



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
<b>BHS12059</b>

PAGE
<b>1</b>

ADDRESS CORRESPONDENCE TO ATTENTION OF:
<b>ROBERTA WAGNER</b> <b>304-558-0067</b>

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BBH/HF  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>11/30/2011</b>				

BID OPENING DATE: **12/13/2011**      **BID OPENING TIME 01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ADDENDUM NO. 1</p> <p>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.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: BHS12059</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p> <p>NO. 5 .....</p>						

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.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) 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
BHS12059

PAGE
2

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BBH/HF  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/30/2011				

BID OPENING DATE: 12/13/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>END OF ADDENDUM NO. 1</p>						

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'



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
<b>BHS12059</b>

PAGE
<b>3</b>

ADDRESS CORRESPONDENCE TO ATTENTION OF:
<b>ROBERTA WAGNER 304-558-0067</b>

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BBH/HF  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>11/30/2011</b>				

BID OPENING DATE: **12/13/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		770-93		
TO PROVIDE AND INSTALL A NEW ROOF AT HEALTHWAYS, INC						
***** THIS IS THE END OF RFQ BHS12059 ***** 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'

**ADDENDUM****BHS12059**

1. **Question:** Has any consideration been given, and would an alternate be accepted, to remediate the existing SPF roof, and warranting this work?

**Answer:** No alternate solutions will be accepted. Mandatory requirements of the current RFQ must be met.
2. **Question:** Is it a consideration of simply updating the existing foam roof. We could do so, and provide the 15 year warranty requested. I suspect it could be a significant savings vs. replacing with an EPDM roof. If you would entertain this as an alternative, I would be glad to provide you a quote.

**Answer:** No alternate solutions will be accepted. Mandatory requirements of the current RFQ must be met.
3. **Question:** Attended Mandatory pre-bid today for RFQ 12059, Healthway, Weirton, WV. Per instructions at pre-bid, a formally requesting: WDG/West bid alternate/equal or scarification/re-foam and coat of existing SPF Roof in lieu of specified tear-off and re-roof with EPDM. Believe this can be more cost effective, and give better results.

**Answer:** No alternate solutions will be accepted. Mandatory requirements of the current RFQ must be met.
4. **Question:** There are five skylights on the Healthways Inc. building located in Weirton, WV. They are scheduled to be replaced with the roof system. The roof system will receive a 15 year total system warranty. Would you like for the skylights to be included in the leak free warranty for the length of the warranty.

**Answer:** Yes. Skylights have a leak free warranty same as roof.

5. **Question:** Are the skylights to be double domed such as clear over white or clear over smoked?

**Answer:** Yes. Skylights should be clear over white to enhance lighting in Board Room

6. **Question:** To install this roof in more practical (Spring) weather conditions can we start work in April 2012?

**Answer:** Yes. Work to begin in April is OK. This will ensure a better job

7. **Question:** If an extension of the start date as indicated in item #1 is not possible, please extend the term of work from 60 days to 180 days.

**Answer:** see question 6

8. **Question:** Can you supply Core sample information?

**Answer:** No core samples currently exist

9. **Question:** Can we eliminate the 60 louver vents in the parapet walls?

**Answer:** No. Louvered vents must remain

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: BHS12059

Date: 11/21/11

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>Boak &amp; Sons</u>
Firm Address:	<u>75 Victoria Rd. Po. OH. 44515</u>
Representative Attending:	<u>Bob Ferlus</u>
Phone Number:	<u>330-793-5646</u>
Fax Number:	<u>330-793-9455</u>
Email Address:	<u>bferlus@boakandsons.com</u>

Firm Name:	<u>West</u>
Firm Address:	<u>300 Commerce Dr. LaGrange, OH 44050</u>
Representative Attending:	<u>Gary J. Inusetti</u>
Phone Number:	<u>440-355-4682-440-610-7825</u>
Fax Number:	<u>440-355-4076</u>
Email Address:	<u>garywdj@hotmail.com</u>

Firm Name:	<u>Kalkreuth Roofing, Inc</u>
Firm Address:	<u>41-40th St. Wheeling, WV 26063</u>
Representative Attending:	<u>Adam Cowser</u>
Phone Number:	<u>304-232-8540</u>
Fax Number:	<u>304-233-5305</u>
Email Address:	<u>acowser@krsn.net</u>

Firm Name:	<u>TRI-STATE ROOFING &amp; SHEET METAL</u>
Firm Address:	<u>P.O. BOX 892 MORRISTOWN, WV 26507-0892</u>
Representative Attending:	<u>KEN HANSON</u>
Phone Number:	<u>304-328-5244</u>
Fax Number:	<u>304-328-5248</u>
Email Address:	<u>KHANSON@TRI-STATESERVICE.COM</u>

Firm Name:	<u>Mansuetto Roofing</u>
Firm Address:	<u>116 WOOD STREET Martins Ferry OH, 43936</u>
Representative Attending:	<u>Mark Speirs</u>
Phone Number:	<u>740-633-7320</u>
Fax Number:	<u>740-633-7322</u>
Email Address:	<u>mark@mansuettoroofing.com</u>

Firm Name:	<u>FENNIS INC</u>
Firm Address:	<u>250 W. Wylie Ave Washington, PA 15301</u>
Representative Attending:	<u>Leonard Toney</u>
Phone Number:	<u>412-770-4587</u>
Fax Number:	<u>412-724-884-0058</u>
Email Address:	<u>ROOFPOOTH@Co1.com</u>

**PRE-BID CONFERENCE  
SIGN IN SHEET**

Request for Quotation Number: BAS 12059

Date: 11/21/11

**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>North Coast</u>
Firm Address:	<u>618 - 5th St West Huntington, WV 25701</u>
Representative Attending:	<u>Leroy Barker</u>
Phone Number:	<u>304-482-6563</u>
Fax Number:	<u>304-523-5528</u>
Email Address:	<u>lbarker@comcast.com</u>

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:	
Phone Number:	
Fax Number:	
Email Address:	

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

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