), as Surety, are held and firmly bound unto The State
 of West Virginia, as Obligee, in the penal sum of _____ (K)
 (\$ _____ (L)) for the payment of which, well and truly to be made,
 we jointly and severally bind ourselves, our heirs, administrators, executors,
 successors and assigns.

The Condition of the above obligation is such that whereas the Principal
 has submitted to the Purchasing Section of the Department of Administration
 a certain bid or proposal, attached hereto and made a part hereof to enter into a
 contract in writing for _____ (M)

NOW THEREFORE.

(a) If said bid shall be rejected, or
 (b) If said bid shall be accepted and the Principal shall enter into a
 contract in accordance with the bid or proposal attached hereto and shall furnish
 any other bonds and insurance required by the bid or proposal, and shall in all
 other respects perform the agreement created by the acceptance of said bid then
 this obligation shall be null and void, otherwise this obligation shall remain in full
 force and effect. It is expressly understood and agreed that the liability of the
 Surety for any and all claims hereunder shall, in no event, exceed the penal
 amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the
 obligations of said Surety and its bond shall be in no way impaired or affected by
 any extension of time within which the Obligee may accept such bid: and said
 Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their
 hands and seals, and such of them as are corporations have caused their corporate
 seals to be affixed hereto and these presents to be signed by their proper officers,
 this _____ (N) day of _____ (O), 20 _____ (P).

Principal Corporate Seal _____ (Q)
 (Name of Principal)
 (R) By _____ (S)
 (Must be President or
 Vice President)
 _____ (T)
 Title
 (U) Surety Corporate Seal _____ (V)
 (Name of Surety)
 _____ (W)
 Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to
 transact surety insurance. Raised Corporate Seals must be affixed and a Power of
 Attorney must be attached.

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____
_____ of _____, _____, as Principal, and _____
_____ of _____, _____, a corporation organized and existing under the laws of the State of _____
_____ with its principal office in the City of _____, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of _____ (\$ _____) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this
_____ day of _____, 20_____.

Principal Corporate Seal

(Name of Principal)

By _____
(Must be President or
Vice President)

(Title)

Surety Corporate Seal

(Name of Surety)

Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals
must be affixed, a power of attorney must be attached.**