



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

RFQ COPY
 TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
H
I
P
T
O

WEST VIRGINIA STATE POLICE

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/04/2011				

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

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 1						
0001	1	JB		910-66		
ROOFING MAINTENANCE, REPAIR, AND INSTALLATION						
***** 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'

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).

DPS1136

ADDENDUM NO. 1

Q1: The specifications call for .060 reinforced membrane (page 11 sub paragraph 1.01) and .060 non-reinforced membrane (page 13 sub-paragraph 2.02). Please verify which type you require.

A1: We would request the reinforced membrane.

Q2: The dormitory roof has an existing three (3) inch polyiso insulation in place, an approximate R-18.0. The specifications are requiring the removal of this material and installing new one and one-half (1 1/2) inch polyiso insulation R-9.0. Do you think that leaving the three (3) inch in place and giving a square foot price to replace wet or damaged insulation would be a better option.

A2: We still request a total tear off of the roof as mentioned in the specifications.

Q3: The kitchen roof is now a mechanically attached (exposed membrane) epdm roof. The specifications call for a new ballasted roof. It would be to your advantage in the life of the roof to have an exposed membrane such as an adhered roof in lieu of installing ballast. The roof membrane would be the same thickness as described in question 1.

A3: We agree with the response of the vendor on question 3 and would request that instead of a ballasted roof on the kitchen, that an adhered .060 reinforced membrane be installed.

Q4: At the kitchen roof, we were informed that it also has three (3) inch polyiso insulation in place and it is to be removed and replace with one and one-half (1 1/2) inch polyiso. It may be a better installation to have a square foot price to replace wet and damaged insulation again and install new one (1) inch insulation over the top of the three (3) inch insulation. This would be for both an adhered or ballasted roof system.

A4: We still request a total tear off of the roof as mentioned in the specifications.

Pre-Bid Meeting Sign-In Sheet
West Virginia State Police

Date 04-19-11

DPS 1136

Page 1 of 2

Business Name: Bri-DeN
Business Address: 459 29th Ashland KX
Business Phone: (60) 325-8639 Fax#: 329-8814
Representative's Name (printed): Orville Cantrell Signature: Orville Cantrell

Business Name: Kalkreuth
Business Address: 41-46th St. Wheeling, WV
Business Phone: 304-232-8540 Fax#: 304-233-5305
Representative's Name (printed): Arvon Epling Signature: Arvon Epling

Business Name: Kalkreuth Roofing & Sheet Metal
Business Address: 41-46th St. Wheeling, WV
Business Phone: 304-232-8540 Fax#: 304-233-5304
Representative's Name (printed): Adam Cowser Signature: Adam Cowser

Business Name: Design Roofing, LLC
Business Address: 3857 Teays Valley Road, Suite 5
Business Phone: 304.760.8915 Fax#: 304.757.5862
Representative's Name (printed): Scot A. Lawrence Signature: Scot A. Lawrence

Business Name: _____
Business Address: _____
Business Phone: _____ Fax#: _____
Representative's Name (printed): _____ Signature: _____

Business Name: _____
Business Address: _____
Business Phone: _____ Fax#: _____
Representative's Name (printed): _____ Signature: _____

Business Name: _____
Business Address: _____
Business Phone: _____ Fax#: _____
Representative's Name (printed): _____ Signature: _____

Pre-Bid Meeting Sign-In Sheet
West Virginia State Police

Date 4-19-2011

DPS _____

Page 2 of 2

Business Name: TRI - State Roofing and Sheet Metal
Business Address: PO Box 1231 Charleston WV
Business Phone: 304 755-8135 Fax#: 304 755-5275
Representative's Name (printed): Rick Shaffer Signature: Rick Shaffer

Business Name: Tennis Roofing + Asphalt Inc.
Business Address: 250 West Wylie Ave., Washington PA 15301
Business Phone: 724-884-0052 Fax#: 724-884-0058
Representative's Name (printed): Michael Dublin Signature: Michael Dublin

Business Name: BEGGS ROOFING, INC.
Business Address: P.O. Box 7455 Huntington, WV 25776
Business Phone: 304-429-4233 Fax#: 304-429-2800
Representative's Name (printed): Fred Beggs Signature: Fred Beggs

Business Name: FAIRFAX, INC.
Business Address: P.O. Box 400 Chesapeake Ohio 45619
Business Phone: 740-867-2727 Fax#: 740-867-2727
Representative's Name (printed): DOAK RUSSELL Signature: R. Doak Russell

Business Name: _____
Business Address: _____
Business Phone: _____ Fax#: _____
Representative's Name (printed): _____ Signature: _____

Business Name: _____
Business Address: _____
Business Phone: _____ Fax#: _____
Representative's Name (printed): _____ Signature: _____

Business Name: _____
Business Address: _____
Business Phone: _____ Fax#: _____
Representative's Name (printed): _____ Signature: _____

EXHIBIT 10

REQUISITION NO.:

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1

NO. 2

NO. 3

NO. 4

NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. 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.

.....
SIGNATURE

.....
COMPANY

.....
DATE