



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
DJS010334

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF JUVENILE SERVICES
 WV INDUSTRIAL HOME FOR YOUTH
 7 INDUSTRIAL BOULEVARD
 INDUSTRIAL, WV
 26375 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/21/2011				

BID OPENING DATE: 10/27/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		936-10		
<p>***** A MANDATORY PRE-BID MEETING IS SCHEDULED FOR 10/05/11 AT 10:00 AM AT THE WV INDUSTRIAL HOME FOR YOUTH LOCATED AT 7 INDUSTRIAL BLVD., SALEM, WV 26426. *****</p> <p>AIR CONDITIONING MAINTENANCE AND REPAIR</p> <p>OPEN-END CONTRACT FOR HVAC PREVENTIVE MAINTENANCE</p> <p>VENDOR SHALL PROVIDE ALL SUPERVISION, LABOR, MATERIAL, EQUIPMENT AND SUPPLIES TO PROVIDE A COMPLETE PREVENT- ATIVE MAINTENANCE PROGRAM TO INCLUDE INSPECTION, SERVICE, AND REPAIR TO MAINTAIN HEATING, VENTILATION AND AIR CONDITIONING (HVAC) EQUIPMENT IN A SAFE AND EFFICIENT OPERATING CONDITION IN ACCORDANCE WITH ALL FEDERAL, STATE, AND LOCAL REGULATIONS.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 10/05/2011 AT 10:00 AM AT THE WV INDUSTRIAL HOME FOR YOUTH LOCATED</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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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<p>AT 7 INDUSTRIAL BLVD., SALEM, WV 26426. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>INQUIRIES:</p> <p>WRITTEN QUESTIONS WILL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 10/12/2011. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE</p>						

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<p>QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO: TARA LYLE DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305 FAX: 304-558-4115 EMAIL: TARA.L.LYLE@WV.GOV</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p>						

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<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT</p>						

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<p>SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p>						

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<p>CONTRACTORS NAME:</p> <p>CONTRACTORS LICENSE NO.:</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF PURCHASE ORDER/CONTRACT.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR HARRISON COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE: HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE</p>						

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<p>PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----TL/32-----</p> <p>RFQ. NO.:-----DJS010334-----</p> <p>BID OPENING DATE:-----10/27/2011-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p>						

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- ***** THIS IS THE END OF RFQ DJS010334 ***** TOTAL: _____						

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REQUEST FOR QUOTATION DJS010334
HVAC
MAINTENANCE CONTRACT (Mechanical Side)

WV INDUSTRIAL HOME FOR YOUTH
7 Industrial Blvd.
Salem, WV 26426

The West Virginia Division of Juvenile Services is seeking a contract with a qualified vendor to provide heating, ventilation and air conditioning (“HVAC” Mechanical Side) for corrective maintenance, and inspection services in accordance with the specifications set forth in the following sections on a variety of HVAC equipment housed in numerous Buildings at the WV Industrial Home for Youth.

This Request for Quotation also includes the following documents:

1. Attachment A: Bid Form
2. Attachment B: Equipment List
3. Attachment C: Preventive Maintenance Schedule

I. SCOPE

The objective of this Request for Quotations (“RFQ”) is to obtain an open-end contract for necessary HVAC systems preventive and corrective maintenance services in order to keep equipment operating in accordance with manufacturer’s specifications. The resulting contract will not cover the addition of new HVAC equipment to existing HVAC systems in order to change or increase the size, type or extent of the system. Contract will cover only the mechanical side of the HVAC, with the exclusion of Software.

Contractor shall provide regular and systematic examinations and preventative maintenance service, making examinations at scheduled monthly intervals, at which time he shall take necessary actions to restore the equipment to satisfactory and safe service. By using preventative maintenance methods, the Contractor shall furnish and install parts as necessary to keep the equipment in the best possible working order.

The routine preventative maintenance program under this contract shall include, but is not limited to: replacement of batteries in thermostats, cleaning, painting, lubricating, packing, sealing, adjusting, calibrating, repairing, furnishing and replacing of filters (except HEPA filters), and furnishing and replacing parts and equipment. It shall include the furnishings of all equipment necessary in the performance of these tasks, as required in the specifications. Under the routine preventative maintenance program, parts and equipment shall include, but shall not be limited to the following: bearings, belts, filters, gaskets, controls, safety devices, controllers, control parts, coils, switches, contacts, and valves, control panels, chemicals, lubricants, fluids, gases, motors, pumps, and fittings or connections.

Examples of work include but are not limited to:

1. Troubleshoot a variety of problems in the field with diagnostic devices to return equipment to service.
2. Repair or replace broken components of a variety of type of HVAC units including, but not limited to, motors, fans, blowers, controllers, relays, valves, control wiring, Freon recapture or other parts or components of the system, to return heating or cooling function to the building.
3. Repair or replace distribution systems of air flow which may be damaged, missing or not functional.

Contractor shall develop comprehensive reports of findings with recommendations for operational changes, which would reduce costs, extend equipment life and/or improve conditioning of the workplace environment.

The contract resulting from award of this RFQ will cover the preventive and corrective maintenance with the successful vendor performing these services and thereafter billing at the agreed upon monthly or hourly corrective rate for time and materials in order to keep the HVAC systems operating in accordance with the manufacturers' specifications.

II. DEFINITIONS

- A. The West Virginia Division of Juvenile Services shall be referred to as "DJS."
- B. The successful bidder or vendor shall be called the "Contractor."
- C. The "Contract" shall refer to the binding agreement that is entered into between DJS and the Contractor to provide the services as herein specified.
- D. "Preventive Maintenance" shall mean scheduled inspections and the replacement of parts, components, and materials on HVAC equipment prior to the failure or wear-out period of the parts, components or materials. The planned inspections and replacements shall be in accordance with the equipment manufacturer's specifications and recommendations. No preventive maintenance is to be performed without authorization from DJS, in the form of an approved release order.
- E. "Corrective Maintenance" shall mean maintenance performed on an as-requested or Emergency basis to correct a malfunction or failure in an HVAC system or component.
- F. "Competent Mechanic" shall mean a mechanic who meets the minimum qualifications to perform such work as outlined in Section III.A of the General Conditions
- G. "Agency Representative" shall be defined as the person designated by the Director of the Industrial Home for Youth as having authority to act on behalf of the Juvenile Services Division.
- H. "Holidays" shall be defined as days designated by W.Va. Code §2-2-1 as legal holidays (i.e. new Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Lincoln's Day, Election Days, and Christmas Day).

III. GENERAL CONDITIONS

A. MINIMUM QUALIFICATIONS

The qualified Contractor shall perform preventive maintenance, corrective maintenance, and annual inspections as per the RFQ. The Contractor shall have the following minimum qualifications to perform inspections and necessary maintenance to equipment:

1. Contractor must have factory authorized, factory-trained and certified HVAC technician(s) and must provide the following to DJS, prior to beginning any work:

- a. Copy of Contractor's factory authorization to provide HVAC repair and service.
- b. List of HVAC technician name(s) including copies of factory service training certificates, refrigeration certifications and years of HVAC service experience.
- c. The Contractor shall have at least 10 years of documented experience with the HVAC equipment types serving DJS's facilities.

B. MONTHLY MAINTENANCE

The contract shall be based on the Monthly Maintenance Cost during the normal business hours of 8:00am through 5:00pm. All regular (preventive) maintenance is to be scheduled in advance with agency representative before work is to be performed. Hourly rates will only apply to Corrective Maintenance. Additional hours may be necessary on an emergency basis during weekdays, weekends or holidays. Response time for regular service shall be guaranteed within 24 hours of notification and scheduled during normal business hours unless otherwise approved in writing by the agency. Emergency after hour service shall be within 4 hours of notification. The agency must approve all work outside normal business hours in advance. Failure to receive proper written/ or electronically written (valid e-mail) approval from the agency will result in non-payment for the work performed.

Contractor shall maintain a continuous 24-hour emergency telephone service where they can be reached everyday of the week, including Sundays and Holidays.

C. RELEASE ORDERS

NO RELEASE ORDERS IN EXCESS OF \$15,000.00 IN ESTIMATED COST SHALL BE ISSUED FROM THIS CONTRACT.

ACTUAL cost for any work performed through issuance of a release order generated under this contract shall not exceed the amount of the release order, whether original or subsequently revised.

D. CODES AND STANDARDS

All work, materials, and equipment shall comply with the rules and regulations of all codes and ordinances of local, state and federal authorities. At a minimum, the services and repairs shall comply with the current editions in effect 30 days prior to receipt of bids of the following codes:

1. National Electric Code (NEC)
2. International Building Code (IBC)
3. International Mechanical Code (IMC)
4. Underwriters Laboratories: Products shall be UL-916-PAZX listed.
5. ANSI/ASHRAE Standard 135-2004 (BACnet)
6. ANSI/EIA/CEA-709.1 (LonTalk)
7. NFPA (National Fire Protection Association)

E. INVOICES

Invoices shall be submitted for payment monthly (in arrears) and must include the following information:

1. Copies of all service orders or inspection reports signed and dated by DJS's Representative (prior to their submittal with invoices for payment).
2. Invoice must include FEIN number, complete address of vendor, Owner work order number, and purchase order number of the contract.
3. Invoices shall be mailed to the following address:
WV Industrial Home for Youth
7 Industrial Dr.
Salem, WV 26426
4. Master Contract Number and Release Order Number and Dates of Services for the period being invoiced.

F. The relationship of the Contractor to the State of West Virginia shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Contract. The Contractor, as

an independent contractor, is solely liable for the acts and omissions of its employees and agents. The Contractor will be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Contract. Neither the Contractor nor any employees or sub-contractors of the Contractor shall be deemed to be employees of the State for any purposes whatsoever. The wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred obligations, and licensing fees, etc., and the filing of all necessary documents, forms and returns pertinent to all of the foregoing are the Contractor's responsibility. The Contractor shall hold harmless the State of West Virginia and DJS and shall provide the State of West Virginia and DJS with a defense against any and all claims including but not limited to, the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns. The Contractor shall not assign, convey, transfer, sub-contract, or delegate any of its responsibilities and obligations under this Contract to any person, corporation, partnership, association, or entity without express written consent of the DJS.

G. Indemnification: The Contractor agrees to indemnify, defend, and hold harmless the State and DJS, their officers, and employees from and against (1) any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) any claims or losses resulting to any person or entity injured or damaged by the Contractor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by federal or state statutes or regulations; and (3) any failure of the Contractor, its officers, employees or subcontractors to observe state and federal laws, including but not limited to labor and wage laws.

H. This contract shall be governed by the laws of the State of West Virginia.

I. The Contractor further agrees to comply with the Civil Rights Act of 1964 and all other applicable federal, state, and local government regulations.

J. The Contractor shall procure all necessary permits and licenses to comply with all applicable laws, federal, state, or municipal, along with all regulations, and ordinances of any regulating body.

K. The Contractor shall pay any applicable sales, use, or personal property taxes arising out of this Contract and the transactions contemplated thereby. Any other taxes levied upon this Contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the Contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this Contract.

L. Contractor will be responsible for parts, components and materials as follows:

1. The Contractor shall supply all tools, tool accessories, personal safety equipment, and supplies necessary to execute the responsibilities of this Contract.
2. Any mechanical or electrical part, component, or assembly that must be replaced, repaired, or renewed as a result of wear or breakage, but is unavailable from the manufacturer due to obsolescence, still remains the Contractor's responsibility to replace, repair or renew from another available, reliable source.
3. The Contractor shall be required to ask the DJS's Representative(s) for replacement parts, components, or materials prior to its purchase or requisition per the terms as set forth in Paragraph 4 below.
4. The Contractor shall furnish replacement parts, components, and materials (not available through the DJS) as required for the corrective and preventive maintenance at the following percentages discount from list price. Contractor shall provide price list to Juvenile Services.
 - a. Parts from list price with a discount of _____ %.
 - b. Contractor will furnish warranty of 12 months for labor and provide a copy of the manufacturer's warranty on parts (with the invoice).
 - c. Contractor will be responsible for all typical or non-emergency freight charges incurred as a result of the purchase of replacement parts, per 4a above.
5. Non-reusable parts, components, and materials used in the scope of **preventive maintenance** shall be supplied by the Contractor at no additional cost to the DJS. Such items may include grease, cleaning supplies, rags, etc.
6. The replacement or repair of any equipment, assemblies, sub-assemblies, etc., with a direct invoice cost in excess of \$250.00 must be approved by the DJS in advance of their purchase or requisition by the Contractor.
7. Schedule: All Air Conditioning Units will fall under schedule 14 & 45. All Furnaces will fall under Schedule 29 & 45.

- M. Contractor will provide for all insurance necessary to render DJS free and harmless from all claims arising from services performed under this contract. Contract insurance, liability and compensation insurance shall be sufficient to cover the Contractor's employees and the public in general. The minimum amount of commercial general liability insurance coverage required is \$1,000,000.00, and a copy of the Contractor's certificate of insurance is required prior to the Contract being awarded.

IV. AWARD CRITERIA

The State of West Virginia shall award this Contract according to the following award criteria. The Award will be based on the Lowest Total Price based on projected usage. Failure to bid any of the factors in the formulation of the total bid will result in the disqualification of the entire bid. The amount of hours and the expenditures on supplied parts are estimates, used only as a basis for award of the Contract. Actual amounts required during the life of the Contract may be greater or lower.

The following formula shall be used to award the Contract:

Following is sample bid tabulation, only for reference:

Monthly Preventive Maintenance Cost	<u>\$4000.00</u> x 12 months =	\$48,000.00
Corrective Maintenance Regular labor rate	<u>\$50.00</u> x 400 hours =	\$ 20,000.00
Corrective Maintenance Weekend/Holiday/ Overtime labor rate	<u>\$65.00</u> x 100 hours =	\$ 6,500.00
Parts @ % discount from list price	<u>\$5,000.00</u> -10% =	<u>\$ 4,500.00</u>
. Total Bid Cost=	EXAMPLE	\$79,000.00

ATTACHMENT A : DJS010334 - WV IHV HVAC MAINTENANCE BID FORM

Item #	Description	Estimated Annual Usage	* Unit Price	Extended Price **
1	ANNUAL PREVENTIVE MAINTENANCE CONTRACT	Monthly	\$	\$
2	REGULAR LABOR RATE FOR CORRECTIVE MNTCE.	400 HRS	\$	\$
3	EMERGENCY LABOR RATE CORRECTIVE MAINTENANCE	50 HRS	\$	\$
4	% DISCOUNT OFF LIST for PARTS	\$10,000.00	- %discount	\$
Total			\$	\$

Failure to use this form may result in disqualification

Bidder / Vendor Information:

Name: _____
 Address: _____
 Phone#: _____
 Email Address: _____

Contract Coordinator Information:

Name: _____
 Address: _____
 Phone#: _____
 Email Address: _____

This form is for bidding evaluation purposes only and does not guarantee any specific level of Corrective Maintenance.

* Item #1 = Monthly Charge for Regularly Scheduled Maintenance (Mon. - Fri 8am-5pm)

* Item 2 Corrective Maintenance Hours normal workweek (Mon.-Fri 8am-5pm)

* Item 3 Emergency Corrective Maintenance- Evening, Night, Weekends and Holidays

* Item 4 Cost for Parts MINUS % DISCOUNT from List = ** EXTENDED PRICE

DJS Equipment List

Attachment B: DJS010334 Equipment and Manufacturers

Description	Manufacturer	Category	Building	Model	Quantity	Schedule
Hot water Heating Boilers	Bryan	Boiler	Building A	HECL300-W-FDG	2	20
Hot Water Circulating Pumps	Bell & Gossett	Pump	Building A	SERIES 1510	2	23
Air Handler 1 Altivar Tag AH1	Trane	AH	Building A	MCCA014GAX	1	29
30 Ton Condensing Unit Tag CU 8	Trane	CU	Building A	RAUCC304B	1	14
Air Handler 1 Altivar Tag AH2	Trane	AH	Building A	MCCA008NAG	1	29
12.5 Ton Condensing Unit Tag CU9	Trane	CU	Building A	TTA150	1	14
AHU3 2 Altivar Speed Drive Tag AH3	Trane	AH	Building A	MCCA017UB	1	29
40 Ton Condensing Unit Tag CU 10	Trane	CU	Building A	RAUCC404	1	14
Roof Top Air Handler/Tag RTU 1	Trane	AH	Building A	TSCA012G	1	29
2 TON CU Tag CU1	Trane	CU	Building A	TTA240	1	14
Roof Top Air Handler/Tag RTU 2	Trane	AH	Building A	TSCA012G	1	29
20 TON CU Tag CU2	Trane	CU	Building A	TTA240	1	14
Roof Top Air Handler/Tag RTU 3	Trane	AH	Building A	TSCA012G	1	29
20 TON CU Tag CU3	Trane	CU	Building A	TTA240	1	14
Roof Top Air Handler/Tag RTU 4	Trane	AH	Building A	TSCA012G	1	29
20 TON CU Tag CU4	Trane	CU	Building A	TTA240	1	14
Roof Top Air Handler/Tag RTU 5	Trane	AH	Building A	TSCA008G	1	29
20 TON CU Tag CU5	Trane	CU	Building A	TTA240	1	14
Roof Top Air Handler/2Altivar Speed driveTag RTU 6	Trane	AH	Building A	TSCA025G	1	29
50 TON CU Tag CU6	Trane	CU	Building A	RAUCC504	1	14
Roof Top Air Handler/Tag RTU 7	Trane	AH	Building A	TSCA021G	1	29
30 TON CU Tag CU7	Trane	CU	Building A	RAUCC304	1	14
Air Handler Tag EF 17	Trane	AH	Building A	N/A	1	29
Split system Equipment room Cooling Units	AMS	H/C UNIT	Building A	N/A	2	45
VARIBLE VOLUME BOXES	TRANE		Building A	N/A	47	53
Domestic Hot Water Pumps	Armstrong	Pump	Building A	N/A	3	60
Air Bladder Tank	Vessel		Building A	N/A	1	29

DJS Equipment List

Air Handler 1 Altivar Speed Drive Tag AH 4	Trane	AH	Building A	N/A	2	29
Domestic Hot water Circulating Pumps	Bell & Gossett		Building A	SERIES 90 SIZE 37S	3	60
Hot Water Heater Boiler	Lochinvar	Boiler	Building A	CFN1800PM	2	20
Circulating Pump on Domestic Hot Water	Armstrong	Pump	Building A	L2B105AB	1	23
Air Bladder Tank	Vessel		Building A	N/A	1	60
Air Handler1 Altivar Speed drive Tag AH4	Trane	AH	Building B	N/A	1	29
25 TON CU	Trane	CU	Building B	N/A	1	14
Air Handler Tag MUA1	REZNOR	AH	Building B	N/A	1	29
30 TON CU	Trane	CU	Building B	RAUCC304	1	14
Furnace TAG F1	Trane	Furnace	Building B	N/A	1	29 & 45
5 Ton CU	Trane	CU	Building B	N/A	1	14
Heating Boiler TAG B3	Lochinvar	Boiler	Building B	CFN1800PM	1	20
Hot Water Circulating Pump	Armstrong		Building B	N/A	1	23
Hot Water Circulating Pump	Bell & Gossett		Building B	N/A	1	23
Bladder Tank	Vessel		Building B	N/A	2	60
Air Handler TAG MU 2	REZNOR	AH	Laundry	N/A	1	29
15 Ton Condensing Unit	Trane	CU	Laundry	N/A	1	14
Hot Water Heater Boiler	Lochinvar	Boiler	Laundry	N/A	1	20
Hot Water Circulating Pump	Armstrong	Pump	Laundry	N/A	1	23
Heating/Cooling Unit	Frigidare	Furnace	Admin. Bldg.	FG6RC 100C 16B	3	29 & 45
Heating/Cooling Unit	Frigidare	Furnace	Admin. Bldg./1st floor	FG6RO 100C 16B	1	29 & 45
Condensing Unit	Frigidare	CU	Admin. Bldg./1st floor	FS3BA-048KA	4	14
Hot Water Heaters	Lochinvar	Water Heater	Admin. Bldg./Basement	N/A	1	29
Heating/Cooling Unit	Frigidare	H/C UNIT	Stanard Bldg.	FG6RC 060C 12A	2	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Stanard Bldg.	FG6RC 100C 16B	3	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Stanard Bldg.	FG6RC 120C 20C	4	29 & 45
Condensing Unit	Frigidare	CU	Stanard Bldg.	FSA38A 048KA	1	14
Condensing Unit	Frigidare	CU	Stanard Bldg.	FS38A 048KA	1	14
Condensing Unit	Frigidare	CU	Stanard Bldg.	FS3BA 048KA	3	14

DJS Equipment List

Condensing Unit	Frigidare	CU	Stanard Bldg.	FS3BA042KA	2	14
Condensing Unit	Frigidare	CU	Stanard Bldg./Office	FS3BA024KA	1	14
Hot Water Heaters	A.O. Smith	Heater	Jones Bldg.	BTH199100	2	20
Condensing Unit	Trane	CU	Jones Bldg./Outside	4TTB3036B100BA	1	14
Condensing Unit	Trane	CU	Jones. Bldg./Outside	4TTB3018D100AA	2	14
Condensing Unit	Frigidare	CU	Jones Bldg./1st floor	FS3BA036K	6	14
Condensing Unit	Frigidare	CU	Jones Bldg./Boiler Rm	FS3BA0036KA	1	14
Condensing Unit	Frigidare	CU	Jones Bldg./1st floor	FS3BA096KA	1	14
Condensing Unit	Frigidare	CU	Jones Bldg./1st floor	FS3BA024KA	1	14
Heating/Cooling Unit	Trane	H/C UNIT	Jones Bldg./Laundry	TTA180B300CC	1	29
Condensing Unit	Frigidare	CU	Jones Bldg./1st fl kit.	FS3BA048KA	3	14
Condensing Unit	Frigidare	CU	Jones Bldg./Kitchen	FS3BA 36K	1	14
Condensing Unit	Frigidare	CU	Jones Bldg./Kitchen	FS3BA0036KA	1	14
Condensing Unit	Frigidare	CU	Jones Bldg./Kitchen	FS3BA042KA	2	14
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg./Kitchen	FG6RC 0100C 16BN	3	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg./twin units	FG6RC 060C 12A	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg./Old Med.	FGRO 0800 16B	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg./Short Hall	FG6RO 080C 16B	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg./boiler Rm	FG6RC 100 16BN	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg.laundry office	FG6RC 100C 16BN	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg.locker room	FG6RC 100C 16BN	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg./1st floor	FG6RC 060C 12A	2	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg.II/ Long Hall	FG6RC 060C 12A	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg.II/Right Side	FG6RC 060C 12A	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg.II/Short Hall	FG6RC 080C 16B	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg.II/LockerRoom	FG6RC 100C 16B	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg.II/Long Hall	FG6RC 080C 16B	1	29 & 45
Heating/Cooling Unit	Trane	H/C UNIT	Jones Bldg./1st floor	4TXCB025BC3HCAA	1	29 & 45
Heating/Cooling Unit	Trane	H/C UNIT	Jones Bldg.II Floor	4TXCB025BC3HCAA	1	29 & 45
Heating/Cooling Unit	Trane	H/C UNIT	Jones Bldg.II Floor	4TXCB036BC3HCAA	1	29 & 45
Heating/Cooling Unit	Frigidare	H/C UNIT	Jones Bldg.II	FGRC 100C 16BN	1	29 & 45

DJS Equipment List

Heating/Cooling Unit-RTU	Carrier	H/C UNIT	Vo-Tec Bldg.	M	1	14&29
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	48TCEA06A2A5A0A0A0	1	14&29
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	GETB03611A02A051C01	2	45
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	000010480L0000000	2	45
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	GETB03611A024051C01	1	45
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	000010480L0000000	2	45
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	GETB03611A02A051C0100	1	45
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	0010480B000000000	2	45
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	GEVB04831N0200TLC0100	1	45
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	001000000000000	2	45
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	GETB02411A024051C0100	1	45
Heating/Cooling Unit	Trane	Heat Pump	Johnston School	0010480B000000000	3	45
Gas Boiler Unit	Bryant	Gas Boiler	Johnston School	10480B000000000	1	20
Water Heater	A.O. Smith	Water Heater	Johnston School	630 G20A 642787	1	20
ERV II Floor INDECCO			Johnston School	BTH199a 970	1	29
Water Chiller	EVAPCO	chiller	Johnston School	CODE: CL4M603T204Z2	1	14
Condensing Unit	Trane	CU	Johnston Gym	ATW-36-4F-Z	1	14
Condensing Unit	Trane	CU	Johnston Auditorium	YCH181C3LFCA	1	14
Condensing Unit	Frigidare	CU	STATE HOUSE	YHC092A39HA2HG001A1B	1	14
				10201-D	1	14
				FSA010506312	1	14

NOTE: THE 2 ITEMS LISTED BELOW WILL REQUIRE ONLY CORRECTIVE MAINTENANCE WHEN NEEDED

Gas Fired Heaters	N/A	Furnace	DRY GOODS	N/A	1	
Gas Fired Heaters	N/A	Furnace	DRY GOODS	N/A	1	

Attachment C: Preventative Maintenance Schedule

<i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE AIR COLLED RECIPROCATING PACKAGE/ROOFTOP UNITS AND OTHER DESIGNATED CONDENSING UNITS</i>	<i>SCHEDULE 14</i>
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Contractor will furnish maintenance and service for the equipment designated “Condensing Unit” or “CU” as follows:

1. **ANNUAL WINTER INSPECTION** - Once a year, a thorough preventive maintenance schedule will be performed including the following:
 - a) Check unit thoroughly for refrigerant leaks.
 - b) Check & calibrate safety controls and overloads.
 - c) Meg compressor motor and readings.
 - d) Check main starter, tighten all starter terminals and check contacts for wear.
 - e) Check oil level in compressor (where applicable).
 - f) Tighten motor terminals and control panel terminals.
 - g) Check crankcase heater. \
 - h) Check external interlocks.
 - i) Check oil sample for acid (where applicable).
 - j) Lubricate fan bearings.
 - k) Inspect and adjust belt alignment and tension (replace if required).
 - l) Check damper operation. Lubricate and adjust as required.
 - m) Inspect filters.
 - n) Gas heat option.
 - 1) Check operation and calibration of gas train components
 - 2) Check burner sequence of operation.
 - 3) Check combustion blower and clean if required.
 - 4) Check combustion efficiency.
 - 5) Inspect heat exchanger.
 - 6) Check and calibrate operating controls.
 - o) Electric Heat Option
 - 1) Inspect electrical connections and contactors.
 - 2) Check and calibrate all operating and safety controls.
 - p) Hot Water/Steam Option
 - 1) Inspect control valves and traps.
 - 2) Check and calibrate all operating and safety controls.
2. **WRITTEN REPORTS** – Provided to customer representative following each regular inspection or emergency call.

3. SEASONAL START-UP

- a) Meg test compressor motor.
- b) Start unit, check controls and calibrate.
- c) Check compressor oil levels (where applicable).
- d) Make operating log including refrigerant pressures, temperatures, super heat and sub cooling.
- e) Check burner or heating element operation (where applicable).
- f) Check starter operation, voltage and current.
- g) Set up operating log with operating, instruct and advice troubleshooting techniques.

4. SCHEDULED PREVENTIVE MAINTENANCE – SIX (6) (Bi-monthly) inspections will be made during operation.

- a) Make operating log of temperatures, pressures, voltages and amperages, etc.
- b) Check and adjust operating and safety controls.
- c) Check operation of crankcase heater.
- d) Check compressor oil levels (where applicable)
- e) Check oil levels and add as required.
- f) Check operation of control circuit.
- g) Check operating log with operator, discuss operation of the unit(s) generally.
- h) Inspect filters.
- i) Check operation of burner and heating elements (winter).
- j) Check operation of motor and starter.
- k) Check heating controls (in season).
- l) Check gas burner or heating element operation (in season).
- m) Check and adjust fan belt tension

5. CLEAN CONDENSER COILS – Once a year, furnish cleaning of condenser coil.

- 6. Contractor will be responsible for all lubrication involving oil.

<i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE GAS FIRED BOILER</i>	<i>SCHEDULE 20</i>
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Contractor will furnish maintenance and service for the listed boilers as follows:

1. ANNUAL PRE-SEASON MAJOR MAINTENANCE

- a) Secure and drain boiler.
- b) Open fireside and waterside for cleaning and inspection.
- c) Check heating surfaces and waterside for corrosion, pitting, scale, blisters, bulges and soot.
- d) Inspect refractory.
- e) Clean or replace water column sight glass.
- f) Clean fire inspection glass.
- g) Disassemble, clean and inspect low water cutoff control(s).
- h) Reassemble boiler and low water cutoff control(s) w/new gaskets.
- i) Check blow down valve packing and lubricate.
- j) Refill boiler.
- k) Perform hydrostatic test if required.
- l) Test safety/relief valve(s) after start-up (full pressure test).
- m) Clean or replace fuel filters.
- n) Clean fuel nozzles.
- o) Clean burner fan wheel and air dampers.
- p) Clean flame safeguard scanner.
- q) Clean and adjust ignition electrodes.
- r) Check all burner linkage for excessive wear.
- s) Tighten all linkage set screws.
- t) Lubricate motor and shaft bearings.
- u) Check gas valves against leakage (where test cocks are provided).
- v) Replace vacuum tubes (if used) in flame safeguard control.
- w) Clean contacts in program timer.
- x) Check operation of flame safeguard control.
- y) Check operation of modulating motor.
- z) Perform pilot turndown test.
- aa) Check operation of low water cutoff and feed control(s).
- bb) Check settings and test all operating and limit controls.
- cc) *Check outside fresh air shutters, switches and controls.*

2. SEASON START-UP

Check for leaks in the systems.

- a) Review manufacturer's recommendations for boiler and burner start-up.

- b) Check fuel supply.
- c) Check auxiliary equipment operation.
- d) Inspect burner and controls prior to start-up.
- e) Start burner and check operating controls. Test safety controls and pressure relief valve.
- f) Perform combustion tests and adjust burner for maximum efficiency.
- g) Log all operating conditions.
- h) Review operating procedures and owner's log w/boiler operator.

3. **SCHEDULED PREVENTIVE MAINTENANCE** – Six (6) Bi-monthly inspections will be made during the operating season:

- a) Review owner's log. Log all operating conditions.
- b) Test low water cutoff and pressure relief valve.
- c) Blow down and test low water cutoff and feed control(s).
- d) Check for water, steam and fuel leaks.
- e) Check sequence and operation of flame safeguard control.
- f) Check setting and test operating and limit controls.
- g) Check operation of modulating motor.
- h) Life safety/relief valves w/at least 70% rated pressure
- i) Blow down gauge cocks and try cocks to confirm glass water level.
- j) Check and test boiler blow down valve.
- k) Lubricate motor and shaft bearing (as required). **(Contractor will supply and be responsible for all lubrication)**

4. Check customer's log w/operator and discuss operation of boiler.

<i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE PUMPS</i>	<i>SCHEDULE 23</i>
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Contractor will furnish maintenance and service for the listed pumps as follows:

1. SEASONAL START-UP

- a) Inspect motor bearings per manufacturer's recommendations.
- b) Tighten all nuts and bolts. Check motor mounts and vibration pans, adjust or replace if necessary.
- c) Visually check pump alignment and coupling.
- d) Check motor operating conditions.
- e) Inspect electrical connections and contractors.
- f) Check and clean strainers if necessary.
- g) Inspect pump packing and mechanical seal. Replace as needed.
- h) Operator pumps and checks efficiency.

2. WRITTEN REPORTS – To be provided to owner's representative following each regular inspection or emergency call.

3. SCHEDULED PREVENTIVE MAINTENANCE – Six (6) Bi-monthly inspections will be made.

- a) Check for proper lubrication of motor and pump bearings. (**Contractor will supply and be responsible for all lubrication**)
- b) Check suction and discharge pressures.
- c) Check packing and mechanical seal. Adjust as necessary.
- d) Check motor voltage and amperage.

WV INDUSTRIAL HOME FOR YOUTH	PREVENTIVE MAINTENANCE CENTRAL STATION AIR HANDLING UNIT AND OTHER FURNACE'S	SCHEDULE 29
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Contractor will furnish maintenance and service for the listed air handling equipment as follows:

1. **ANNUAL WINTER MAINTENANCE** – Once a year, a thorough preventive maintenance schedule will be performed including the following:
 - a) Inspect and clean coil with assistance of IHY maintenance staff.
 - b) Inspect drain pan and drain line.
 - c) Inspect fan wheels.
 - d) Inspect drive sheaves.
 - e) Check belt alignment and tension.
 - f) Check for proper lubrication. (**Contractor will supply and be responsible for all lubrication**)
 - g) Check bearing and motor mountings.
 - h) Check motor operating voltage and amperage.
 - i) Check inlet valves (where applicable) and damper operation.

2. **WRITTEN REPORTS** – To be provided to the owner's representative following each regular inspection or emergency call.

3. **SCHEDULED PREVENTIVE MAINTENANCE** – Six (6) Bi-monthly inspections will be made during operation.
 - a) Check belt tightness and alignment.
 - b) Check for proper lubrication. **Contractor will supply and be responsible for all lubrication**
 - c) Check bearing and motor mountings.
 - d) check oil levels and add as required
 - e) Check for excessive vibration or noise. Correct as required.
 - f) Inspect filters.
 - g) Vacuum cabinet interior and fan wheel.
 - h) Ignitors
 - i) Check circuit boards.
 - j) Check switches.

<i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE SPLIT SYSTEM A/C UNITS AND HEAT PUMP AND OTHER CONDENSING UNITS</i>	<i>SCHEDULE 45</i>
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Contractor will furnish maintenance and service for the equipment designated “split system air conditioner” and “heat pump” as follows:

1. **ANNUAL WINTER INSPECTION** – Once a year, a thorough preventive maintenance schedule will be performed including the following:
 - a) Check unit thoroughly for refrigerant leaks.
 - b) Check and calibrate safety controls and overloads.
 - c) Meg compressor motor and record readings.
 - d) Check main starter, tighten all starter terminals and check contacts for wear.
 - e) Check oil level in compressor (where applicable).
 - f) Tighten motor terminals and control panel terminals.
 - g) Check crankcase interlocks.
 - h) Check oil sample for acid (where applicable).
 - i) Inspect fan bearings.
 - j) Inspect and adjust belt alignment and tension.
 - k) Check damper operation. Lubricate and adjust as required.
 - l) Inspect filters.

2. **WRITTEN REPORTS** – Provided to customer representative following each regular inspection or emergency call.

3. **SEASONAL START-UP**
 - a) Meg test compressor motor.
 - b) Start unit, check controls and calibrate.
 - c) Check compressor oil levels (where applicable).
 - d) Make operating log including refrigerant pressures, temperatures, super heat and sub cooling.
 - e) Check burner or heating element operation (where applicable).
 - f) Check starter operation, voltage and current.
 - g) Set up operating log w/operator, instruct and advise troubleshooting techniques.

4. **SCHEDULED PREVENTIVE MAINTENANCE** -Six (6) Bi-monthly inspections will be made during operation:
 - a) Make operations log of temperatures, pressures, voltages, and amperages, etc.
 - b) Check and adjust operating and safety controls.
 - c) Check operation of crankcase heater.
 - d) Check oil levels and add as required.

- e) Check operation of control circuit.
- f) Check operating log w/operator; discuss operation of the unit(s) generally.
- g) Inspect filters.
- h) Check operation of motor and starter.
- i) Check heating controls (in season).
- j) Check and adjust fan belt tension.

HEAT PUMP (ONLY)

- a) Check operation of reversing valve.
- b) Verify operation of supplemental heating.
- c) Verify heating/cooling switchover controls.

CLEAN CONDENSER COILS – Once a year, furnish clean.

<i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE ELECTRONIC MOTOR SPEED DRIVE</i>	<i>SCHEDULE 49</i>
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Contractor will furnish maintenance and service for the “Speed Drives” as follows:

1. **ANNUAL SERVICE** – Once a year inspection will be performed to include the following:
 - a) Check and record all voltage and current readings.
 - b) Check all electrical connections and contacts.
 - c) Check operation of by-pass disconnect.
 - d) Check all control operations and record settings.
 - e) Check condition of all fuse holders for tightness.
 - f) Check and repair any damage to unit.
 - g) Check potentiometer switch in manual position.

<i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE PREVENTIVE MAINTENANCE VARIABLE AIR VOLUME BOXES</i>	<i>SCHEDULE 53</i>
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Contractor will furnish maintenance and service for the "Speed Drives" as follows:

**VARIABLE AIR VOLUME UNITS
VARITRANE INSEPCION**

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.
3. Review logs with the customer for operational problems and trends.
4. Verify proper air damper operation.
5. Check and adjust velocity control, if applicable.
6. Verify VAV box sequence of operation.
7. Check and adjust all related controls.

<i>WV INDUSTRIAL HOME FOR YOUTH</i>	<i>PREVENTIVE MAINTENANCE AIR BLADDER TANKS</i>	<i>SCHEDULE 60</i>
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Contractors will furnish maintenance and service for the listed air bladders:

1. *Check proper air pressure in bladder.*
2. *Make adjustments as needed.*
3. *Check for leaks in the air bladder.*

RFQ No. DJS010334

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ___ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: _____ Signed: _____

Date: _____ Title: _____

**Check any combination of preference consideration(s) indicated above, which you are entitled to receive.*

