



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
DJS010350

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
	SECOND FLOOR
	1200 QUARRIER STREET
	CHARLESTON, WV 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/06/2011				

BID OPENING DATE: 11/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		968-42		
<p>*****            PLEASE NOTE A MANDATORY PRE-BID MEETING IS SCHEDULED FOR 10/19/11 AT 1:30 PM AT THE TIGER MORTON JUVENILE CENTER LOCATED AT 60 MANFRED HOLLAND WAY DUNBAR, WV 25064.            *****            PLEASE NOTE THE DRUG FREE WORKPLACE AFFIDAVIT AND BID BOND ARE REQUIRED WITH BID SUBMISSION.            *****</p> <p>GENERAL CONSTRUCTION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF JUVENILE SERVICES, IS SOLICITING BIDS TO PROVIDE AND INSTALL FIVE (5) SHOWER EXHAUST FANS AT THE TIGER MORTON JUVENILE CENTER LOCATED AT 60 MANFRED HOLLAND WAY DUNBAR, WV 25064, PER THE ATTACHED SPECIFICATIONS.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 10/19/2011 AT 1:30 PM AT THE TIGER MORTON JUVENILE CENTER LOCATED AT 60 MANFRED HOLLAND WAY DUNBAR, WV 25064. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT I</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.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
  14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
  15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
  16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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
DJS010350

PAGE
2

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	DIVISION OF JUVENILE SERVICES
	SECOND FLOOR
	1200 QUARRIER STREET
	CHARLESTON, WV 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/06/2011				

BID OPENING DATE: 11/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 MANDATOR 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 10/27/2011. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</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
DJS010350

PAGE
3

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	DIVISION OF JUVENILE SERVICES
	SECOND FLOOR 1200 QUARRIER STREET CHARLESTON, WV 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/06/2011				

BID OPENING DATE: 11/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	<p>TARA LYLE            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305</p> <p>FAX: 304-558-4115            EMAIL: TARA.L.LYLE@WV.GOV</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED DRUG-FREE WORKPLACE AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED DRUG-FREE WORKPLACE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</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
DJS010350

PAGE
4

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	DIVISION OF JUVENILE SERVICES
	SECOND FLOOR
	1200 QUARRIER STREET
	CHARLESTON, WV 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/06/2011				

BID OPENING DATE: 11/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				<p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 60 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</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 KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</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
DJS010350

PAGE
5

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	DIVISION OF JUVENILE SERVICES
	SECOND FLOOR
	1200 QUARRIER STREET
	CHARLESTON, WV 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/06/2011				

BID OPENING DATE: 11/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				<p>( ) BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPCTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>( ) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS &amp; STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS</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  
**DJS010350**

PAGE  
**6**

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED <b>10/06/2011</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **11/17/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE &amp; ACKNOWLEDGEMENT OF CONSTRUCTION</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
DJS010350

PAGE
8

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	DIVISION OF JUVENILE SERVICES
	SECOND FLOOR 1200 QUARRIER STREET CHARLESTON, WV 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/06/2011				

BID OPENING DATE: 11/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 NOS.:</p> <p>NO. 1 . . . . .</p> <p>NO. 2 . . . . .</p> <p>NO. 3 . . . . .</p> <p>NO. 4 . . . . .</p> <p>NO. 5 . . . . .</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE 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>REV. 11/96</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  
**DJS010350**

PAGE  
**9**

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED <b>10/06/2011</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **11/17/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				<b>CONTRACTORS LICENSE</b>		
				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.		
				WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.		
				BIDDER TO COMPLETE:		
				CONTRACTORS NAME: .....		
				CONTRACTORS LICENSE NO.: .....		
				THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT		
				<b>APPLICABLE LAW</b>		
				THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.		
				ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS		

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
DJS010350

PAGE
10

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/06/2011				

BID OPENING DATE: 11/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</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>REV. 5/2009</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>REQ. NO.:-----DJS010350-----</p> <p>BID OPENING DATE:-----11/17/2011-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY</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
DJS010350

PAGE
11

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/06/2011				

BID OPENING DATE: 11/17/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
TO CONTACT YOU REGARDING YOUR BID:						
-----						
PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:						
-----						
***** THIS IS THE END OF RFQ DJS010350 ***** 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'



**DJS010350**  
**REQUEST FOR QUOTATION**  
**SHOWER EXHAUST FAN INSTALLATION TIGER MORTON**

The West Virginia Division of Juvenile Services is seeking bids for a qualified contractor to Install Five (5) Shower Exhaust Fans at the Tiger Morton Juvenile Center located in Dunbar, WV.

There is a mandatory pre-bid meeting scheduled for 10/19/11 at 1:30 pm at the facility located at 60 Manfred Holland Drive Dunbar, WV 25064.

**SCOPE**

The objective of this Request for Quotations ("RFQ") is for contractor to provide all materials and equipment and perform all labor required to install complete and operable Shower Exhaust System as indicated on Architects drawings as specified and as required by code.

**ELECTRICAL SPECIFICATIONS**

**1- GENERAL**

**I.CODES**

- A. All Equipment wiring and the entire installation shall be in accordance with the applicable provisions of the latest edition of the National Electric Code (NEC), OSHA Requirements, Life Safety Code and all applicable Local and State Laws and Ordinances.

**II.ROUGH-IN**

- A. Verify final locations for rough-ins with shop drawings, Field measurements, and with the requirements of the actual equipment to be connected prior to rough-in.

**III.INSTALLATION**

- A. All materials are to be installed in a neat and first class manner, level and plumb and securely supported.
- B. All wiring shall be in conduit. The use of E.N.T., BX, NM, ETC. or pre-manufactured cable assemblies or aluminum wire will not be permitted.

## 2- PRODUCTS

### I. RACEWAYS

1. Conduit shall be sized for conductors in accordance with the N.E.C.
2. The routing and method of installation of all conduit shall be coordinated so as not to interfere with other equipment installations and shall meet with the complete satisfaction of DJS representative.
3. The use of electrical non-metallic tubing (ENT), armored cable (AC), metal clad cable (MC) or manufactured cable assemblies shall not be incorporated into the work.

#### A. Types of raceways specified in this section include the following:

1. Electrical Metallic tubing (EMT); Minimum trade size ½"
2. Flexible metal conduit. Minimum trade size ¾"
3. Liquid-tight flexible metal conduit (SEALTIGHT) Minimum trade size ¾"

#### B. FITTINGS

1. Fittings for EMT shall be steel set screw or compression type with factory installed insulated throat connectors, die cast or pot metal fillings are not acceptable.
2. Fittings for flexible conduit shall be steel or cast iron.

### II. INSTALLATION OF RACEWAYS

- A. All conduit shall be installed concealed.
- B. A separate grounding conductor shall be installed in all branch circuits and feeders. The conductors shall be sized as indicated in the N.E.C. All grounding conductors shall have a green outer covering or green marking tape over their entire exposed lengths.
- C. Mechanically fasten together metal conduits, enclosures, and raceways for conductors to form a continuous electrical conductor. Connect to electrical boxes, fittings and cabinets to provide electrical continuity and firm mechanical assembly.
- D. Avoid use of dissimilar metals through system to eliminate possibility of electrolysis.
- E. CONDUIT INSTALLATION

1. Use E.M.T. for all interior concealed and for exposed work not subject to mechanical injury.
2. Use liquid -tight flexible conduit for final 24" connection to items where subjected to one or more of the following conditions:
  - a. Exterior location
  - b. Moist or humid atmosphere where condensate can be expected to accumulate.
  - c. Final connection to rotating or vibrating equipment
3. Cut conduits straight, properly ream and cut threads for heavy wall conduit deep and clean.
4. Field bend conduit with benders designed for the purpose so as not to distort nor vary internal diameter.

### III.CONDUCTORS

- A. All wire shall be copper with THWN insulation
- B. The use of Armored Cable, BX, NM or any manufactured cable assembly shall not be incorporated into the work.
- C. All wiring shall be in conduit.
- D. Color Coding of conductors shall be as follows:
  1. 120/208V systems
    - A. Phase A- Black
    - B. Phase B- Red
    - C. Phase C- Blue
    - D. Neutral- White
    - E. Ground- Green

### IV.WIRE CONNECTIONS

- A. All branch wiring connections shall be 3M scotch lock connectors or the equivalent.
- B. Where cable connections require insulation, Scotch # 33, electrical tape shall be used for wrapping.

### V. BOXES AND FITTINGS

- A. Extent of Electrical Box and associated fitting work is indicated by drawing and schedule.
- B. Outlet Boxes
  1. Ceiling: 4" square, 2-1/8" deep for exposed or furred work.
  2. Wall: 4" square, 2-1/8" deep boxes: Provide extension rings or covers of sufficient depth to bring covers flush with the finished surface.

3. Masonry: For flush mounted boxes in exposed masonry or tile, provide covers with square corners on the raised portion and with sufficient depth to trim out flush with exposed surface.
4. Exposed: Provide FS or FD boxes with suitable weatherproof covers.

C. Junction and Pull Boxes

1. Provide boxes where required to facilitate the pulling of wires or cables.

D. Accessories

1. Provide corrosion resistant knockout closures, conduit locknuts and malleable iron conduit brushings, offset connectors, of types and sizes to suit respective installation requirements and applications.

E. Installation of Boxes and Fittings

1. Fasten Electrical boxes firmly and rigidly to substrates or structural surfaces to which attached or solidly embed electrical boxes in concrete or masonry.

## VI. CONNECTIONS FOR EQUIPMENT

- A. General: For each electrical connection indicated provide complete assembly of materials, including but not necessarily limited to, pressure connectors, terminals (lugs), electrical insulating tape, heat – shrinkable insulating tubing, cable ties, solderless wire- nuts, and other items and accessories as needed to complete splices and terminations of types indicated.

## VII. WIRING DEVICES

- A. Provide wiring devices which are U.L. listed and labeled.

## VIII. MOTOR DISCONNECTS

A. Disconnect switches

1. General Duty Switches: Provide surface mounted sheet steel enclosed switches, of types, sizes and with electrical characteristics indicated, incorporating quick-make quick-break type switches.
2. Switch blade shall be visible in "OFF" position with the door open. Equipment with operating handle which is integral part of enclosure base and whose operating position is clearly indicated.
3. Construct current carrying parts of high-conductivity copper and silver-tungsten type switch contacts. Provide NEMA type 3R only.



## VENTILATION

### 3. GENERAL

#### I. DESCRIPTION OF THE WORK:

- A. The contractor shall furnish and install equipment as indicated on the drawings. Items not listed or detailed, but required for installation of a complete, fully functional ventilation system shall be furnished and installed by the contractor.
- B. The extent of the mechanical work is indicated on the drawings. The contractor shall be responsible for installing factory provided accessories.
- C. The entire installation shall be in accordance with the drawings, specifications, applicable requirements of the manufacturers of the equipment and local codes requirements, and in accordance with SMACNA standards and the latest editions of the State Bldg. Codes, NFPA-90A, and NFPA-101.
- D. Roof: Refer to EF-2, EF-4, and EF-5, roof mounted exhaust fans. Existing roof is precast concrete. Contractor shall coordinate penetration of precast concrete with existing conditions. Transition ductwork is required for penetration. It shall be the contractor's responsibility to maintain the integrity of the roofing system.**

#### II. SYSTEM REQUIREMENTS:

- A. Noise and Vibration; equipment shall operate quietly and the design of the supports shall be such that the operation of the equipment shall cause no perceptible vibration, or cause directly or indirectly, vibration or objectionable noise in any other portion of the building and/or in the building structure itself.
- B. Flashing; all flashing required for penetration of roof surfaces by ventilation system shall be included under the contractor's scope of work and shall be in accordance with the recommendations of the roofing manufacturer.

### 4 -PRODUCTS

- I. Sheet Metal Work. Note: The installation of the ventilation system, including but not limited to, Exhaust Drops, Trunk Lines, Branch Lines and Grilles shall be completed in such a manner to present a system suitable for the intended purpose. Any part of the system not conforming to the above purpose shall be removed and replaced by this contractor.

- A. Supply galvanized sheet metal sheet metal work in accordance with ASHRAE or SMACNA standards. Size of duct indicated on drawings is finished inside dimension.
- B. Provide offsets, elbows and transitions in ductwork where necessary, whether or not shown.
- C. Use weights, bracing, joints and all details in accordance with SMACNA.
- D. Make interior of duct smooth and joints air tight. Where necessary to ensure tightness, caulk joints. Make the entire installation rigid with ductwork free from rattles and air noises when in operation.
- E. Make elbows with inside radius equal to the width of the duct except where otherwise specified or necessitated by unavoidable space conditions. Where inside radius is less than  $3/4$  (three fourths) the duct width.
- F. Include angle of divergence for enlargement not to exceed 15 degrees where space conditions permit. Included angle of convergence for contracting not to exceed 30 degrees.
- G. Install grilles as indicated.
- H. All taps into main duct line for branch lines shall be made with spin-in fittings with dampers.

## II. Grilles

- A. All Exhaust Grilles shall be equal as scheduled on drawings with off-white baked on enamel finish.

## 5- EXECUTION

### I. Supervision of Electrical Work

- A. This contractor shall be responsible for the supervision of all wiring (including control wiring) of equipment include in this section and shall furnish all necessary diagrams required, including control wiring diagrams. This contractor shall mount or supervise mounting of all control devices.

### II. Painting

- A. All touch up painting shall be included. Color shall match adjacent surface.
- B. All masonry damage during installation of system shall be repaired as required to match adjacent surface.

### III. Cleaning and Adjustments

- A. Upon completion of work, clean, oil and grease all fans, and make certain that all such apparatus and mechanisms are in proper working order and made ready for test.

**6. INSPECTION:**

- I. Contractor shall inspect existing conditions governing this work during pre-bid site inspection to determine conditions and extent of work required. No allowance will be made subsequently on behalf of the contractor for any error or negligence on his part in connection with this requirement.

**7. COORDINATION OF WORK:**

- I. The Contractor shall take all necessary precautions to protect the interior of the building from debris, dust or any residue occurring from the scope of work.
- II. The Contractor shall provide the Owner with a schedule of work seven calendar days prior to the start of the work. The Owner shall be notified of any variances to the work schedule two (2) working days prior to the change.

**8. WARRANTY**

- I. Furnish a one (1) year warranty on all equipment and materials.

**9. PERMITS:**

- I. The Vendor shall secure and pay for the building permit and for all other permits, governmental fees and licenses which are necessary for the proper execution and completion of the work as specified.

**10. CLEAN UP:**

- I. The Vendor shall keep the work area as clean as possible during the entire progress of work, and shall be responsible to remove from the site, the packaging materials from his products and other debris as it accumulates.

**11. WAGE RATES:**

- I. The Vendor and any sub-vendors shall pay the higher of the U.S. Department of Labor Minimum wage rates or of the West Virginia Department of Labor wage rates as established for KANAWHA COUNTY pursuant to West Virginia Code 21-5-1, et seq. West Virginia Department of Labor Wage Rates are available at website:

<http://www.sos.wv.gov/administrative-law/wagerates/Pages/2010BuildingConstruction.aspx>

**12. PAYMENT:**

- I. Payment will be made upon full completion of the project
- II. The Owner reserves the right to refuse payment in the event the completed work is not in accordance with industry standards or sub-standard in any way.

**13. TERM OF WORK:**

- I. All work shall be complete within 60 calendar days from award.

**14. DELAYS AND EXTENSION OF TIME:**

- I. If the Vendor is delayed at any time in the progress of the work by any act or neglect of the Owner or by any employee of the Owner, or by any separate vendor employed by the Owner, or by changes in the work, or by labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipated, unavoidable casualties, or any other cause which the Owner determines may justify the delay, then the contract time may be extended by written approval of the Owner.

**15. DAMAGES:**

- I. Any damages occurring to the building or property resulting from the vendor's performance of this work shall be the responsibility of the vendor to repair at his expense, either by using his own forces or that of an approved sub-vendor. The repair method and finished product will be subject to the approval of the owner.

**16. SCHEDULE OF BID RESPONSES:**

- I. Bidders shall submit one lump-sum bid for all the work under all the terms and conditions as described herein.



- II. Bidder shall sign a WV-96 Agreement Addendum to remove any conflicts in terms and conditions of the vendor's warranty.
  - III. Before the Purchase order is processed, the successful bidder must provide to the Owner, a valid copy of their Business licenses through the Secretary of State's Office.
17. **SECURITY**: The successful Contractor awarded the bid will follow the security requirements set forth in the **pre-bid meeting**. See the attached **Facility Construction and Contractor Security Standards**.

18. **ATTACHMENTS**

ATTACHMENT A – Vendor Bid Summary  
ATTACHMENT B - Architect drawings (2 pages)  
ATTACHMENT C – Security Standards

Attachment A: Vendor Bid Summary

Lump Sum Bid:

Furnish and Install Exhaust Shower Fans: \$ \_\_\_\_\_

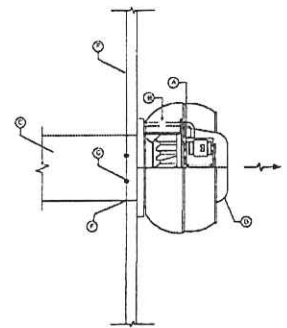
Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



EXHAUST FAN SCHEDULE											
MARK	MANUFACTURER	MODEL NO.	WEIGHT (LBS)	CFM	HP, SH	PFPM	BOXES	1/2" OR WATTS	VOLTS / PHASE	CONTROL	NOTES
ET-1	GREENHECK	GW-985-0	30	130	0.3	1500	3.8	1/30	120V/1Φ	WIRELESS W/ KEY	1.
ET-2	GREENHECK	GW-985-0	30	130	0.3	1500	3.8	1/30	120V/1Φ	WIRELESS W/ KEY	2.
ET-3	GREENHECK	GW-985-0	30	130	0.3	1500	3.8	1/30	120V/1Φ	WIRELESS W/ KEY	1.
ET-4	GREENHECK	GW-985-0	30	130	0.3	1500	3.8	1/30	120V/1Φ	WIRELESS W/ KEY	2.
ET-5	GREENHECK	GW-985-0	30	130	0.3	1500	3.8	1/30	120V/1Φ	WIRELESS W/ KEY	2.

- NOTES:**
- DIRECT DRIVE IN-LINE FAN, DISCONNECT SWITCH, SOLID STATE SPEED CONTROLLER, BACKDRIFT DAMPER.
  - DIRECT DRIVE SIDE WALL PROPELLER FAN, DISCONNECT SWITCH, SOLID STATE SPEED CONTROLLER, BACKDRIFT DAMPER, WALL SLEEVE, FAN GUARD.
  - BELT DRIVE SIDE WALL PROPELLER FAN, DISCONNECT SWITCH, BACKDRIFT DAMPER, WALL SLEEVE, FAN GUARD.
  - BELT DRIVE IN-LINE FAN, DISCONNECT SWITCH, ADJUSTABLE SHEAR, BELT DUNGS, BACKDRIFT DAMPER.
  - DOWNBLAST EXHAUST FAN WITH SPIN ALUMINUM HOUSING, BELT DRIVE, GREENHECK, DISCONNECT SWITCH, 16" HIGH x 2" THICK INSULATED GALVANIZED METAL CURB, BACKDRIFT DAMPER.



**SIDE WALL EXHAUST FAN DETAIL**  
NOT TO SCALE

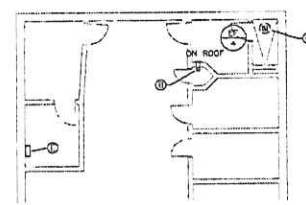
- ① POLYURETHANE INSULATION
- ② EQUIPMENT CONDUIT
- ③ DUCTWORK
- ④ SPIN ALUMINUM HOUSING WITH WALL DOWNBLAST
- ⑤ HOT LIFT
- ⑥ WALL LINE
- ⑦ SECURITY BARS SEE DETAIL

**GENERAL MECHANICAL NOTES**

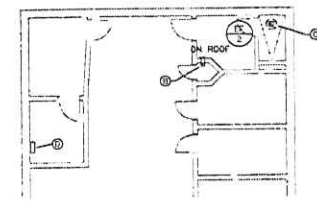
- PROVIDE ALL MATERIALS AND EQUIPMENT AND PERFORM ALL LABOR REQUIRED TO INSTALL COMPLETE AND OPERABLE EXHAUST SYSTEM AS INDICATED ON THE DRAWINGS AS SPECIFIED AND AS REQUIRED BY CODE.
- CELESTIAL ITEMS SUCH AS RISERS AND DROPS IN DUCTWORK, ACCESS DOORS, ETC., ARE INDICATED FOR CLARITY IN CERTAIN AREAS. THESE DOES NOT RELIEVE THE CONTRACTOR OF PROVIDING THESE ITEMS NEAR SHOPS IN OTHER AREAS AS REQUIRED FOR A COMPLETE INSTALLATION.
- LOCATE EXHAUST FANS FOR UNOBSTRUCTED ACCESS TO FAN.
- ALL DUCTS SHALL BE GROUNDED ACROSS FLEXIBLE CONNECTIONS WITH FLEXIBLE COPPER GROUNDING STRAPS.

**GENERAL ELECTRICAL NOTES**

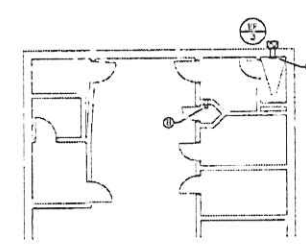
- LOCATE ALL RACEWAYS TO AVOID INTERFERENCE WITH DUCTS, PIPES, AND MECHANICAL EQUIPMENT. RACEWAYS SHALL NOT INTERFERE WITH REMOVAL OF CEILING TILES, OR WITH ACCESS TO EQUIPMENT THAT REQUIRES PERIODIC ADJUSTMENT OR MAINTENANCE.
- DO NOT SUPPORT RACEWAYS OR EQUIPMENT FROM PIPES, DUCTS, OR A CEILING SUSPENSION SYSTEM.
- EQUIPMENT SHALL BE GROUNDED IN ACCORDANCE W/ SPECIFICATIONS AND AS REQUIRED BY THE NATIONAL ELECTRICAL CODE.
- INSTALL SUPPORTING DEVICES TO FACILITATE ELECTRICAL COMPONENTS SECURELY AND PERMANENTLY IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE REQUIREMENTS.
- ALL JUNCTION BOX COVERS SHALL BE LABELED WITH BLACK MARKERS TO IDENTIFY PANEL AND CIRCUIT NUMBERS IN EACH RESPECTIVE BOX.
- CONDUIT SHALL BE 3/4" MINIMUM.



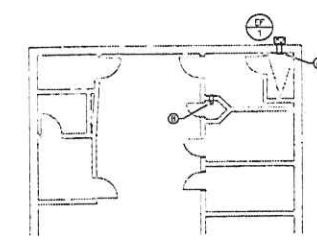
**Partial Second Floor Plan Pod 'B'**  
SCALE: 1/8"=1'-0"



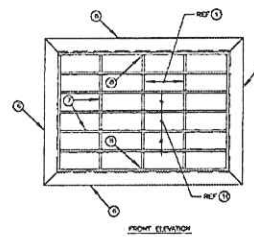
**Partial Second Floor Plan Pod 'A'**  
SCALE: 1/8"=1'-0"



**Partial First Floor Plan Pod 'B'**  
SCALE: 1/8"=1'-0"



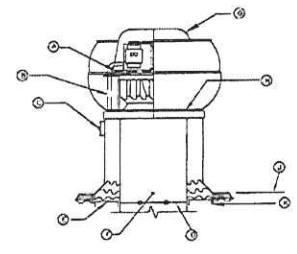
**Partial First Floor Plan Pod 'A'**  
SCALE: 1/8"=1'-0"



- ① ROOF
- ② GASK & SEAL DUCT CONNECTION AIRTIGHT ALL AROUND
- ③ GASK & SEAL ANGLE ANTIWIND
- ④ CONTINUOUS WELD STEEL ANGLE FRAME TO METAL ROOF DECK
- ⑤ 3-1/2" x 3-1/2" x 1/4" STEEL ANGLE FRAME
- ⑥ #4 STEEL BAR (TYPICAL)

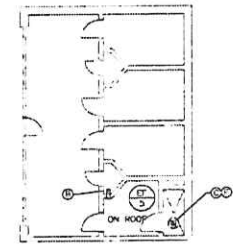
- ⑦ WELD BARS TO ANGLES AT BOTH ENDS OF EACH BAR (TYPICAL)
- ⑧ EQUIPMENT CURB
- ⑨ 4" MINIMUM BETWEEN BARS
- ⑩ STEEL BARS SHALL BE ASTM-A-36
- ⑪ SECURITY BARS SHALL BE SHOP PAINTED WITH HOT DIP GALVANIZED FINISH. PAINTING SHALL CONFORM TO SECTION "PAINTING" OF THE SPECIFICATIONS.

**DETAIL OF SECURITY BARS AT METAL DECK ROOF OPENING**  
NOT TO SCALE



**UP-BLAST ROOF EXHAUST FAN DETAIL**  
NOT TO SCALE

- ① POLYURETHANE INSULATION
- ② EQUIPMENT CONDUIT
- ③ EXTERNAL JUNCTION BOX
- ④ SECURITY BARS SEE DETAIL
- ⑤ METAL INSULATION SUPPORT
- ⑥ WELDED DUCTWORK
- ⑦ UP-BLAST SPIN ALUM. CENTER LEGAL EXHAUST FAN
- ⑧ 16" MINIMUM HEIGHT MECHANICALLY WELDED STEEL CURB
- ⑨ ROOF LINE
- ⑩ STEEL ANGLE



**Partial First Floor Plan Pod 'C'**  
SCALE: 1/8"=1'-0"

**PLAN NOTES**

- 12" EXHAUST AIR DUCT THRU WALL WITH PRICE WEISS EXHAUST AIR GRILLE OR EQUAL. INTERLOCK FAN WITH CORRESPONDING ROOFTOP UNIT. PROVIDE SECURITY FAN IN OPERATE. MOUNT BOTTOM OF GRILLE AS HIGH AS POSSIBLE. COORDINATE EXACT HEIGHT WITH EXISTING SITE CONDITIONS.
- CAP EXISTING EXHAUST AIR DUCT WITH SHEET METAL CAP. REINSTALL EXISTING ET-5 TO PROVIDE ORIGINAL DESIGN FLOW PATTERN THROUGH OUT FLOOR. COORDINATE EXACT LOCATION WITH EXISTING CONDITIONS.
- 12" EXHAUST AIR DUCT THRU ROOF WITH PRICE WEISS EXHAUST AIR GRILLE OR EQUAL. INTERLOCK FAN WITH CORRESPONDING ROOFTOP UNIT. PROVIDE SECURITY BARS IN GROUNDING.
- PROVIDE 1Φ/20A CIRCUIT FROM NORMAL POWER PANEL FOR ET-1 & ET-2.
- PROVIDE 1Φ/20A CIRCUIT FROM NORMAL POWER PANEL FOR ET-3 & ET-4.
- PROVIDE 1Φ/20A CIRCUIT FROM NORMAL POWER PANEL IN POD 'A'.



CONSTRUCTION DOCUMENTS

Tiger Morton Juvenile Detention Center Shower Exhaust Fans Dunbar, WV

**HE** Harper Engineering

2200 10th Street, Dunbar, WV 26034  
 304-261-1234  
 FAX: 304-261-1235

DATE: 08/20/2014  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 PROJECT NO: [Number]  
 SHEET NO: M-1



## Facility Construction and Contractor Security Standards

### Attachment C

Because new construction or major renovation projects may substantially disrupt the normal routine of a facility, and potentially hazardous materials, tools and equipment may be introduced by civilian workers and contractors who are not experienced with correctional facility security, the following rules are to be in effect for workers performing tasks in any Juvenile Services Facility.

#### 1. General Security Procedures

Prior to the beginning of any construction or renovation project, all contractors who will be doing work in the secure perimeter of the facility will submit a list of employees to the facility Superintendent or Director for a background check. Approved workers will also sign a certificate of understanding concerning the Division of Juvenile Services confidentiality policy.

#### 2. Tool Control

The introduction of tools by the contractor will be managed and controlled on a daily basis. Rules will be established for tool control at the facility to include at a minimum, the inventory of all tools entering the secure perimeter and ensuring that all tools are accounted for at the end of the day.

#### 3. Key Control

All keys, to include vehicles, construction equipment or personal keys of construction employees brought into a facility will be strictly controlled and managed by the Facility Superintendent or Director.

#### 4. Chemical Control

All flammables, toxics and caustic substances brought into the facility will be controlled and stored in accordance with established procedures for each facility.

#### 5. Contraband Issues

Contraband will be defined by the Facility Superintendent or Director and will be strictly enforced. It is against state law to bring a Firearm or intoxicating substance into a correctional facility.

#### 6. Compliance Checklist

Facility staff will develop a checklist to monitor compliance with this document. The checklist will be completed on a weekly basis or more often if deemed necessary by the Superintendent or Director during the course of the project. This checklist will include at a minimum the following;

- A) Check for unauthorized or inappropriate use of and storage of tools, such as ladders wire cutters etc.
- B) Ensure construction vehicles, machinery and equipment has keys removed, fuel tanks locked and that the machinery has been disabled when not in immediate use.
- C) Construction site visits during normal workdays and after hours to ensure the site is secure, with locked gates if appropriate, and security concerns such as visibility issues, safety hazards and environmental issues that could cause staff and resident health problems are corrected.

RFQ No. \_\_\_\_\_

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  
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT  
West Virginia Code §21-1D-5

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, TO-WIT:

I, \_\_\_\_\_, after being first duly sworn, depose and state as follows:

- 1. I am an employee of \_\_\_\_\_; and,  
(Company Name)
- 2. I do hereby attest that \_\_\_\_\_  
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D-5**.

The above statements are sworn to under the penalty of perjury.

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

By Commission expires \_\_\_\_\_

(Seal)

\_\_\_\_\_  
(Notary Public)

**THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.**

BID BOND PREPARATION INSTRUCTIONS

AGENCY \_\_\_\_\_ (A)  
 RFQ/RFP# \_\_\_\_\_ (B)

**Bid Bond**

- (A) WV State Agency  
(Stated on Page 1 "Spending Unit")  
Request for Quotation Number (upper  
right corner of page #1)
- (C) Your Company Name
- (D) City, Location of your Company
- (E) State, Location of your Company
- (F) Surety Corporate Name
- (G) City, Location of Surety
- (H) State, Location of Surety
- (I) State of Surety Incorporation
- (J) City of Surety Incorporation
- (K) Minimum amount of acceptable bid  
bond is 5% of total bid. You may state  
"5% of bid" or a specific amount on  
this line in words.
- (L) Amount of bond in figures
- (M) Brief Description of scope of work
- (N) Day of the month
- (O) Month
- (P) Year
- (Q) Name of Corporation
- (R) Raised Corporate Seal of Principal
- (S) Signature of President or Vice  
President
- (T) Title of person signing
- (U) Raised Corporate Seal of Surety
- (V) Corporate Name of Surety
- (W) Signature of Attorney in Fact of the  
Surety

NOTE: Dated, Power of Attorney with Raised  
 Surety Seal must accompany this bid  
 bond.

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,  
 \_\_\_\_\_ (C) of \_\_\_\_\_ (D), \_\_\_\_\_ (E),  
 as Principal, and \_\_\_\_\_ (F) of \_\_\_\_\_ (G),  
 \_\_\_\_\_ (H), a corporation organized and existing under the laws  
 of the State of \_\_\_\_\_ (I) with its principal office in the City of  
 \_\_\_\_\_ (J), as Surety, are held and firmly bound unto The State  
 of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (K)  
 (\$ \_\_\_\_\_ (L)) for the payment of which, well and truly to be made,  
 we jointly and severally bind ourselves, our heirs, administrators, executors,  
 successors and assigns.

The Condition of the above obligation is such that whereas the Principal  
 has submitted to the Purchasing Section of the Department of Administration  
 a certain bid or proposal, attached hereto and made a part hereof to enter into a  
 contract in writing for \_\_\_\_\_ (M)

NOW THEREFORE.

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted and the Principal shall enter into a  
 contract in accordance with the bid or proposal attached hereto and shall furnish  
 any other bonds and insurance required by the bid or proposal, and shall in all  
 other respects perform the agreement created by the acceptance of said bid then  
 this obligation shall be null and void, otherwise this obligation shall remain in full  
 force and effect. It is expressly understood and agreed that the liability of the  
 Surety for any and all claims hereunder shall, in no event, exceed the penal  
 amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the  
 obligations of said Surety and its bond shall be in no way impaired or affected by  
 any extension of time within which the Obligee may accept such bid: and said  
 Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their  
 hands and seals, and such of them as are corporations have caused their corporate  
 seals to be affixed hereto and these presents to be signed by their proper officers,  
 this \_\_\_\_\_ (N) day of \_\_\_\_\_ (O), 20 \_\_\_\_\_ (P).

Principal Corporate Seal \_\_\_\_\_ (Q)  
 \_\_\_\_\_ (R) (Name of Principal)  
 By \_\_\_\_\_ (S)  
 \_\_\_\_\_ (Must be President or  
 Vice President)  
 \_\_\_\_\_ (T)  
 \_\_\_\_\_ Title  
 \_\_\_\_\_ (U)  
 Surety Corporate Seal \_\_\_\_\_ (V)  
 \_\_\_\_\_ (Name of Surety)  
 \_\_\_\_\_ (W)  
 \_\_\_\_\_ Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to  
 transact surety insurance. Raised Corporate Seals must be affixed and a Power of  
 Attorney must be attached.



Agency \_\_\_\_\_  
REQ.P.O# \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, as Principal, and \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_ with its principal office in the City of \_\_\_\_\_, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached  
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the  
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full  
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,  
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no  
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby  
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations  
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal Corporate Seal

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_  
(Must be President or  
Vice President)

\_\_\_\_\_  
(Title)

Surety Corporate Seal

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals  
must be affixed, a power of attorney must be attached.**