



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
COR61526

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
TARA LYLE 304-558-2544

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HUTTONSVILLE CORRECTIONAL
 CENTER
 ATTENTION: KEN HOLBROOK
 ROUTE 250 SOUTH
 HUTTONSVILLE, WV
 26273 335-2291

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/11/2011				

BID OPENING DATE: 10/19/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. REVISED BID FORM ATTACHED. 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.						
END OF ADDENDUM NO. 1						
0001	1	JB		500-95		
WASHING MACHINES (LAUNDRY) COMMERCIAL						
***** THIS IS THE END OF RFQ COR61526 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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).

COR61526

Addendum No. 1

Questions:

Q1: In the specifications you have grating that you want in the bid. There is existing plate over the trough and it works. Do you still want to replace it? If so will you locate the holes that need to be in the grating for the existing washer and the future washers?

A1: **If the existing plate can be used then it is not required to put new grating in.**

Q2: Do you want the bids hand delivered to the Charleston Office or the Huttonsville location?

A2: ***Deliver your sealed bids to the attention of Senior Buyer, Tara Lyle, at the state Purchasing Office as indicated in the Request for quotation document.***

Q3: Can we fax or e-mail in our bid? If so, then do we need to also mail the bid so you have the raised seal on the bonding certificate?

A3: ***Bids may be faxed and you have two (2) days to submit the original paperwork.***

Q4: Are there hours of work that we have to follow? Ex. 8:00 AM to 4:00 PM? Or can we get in the facility later in the evenings, nights, or weekends?

A4: **We can work with the contractor on work hours. Work can not interfere with the normal operations of the laundry. We need given advance notice when contractor wants to work so HCC staff can be scheduled for supervision.**

Q5: Are we able to use a cutting torch?

A5: **Yes**

Q6: If a cutting torch is acceptable to cut the old washer out, will the facility shut down the fire system for that area and has ventilation fans?

A6: **Yes. Need given advanced notice when this is going to happen.**

Q7: When the Braun is cut out, we will tie into the existing water line for supply to the two (2) new washers. Please verify the size of the water lines above the cut off valves. Also what type of pipe is that? Stainless Steel, Black Iron, Copper, etc.?

A7: **2 inch black iron.**

Q8: Will Ecolab have the chemical lines and devices disconnected by the time we get in there to start cutting apart the old washer, or do we need to include that in our bid?

A8: **Eco lab has advised us that they will disconnect and connect there lines and equipment. Contractor must coordinate with Ecolab.**

Q9: The drain for the new washers have two (2) drain lines for each washer, therefore I was going to run them back into a header drain line, and then only one line to the drain trough? Is that acceptable?

A9: **Yes**

Q10: The drain trough under the existing washer (perpendicular to the long drain trough) will be filled in by your facility? Or do we need to add that work in our bid?

A10: **HCC will take care of this.**

Q11: Electrical: we will tie into your existing breaker box back behind the dryers and run new conduit (approx. 150') to a new disconnect behind the new washer. We are to supply all the materials to make that work? We will also disconnect the electrical from the machine that is being taken out and will relocate the disconnect behind the other new washer? Is this acceptable?

A11: **Yes**

Q12: If we are selected then from what I am reading, there will be a pre-construction meeting with all parties and will include a safety training for your facility and a NCIC check. This will not be the first day of work. This is only a pre-construction meeting and at that time we will schedule the start date?

A12: **This is correct. All contractors will be required to attend a security orientation and submit a NCIC check. This will be done during the pre-construction meeting.**

Q13: It is our plan to have Delivery of the washers to be shipped direct to your facility?

A13: **This is fine.**

Q14: At the time of start up, we will video tape the operation for the submittal of the video of the operation of the washers?

A14: **This is fine.**

Q15: It is my understanding that there will also be an addendum to remove another washer and install another washer that is on your site?

A15: **This will be an alternate and if approved contractor will be responsible for all hook up.**

Clarification:

C1: The two (2) new washing machines will be installed in the location where the Braun 250 pound washing machine will be removed.

C2: As Alternate #1, please quote to disconnect and remove the Milnor 55 pound washing machine, and set aside in the laundry room. Replace all work required to install the newer 60 pound washing machine that is located in the laundry room at the Facility. After connections are completed, verify with the Facility the machines operations. Coordinate with ECO labs.

C3: The below RFQ bid form **MUST** be used to bid this project.

C4: Award:

The Bidder understands that it is the intent of the Owner to award a contract on the basis of the lowest Base Bid. The Bidder should submit an amount for the Base Bid and Alternate No. 1. Depending on the availability of funds, the Owner reserves the right to accept or reject Alternate No. 1. The Owner may elect to reject all Bid Proposals.

**** No additional questions will be accepted on this project. ****

**** The bid opening remains 10/19/2011 at 1:30 pm. ****

End of Addendum No. 1

RFQ # COR61526

**ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY TO
INSTALL TWO (2) NEW 150 POUND WASHING MACHINES AT HUTTONSVILLE
CORRECTIONAL CENTER**

RANDOLPH COUNTY

BID FORM

Bidder's Company Name:

Bidder's Address:

Remittance Address (If different):

Phone Number:

Fax Number:

Email Address:

WV Contractor's License Number:

We, the undersigned, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

BASE BID:

(\$ _____) (Base bid to be written in words and numbers.)

ALTERNATE #1 BID: _____

(\$ _____) (Alternate #1 bid to be written in words and numbers.)

CONTRACT TOTAL BID: _____

(\$ _____) (Contract total bid to be written in words and numbers.)

The Bidder understands that to the extent allowed by the West Virginia Code, the OWNER reserves the right to waive any informality or irregularity in any Bid, or Bids, and to reject any or all Bids in whole or in part; to reject a bid not accompanied by the required bid security or by other data required by the Bidding Documents; to reject any conditions of the bid by the Bidder that is in any way inconsistent with the requirements, terms, and conditions of the Bidding Documents; or to reject a bid that is in any way incomplete or irregular.

Failure to use this bid form will result in automatic disqualification.

COK 6/526

Commercial Washing Machines

Request for Proposal No.

SIGN IN SHEET

PLEASE PRINT

Page ____ of ____

Date: 9/20/2011

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>COMMERCIAL LAUNDRY</u>		PHONE <u>304 342 4505</u>
Rep: <u>SAM HOLDREN</u>		TOLL FREE <u>800-220-9274</u>
Email Address: <u>SAM.HOLDREN@CDICORP.COM</u>		FAX <u>304-342-4507</u>
Company: _____		PHONE _____
Rep: _____		TOLL _____
Email Address: _____		FREE _____
Company: _____		FAX _____
Rep: _____		PHONE _____
Email Address: _____		TOLL _____
Company: _____		FREE _____
Rep: _____		FAX _____
Email Address: _____		PHONE _____
Company: _____		TOLL _____
Rep: _____		FREE _____
Email Address: _____		FAX _____