



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
HHR11014

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 OPERATIONS
 VARIOUS LOCALES AS INDICATED
 ON PURCHASE ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/28/2010				

BID OPENING DATE: 08/11/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. TO PROVIDE QUESTIONS AND ANSWERS ATTACHED.						
2. TO MOVE OUT BID OPENING DATE FROM 8/5/2010 TO 8/11/2010.						
3. 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.						
EXHIBIT 10						
REQUISITION NO.: HHR11014						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						

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).



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 VARIOUS LOCALES AS INDICATED
 ON PURCHASE ORDER

DATE PRINTED 07/28/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 08/11/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 5						
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF 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>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTE WITH THE BID.</p> <p>REV. 09/21/2009</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		936-10		
RENOVATION OF EXHAUST FAN AND PREVENTATIVE MAINTENAN						
***** THIS IS THE END OF RFQ HHR11014 ***** TOTAL:						

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RFQ – HHR11014
Bioterrorism Lab HVAC System Renovation
Addendum #1
Vendor Question and Answer

Vendor Question #1

Could you please clarify the bid form for this project.

The RFQ has a place for our total bid on p. 11 of your standard form and then a bid summary on page 16, which references one alternate but not the other one.

It would be great to have a bid form with base bid, both alternates and the line items all on one page.

Agency Response #1

This project has one Base Bid and one Alternate Bid. The Bid Summary sheet has been updated to clarify and differentiate between the two bids.

The award will be to the vendor with the lowest Alternate Bid, however per the revised Bid Summary sheet, "The Department reserves the right to accept or reject the Alternate Bid if the costs exceed what the Department has budgeted for the purchase." In which case the Department may award to the vendor with the lowest Base Bid.

The Bid Summary sheet has also been modified to allow for the reuse of fully functioning equipment other than the Ground Mounted Units.

BID SUMMARY - RFQ HHR11014

ITEM Unit Cost (each)	Base Bid			Alternate Bid	
	Unit Cost	Quantity	Unit Total	Quantity	Unit Total
Air Flow Station #1		1		1	
Air Flow Station #2		1		1	
Air Flow Station #3		1		1	
Pressure Monitors		6		6	
Motor Operated Damper #1		1		1	
Motor Operated Damper #2		1		1	
New Motor Operated Dampers		1		1	
Temperature / Humidity Sensors		4		4	
Web Based Building Management System		1		1	
Decontamination System Switch Over		1		1	
Alternate - The existing Ground Mounted Units to be removed and replaced with equipment specified within the specifications and drawings. Install new conduit, conductors, disconnect and incorporate the new Ground Mounted Equipment into the new control system				1	
	Base Total ->		\$	Alternate Total ->	\$

Alternate and Base Bids to include all supervision, labor, materials, equipment, supplies or any other costs necessary to complete installation, startup, balancing and sequencing of all equipment. All above Unit Costs will be for NEW equipment. Upon approval of the Department, listed items of the existing system that are fully functioning (such as existing monitors or sensors) may be reused. Any "reused equipment" will be reflected on the final invoice as a "credit" against the awarded contract amount at the above unit cost and will represent a deduction in the final amount owed the vendor.

SIGN IN SHEET

Date: 07/19/2010

Request for Proposal No. HHR11014

PLEASE PRINT

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME MAILING ADDRESS

Company: <u>Pennington Plumbing & Heating</u>	<u>501 George St.</u>	PHONE <u>304-252-1539</u>
Rep: <u>Erin Mahaffey</u>	<u>Beckley WV 25807</u>	TOLL FREE <u>1800 289 4248</u>
Email Address:		FAX <u>304-253-1123</u>
Company: <u>CINCO</u>	<u>PO Box 480</u>	PHONE <u>304-562-7705</u>
Rep: <u>Grant Spencer</u>	<u>Culloden, WV 25510</u>	TOLL FREE
Email Address: <u>gspencer@cinco.wv.com</u>		FAX <u>304-562-0320</u>
Company: <u>Rock Branch Mech INC</u>	<u>132 HARRIS DRIVE</u>	PHONE (304) <u>755-9101</u>
Rep: <u>Ron Meadows</u>	<u>Poca, wv 25159</u>	TOLL FREE
Email Address: <u>Ron @ wv DSC, NET</u>		FAX (304) <u>755-5270</u>
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX