



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  
 GSD096453

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 KRISTA FERRELL  
 304-558-2596

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES DIVISION  
 BUILDING 1  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305 304-558-3517

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/08/2010				

BID OPENING DATE: 10/19/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,		
				2.) SET DATE AND TIME FOR FOLLOW-UP SITE VISITS		
				3.) POSTPONE THE DEADLINE FOR ALL TECHNICAL QUESTIONS		
				DEADLINE FOR ALL TECHNICAL QUESTIONS : 10/14/2010		
				AT THE CLOSE OF BUSINESS		
				4.) EXTEND THE BID OPENING DATE		
				BID OPENING DATE IS EXTENDED TO: 10/26/2010		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** NO OTHER CHANGES *****		
0001	1	LS		968-42		
				HOUSE/SENATE HVAC REPLACEMENT PROJECT		

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 CONFERENCE  
SIGN IN SHEET

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Request for Quotation Number: **GSD096453**

Date: **10/07/2010**

Project Description: **House/Senate HVAC**

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	WV State Purchasing Division
Firm Address:	2019 Washington St. East Charleston, WV 25305
Representative Attending:	Krista Ferrell
Phone Number:	304.558.2596
Fax Number:	304.558.4115
Email Address:	krista.s.ferrell@wv.gov

Firm Name:	MARYKATHA C Smith Constr Co
Firm Address:	P.O. Box 11888 CHARS WV 25321-1888
Representative Attending:	JOBIN SPENCER
Phone Number:	304.925.3190
Fax Number:	304.925.3228
Email Address:	JSPE@MCS.COM

Firm Name:	SMWIA Local 33
Firm Address:	5038 W. Washington St. Charleston, WV 25313
Representative Attending:	David Gombas
Phone Number:	304-776-5723
Fax Number:	304-776-5724
Email Address:	rgombas@frontier.com

Firm Name:	WV Heating & Plumb.
Firm Address:	P.O. Box 1507 Charleston WV 25325
Representative Attending:	Michael Ball
Phone Number:	304 342-3197
Fax Number:	304 342-3184
Email Address:	michaelballwv@yahoo.com

Firm Name:	Peak Branch Mech. Inc
Firm Address:	132 HARRIS DR. POCA, WV 25159
Representative Attending:	ROY MADDIX
Phone Number:	(304) 755-9101
Fax Number:	(304) 755-5270
Email Address:	RM@wvpsl.net

Firm Name:	DOUGHERTY COMPANY
Firm Address:	P.O. BOX 1828 CHAS. WV 25327
Representative Attending:	BRIAN SMITH
Phone Number:	304-925-6664
Fax Number:	304-925-4280
Email Address:	briansmith@doughertyco.com

PRE-BID CONFERENCE  
SIGN IN SHEET

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**GSD096453**

Date:

**10/07/2010**

Project Description:

**House/Senate HVAC**

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Firm Name:	David Darrold Company
Firm Address:	P.O. Box 84122 515 3rd Ave South Charleston, WV 25303
Representative Attending:	Thomas Hendon
Phone Number:	(304) 744-8479
Fax Number:	(304) 744-8491
Email Address:	sdarrold@darroldhvac.com

Firm Name:	HARRIS BROTHERS
Firm Address:	1583 HAYWARD ST CHARLESTON, WV 25301
Representative Attending:	JAY FORJONE
Phone Number:	304-343-5560
Fax Number:	304-343-5568
Email Address:	GREY.HARRIS@FRONTIER.COM

Firm Name:	Neighborhood Construction
Firm Address:	1216 7th Avenue Huntington, WV 25701
Representative Attending:	Phillip Wiseman
Phone Number:	304-525-5281 ext. 2524
Fax Number:	304-525-7795
Email Address:	pwiseman@neighborga11.com

Firm Name:	WV Department of Administration - BSC
Firm Address:	
Representative Attending:	Bob Kitchin, Bob Knauss, Ted Myers, Al Jones, Anthony Thackeray
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	PROGRESSIVE ELECTRIC INC.
Firm Address:	1019 Young St. CHARLESTON, WV 25301
Representative Attending:	BRIAN THOMAS
Phone Number:	304-345-1253
Fax Number:	304-345-1254
Email Address:	bthomas@we wired.com

Firm Name:	ELEC MECHANICAL
Firm Address:	1510 Coonskin Dr. CHARS WV
Representative Attending:	WILLIAM ASHWORTH
Phone Number:	304-346-0546
Fax Number:	304-346-0548
Email Address:	RONALD@EWG@SUPPORTLINK.COM

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**House/Senate HVAC**

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Firm Name:	Wiseman Construction Co, Inc
Firm Address:	1616 6th Avenue Charleston, WV 25312
Representative Attending:	J. C. Linkinogger
Phone Number:	304-344-1200 ext 212
Fax Number:	304-344-1281
Email Address:	JLinkinogger@wisemancorsh.com

Firm Name:	CASTO TECHNICAL SERVICES
Firm Address:	540 LEON SULLIVAN WAY CHARLESTON WV 25302
Representative Attending:	RICHARD SLATER
Phone Number:	304-346-0549
Fax Number:	304-346-8920
Email Address:	rslater@trane.com

Firm Name:	City Electric Company
Firm Address:	1219 Pennsylvania Avenue Charleston WV 25301
Representative Attending:	Chris Whitlock
Phone Number:	304-345-6150
Fax Number:	304-345-6151
Email Address:	cwhitlock@cityelectr2.wv.com

Firm Name:	CASTO TECHNICAL SERVICES
Firm Address:	540 LEON SULLIVAN WAY CHARLESTON WV 25302
Representative Attending:	TODD WATSON
Phone Number:	304-346-0549
Fax Number:	304-346-8920
Email Address:	twatson@castotech.com

Firm Name:	Casto Technical Services
Firm Address:	540 Leon Sullivan Way Charleston WV 25301
Representative Attending:	Willie Taylor Jr
Phone Number:	304-346-0549
Fax Number:	304-346-8920
Email Address:	wtaylor@castotech.com

Firm Name:	CASTO TECHNICAL SERVICES
Firm Address:	540 LEON SULLIVAN WAY CHARLESTON, WV 25301
Representative Attending:	CHUCK RAY
Phone Number:	304-346-0549. x 1238
Fax Number:	304-343-1723
Email Address:	cray@castotech.com

PRE-BID CONFERENCE  
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Request for Quotation Number: GSD096453

Date: 10/07/2010

Project Description: House/Senate HVAC

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Firm Name:	<u>DUAL CONSTRUCTION</u>
Firm Address:	<u>P.O. Box 401 CHARLESTON, WV 25322</u>
Representative Attending:	<u>ERIC COFFEY</u>
Phone Number:	<u>304 347-8820</u>
Fax Number:	<u>304 347-8821</u>
Email Address:	<u>ecoffey@overconstruction.com</u>

Firm Name:	<u>N VISIONS ARCHITECT</u>
Firm Address:	<u>200 MAIN STREET ST. ALBANS, WV 25177</u>
Representative Attending:	<u>GEORGE M. SOUTIS N/A</u>
Phone Number:	<u>304 744 3054</u>
Fax Number:	<u>304 201 1209</u>
Email Address:	<u>nvisions@nvisions.com</u>

Firm Name:	<u>CMA ENGINEERING</u>
Firm Address:	<u>824 CROSS LANES DRIVE CHARLESTON, WV 25313</u>
Representative Attending:	<u>DANIEL ELLARS</u>
Phone Number:	<u>304-343-0316</u>
Fax Number:	<u>304-343-5416</u>
Email Address:	<u>DELLARS@CMAWV.COM</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>HAM ENGINEERING</u>
Firm Address:	<u>411 1/2 P ST SUITE 2 SOUTH CHARLESTON WV 25303</u>
Representative Attending:	<u>JUD HAM</u>
Phone Number:	<u>304-744-3017</u>
Fax Number:	<u>304-744-3108</u>
Email Address:	<u>jham@hamengineer.com</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

**RFQ#GSD096453**  
House/Senate HVAC Project

**Follow Up Meeting Information**

A meeting to provide additional access to the project site for review by all interested bidders will be conducted:

From 8:00am to 12:00pm, Thursday, October 14, 2010

Please visit Room MB60 of the Main Capitol Building and someone will be made available to arrange access.

**NOTE: Agency personnel may not answer technical questions during site visits. Any questions resulting from site visits must be submitted in accordance with the provisions of the Request for Quotation. No verbal representations are binding until such time as they are issued by addendum.**