

**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
 GSD106448

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
08/18/2010				

BID OPENING DATE: 08/31/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME REMAINS: 1:30 PM PLEASE NOTE ALL TECHNICAL QUESTIONS, CLARIFICATIONS, AND REQUESTS FOR PRODUCT SUBSTITUTIONS ARE DUE NO LATER 08/20/2010 AT THE CLOSE OF BUSINESS. ***** END ADDENDUM NO. 1 *****						
0001	1	LS		910-79		
REPLACEMENT OF WINDOWS, BLDGS 5/6/7 CAPITOL COMPLEX						
***** THIS IS THE END OF RFQ GSD106448 ***** 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'

Request for Quotation Number: GSD106448

Date: 08/17/2010 @ 10:00 am

Project Description: Window Replacement in Buildings 5, 6 and 7

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:	<u>City Window Systems LLC</u>
Firm Address:	<u>69 Factory St Clarksburg WV 26301</u>
Representative Attending:	<u>Ron Henderson</u>
Phone Number:	<u>304 623 1110</u>
Fax Number:	<u>304 623 2756</u>
Email Address:	<u>rhenderson@wvds.net</u>

Firm Name:	<u>BBL CARLTON, LLC</u>
Firm Address:	<u>900 Lee St E Suite 1400 Charleston, WV 25301</u>
Representative Attending:	<u>Adam Samples</u>
Phone Number:	<u>304 345 1300</u>
Fax Number:	<u>304 345 1304</u>
Email Address:	<u>TCOREY@BBLINC.COM</u>

Firm Name:	<u>Daw Hill Construction</u>
Firm Address:	<u>PO Box 685 Crawley Bridge, WV 25085</u>
Representative Attending:	<u>Michael Siermiako</u>
Phone Number:	<u>304 632 1600</u>
Fax Number:	<u>304 632 1501</u>
Email Address:	<u>Pollockinwv@hotmail.com</u>

Firm Name:	<u>Koch Corporation</u>
Firm Address:	<u>1131 Kogast St. Louisville KY 40204</u>
Representative Attending:	<u>Joseph Hense</u>
Phone Number:	<u>502-636-3571</u>
Fax Number:	<u>502-636-3460</u>
Email Address:	<u>joseph@kochcorporation.com</u>

Firm Name:	<u>Pray Construction</u>
Firm Address:	<u>4964 Tears Valley Rd. Scott Depot WV 25560</u>
Representative Attending:	<u>Brandon Griggby</u>
Phone Number:	<u>304-755-4544</u>
Fax Number:	<u>755-7675</u>
Email Address:	<u>pbearl@prayconstruction.com</u>

Firm Name:	<u>Jim Erlandson</u>
Firm Address:	<u>DC 53 IMPAT</u>
Representative Attending:	<u>Jim Erlandson</u>
Phone Number:	<u>304 539-2480</u>
Fax Number:	<u>304-343-8260</u>
Email Address:	<u>jerlandson@paintersuniondistrict53.org</u>

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Firm Name: General Glass Co.
 Firm Address: 5797 MacCoakle AVE
CHARLESTON W.VA
25304

Representative Attending: Bob Greishabee
 Phone Number: 304-925-2171
 Fax Number: 304-925-8915
 Email Address: bgreishabee@generalglass.com

Firm Name: UNIVERSAL SCAFFOLD
 Firm Address: 55015 NEW CASTLE ST.
ZELIENSQUE, PA 16803

Representative Attending: RON FARD
 Phone Number: 724-2772-3832
 Fax Number: 724-4572-0576
 Email Address: RFARD@UNIVERSALSCAFFOLD.COM

Firm Name: Wm C MARTIN, JR
 Firm Address: ~~724-941-6648~~
517 CLUB VIEW DR
PICMORRAY PA 15717

Representative Attending: Wm C MARTIN JR
 Phone Number: 724-941-6648
 Fax Number: 724-941-6477
 Email Address: CJAMARTIN@COMSNET@
406.C04

Firm Name: CENTRAL GLASS CO INC
 Firm Address: 317 RUSSELL ST
CHARLESTON, W.V. 26302

Representative Attending: MIKE HOFF
 Phone Number: 304 343-5669
 Fax Number: 304 343 5672
 Email Address: M.HOFF@KLYOBSL.NET

Firm Name: MARK LEAD RESTORATION
 Firm Address: P.O. Box 18032
MORGANTOWN WV 26507

Representative Attending: CLARK LEE
 Phone Number: 804 594 2570
 Fax Number: 304 594 2810
 Email Address: CLARK@ALLEGHENYRESTORATION.COM

Firm Name: ALLEGHENY RESTORATION
 Firm Address: P.O. Box 18032
MORGANTOWN WV 26507

Representative Attending: CLARK LEE
 Phone Number: 804 594 2570
 Fax Number: 304 594 2810
 Email Address: CLARK@ALLEGHENYRESTORATION.COM

PRE-BID CONFERENCE
SIGN IN SHEET

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Window Replacement in Buildings 5, 6 and 7

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Firm Name:	<u>McHaw Const</u>
Firm Address:	<u>1231 Strawnberry Rd. St Albans WV 25117</u>
Representative Attending:	<u>Tony Rude</u>
Phone Number:	<u>304-421-5445</u>
Fax Number:	<u>304-722-6841</u>
Email Address:	<u>SaredaClary@Frontier.com</u>

Firm Name:	<u>Ted Payne</u>
Firm Address:	<u>GSD</u>
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>Bob Kirsch</u>
Firm Address:	<u>GSD</u>
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>Bob Kirsch</u>
Firm Address:	<u>GSD</u>
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>Robert Jones</u>
Firm Address:	<u>GSD</u>
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>Jon Ford</u>
Firm Address:	<u>GSD</u>
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

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Firm Name:	ZMM
Firm Address:	222 LEE STREET W. CHARLESTON, WV 25301
Representative Attending:	MARK FEILING
Phone Number:	304 341 0159
Fax Number:	304 345 8144
Email Address:	epling@zmm.com

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

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

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

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

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