



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  
**GSD116432**

PAGE  
**1**

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES DIVISION  
 BLDG 27 - SURPLUS PROPERTY  
 2700 CHARLES STREET  
 CHARLESTON, WV  
 25064 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/10/2011				

BID OPENING DATE: **03/03/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOF	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST AND		
				2.) TO SET PROCEDURES AND DEADLINE FOR TECHNICAL QUESTIONS		
				TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THE ORIGINAL RFQ (GSD116432), VIA FAX AT 304-558-4115, OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. THE DEADLINE FOR ALL TECHNICAL QUESTIONS IS 02/16/2011 AT THE CLOSE OF BUSINESS. ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.		
				***** END ADDENDUM NO. 2 *****		
0001	1	LS	910-66	BUILDING 27 ROOF INSTALLATION		

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

GSD116432

Request for Quotation Number:

Date:

02/09/2011 at 10:00 am

Project Description:

Roof Replacement, Building #27 (Surplus Property)

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, Buyer Supervisor
Phone Number:	304.558.2596
Fax Number:	304.558.4115
Email Address:	krista.s.ferrell@wv.gov

Firm Name:	Harris Bros. Roofing Co.
Firm Address:	1533 Hanford St. Chas. WV 25300
Representative Attending:	Daniel Smith
Phone Number:	304-343-5566
Fax Number:	304-343-5568
Email Address:	

Firm Name:	FAIRFAX, INC.
Firm Address:	136 Co. Rd 3 P.O. Box 400 CHESAPEAKE, OH 45619
Representative Attending:	DOAK RUSSELL
Phone Number:	740-867-2727
Fax Number:	740-867-2727
Email Address:	FAIRFAX1NC@AOL.COM

Firm Name:	North Coast
Firm Address:	518 Fifth St. West Huntington, WV 25701
Representative Attending:	Lenny Barker
Phone Number:	304-488-6365
Fax Number:	304-464-8309
Email Address:	lbarker@comroofs.com

Firm Name:	Boggs Roofing
Firm Address:	P.O. Box 7455 Huntington WV 25776
Representative Attending:	Shane Anderson
Phone Number:	304-429-4233
Fax Number:	304-429-2811
Email Address:	shane@boggsroofing.com

Firm Name:	Pearl Gate Construction
Firm Address:	7 Anchors Way Winfield, WV 25213
Representative Attending:	Craig Brown
Phone Number:	304-539-8999
Fax Number:	304-755-4885
Email Address:	Cbrown10@yahoo.com

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Firm Name:	FAEEMAN ROOFING
Firm Address:	503 EAST 4TH ST SOUTH POINT, OH 45680
Representative Attending:	BUD EDWARDS
Phone Number:	304-412-5954
Fax Number:	304-740-3277-9414
Email Address:	B.EDWARDS@FRANCO.COM

Firm Name:	TR1 STATE ROOFING & S.M
Firm Address:	PO Box 1231 CHAS, WV 25324
Representative Attending:	Bruce Ashworth
Phone Number:	(304) 755-8135
Fax Number:	(304) 755-5275
Email Address:	

Firm Name:	Phz Roofing Co.
Firm Address:	543 Washington Ave Huntington WV 25701
Representative Attending:	John M. Cole
Phone Number:	304-525-9710
Fax Number:	304-525-9760
Email Address:	Roger.Johnson@yaho.com

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

Firm Name:	Kelkrecht Roofing & S.M
Firm Address:	41-40th St. Wheeling, WV
Representative Attending:	Adam Cawser
Phone Number:	304-232-8540
Fax Number:	304-233-5305
Email Address:	acawser@krsm.net

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