



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
FOR12008

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
PAUL REYNOLDS 304-558-0468

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF FORESTRY
 CLEMENTS STATE TREE NURSERY
 624 FORESTRY DRIVE
 WEST COLUMBIA, WV
 25827-8686 304-675-1820

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
04/17/2012				

BID OPENING DATE: **05/02/2012** **BID OPENING TIME 01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 4						
CHANGES TO THE SPECIFICATIONS AND ANSWER TO QUESTIONS ATTACHED.						
DEADLINE FOR ADDITIONAL TECHNICAL QUESTIONS EXTENDED TO 4:30 P.M. 04/24/12 VIA E-MAIL TO PAUL.REYNOLDS@WV.GOV OR FAX 304-558-4115.						
REVISED BID SCHEDULE ATTACHED.						
BID OPENING DATE CHANGED						
FROM: 04/25/12 @ 1:30 P.M.						
TO: 05/02/12 @ 1:30 P.M.						
NO OTHER CHANGES						
0001	1	LS		770-65		
ROOFING, GALVANIZED SHEET METAL						
***** THIS IS THE END OF RFQ FOR12008 ***** 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'

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html 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).

Addendum 4

To ADD/CHANGE THE FOLLOWING SPECIFICATIONS:

PAGE 10: THE SECTION REFERRING TO THE RESIDENCE BUILDING IS TO BE REMOVED FROM THE BIDDING.

SECTION II PARAGRAPH B LINE 2.

CHANGE:

From: Panels shall be a minimum of 29 gauge, ASTM A 653, Grade 80, Galvalume with G60 zinc coating on both sides.

To: Panels shall be a minimum of 24 gauge, ASTM A 653, Grade 80, Galvalume with G60 zinc coating on both sides.

SECTION II PARAGRAPH B LINE 7.

CHANGE:

From: ANY EXISTING METAL FASCIA, SOFFIT, GUTTER, AND SIDING SHALL REMAIN.

To: ANY EXISTING METAL FASCIA, SOFFIT, AND SIDING SHALL REMAIN.

SECTION II PARAGRAPH B LINE 8.

ADD: 6" GUTTERS AND 3" X 4" DOWN SPOUTS

ADD: METAL GUTTER BACKING

SECTION V LINE C.

From: Roofing: Minimum forty (40) years. The manufacturer shall warrant the roofing from the date of shipment.

To: Roofing: Minimum forty (40) years. Manufacturer information should be presented with the bid.

Addendum 4

To address the following questions:

Question: What is thickness of insulation, and is it to be installed over the wood underlayment?

Answer: Insulation should be at least 3/16 inches, and installed over the wood underlayment.

Question: Vendor Warranty for Aluminum roofing – is this a finish warranty, and will a 20 year suffice?

Answer: Yes, this is a finish warranty, and No a 20 year will not suffice. Many manufacturers offer 40 year and greater warranties

Question: Please verify that the panels are to be painted.

Answer: Yes, the panels are to be painted by manufacturer in the color specified by the Nursery Supervisor.

Question: Is all underlayment/sheathing to be removed?

Answer: All tar paper underlayment is to be removed. Only the damaged wood sheathing sections are to be removed and replaced. We do not know how much will need to be removed. We request that vendors submit a bid for price per board foot for underlayment/sheathing.

Question: Could you specify the snow retention system?

Answer: Snow retention system should be the E-Rail type with 2 rails. Two rows will be used on the front of the Auxiliary Packing house, and two rows shall be used above the doors on the back of the Auxiliary Packing house. Two rows should be installed in the front of the Shop Building, and one row on the back.

Question: What is the thickness of the sheathing on the buildings?

Answer: As stated on Attachments A & B, No estimate of the roof pitch will be made by the WVDOF. Vendors will be responsible for securing their own measurements on the day of the pre-bid meeting.

Question: Are we removing and replacing gutters?

Answer: Yes, you may bid on gutter replacement for both buildings. We are requesting 6 inch continuous aluminum gutters with 3 by 4 inch down spouts.

Question: Are furring strips to be used between underlayment and metal roof?

Answer: No

Question: How do we include fascia replacement in the bid?

Answer: Any fascia needing to be replaced – bid will be done by price per linear foot.

Question: Can crews work from 7am to 7pm?

Answer: Yes. Normal working hours for the nursery are 8am to 4pm, for hours after that vendor will need to provide their own portable toilets.

Question: Knowing that the building will remain in use throughout the reroofing process, will noise be a problem for nursery staff?

Answer: Nursery staff expects noise to be present during the work, and will not have a problem with it.

Question: Is the required 40 year warranty a finish warranty?

Answer: Yes, this is a warranty supplied by the manufacturer

Question: Can you provide a pitch for the roof?

Answer: As stated on Attachments A & B, No estimate of the roof pitch will be made by the WVDOF. Vendors will be responsible for securing their own measurements on the day of the pre-bid meeting.

Question: Can both roofs be renovated at the same time?

Answer: Yes, if both roofs are awarded to a vendor plans can be made to avoid several mobilizations.

Question: Will the Nursery supervisor contact power company to detach overhead power lines near the roof?

Answer: Yes

Question: Have the shingle or mastic been tested for asbestos?

Answer: Tests were conducted and there is no asbestos present.

Bid Specifications for Auxiliary Packing House and Shop Building and Related Repairs
West Virginia Division of Forestry

Bidder's Company Name: _____
Bidders Address: _____

Remittance Address: _____
(If Different) _____

Phone Number: _____
Fax Number: _____
Email Address: _____
WV Contractor's License Number: _____

1. ORIGINAL SCOPE OF WORK: All inclusive cost of installation of (metal roofing) system.

a. Auxiliary Packing House	\$ _____
Linear foot price for gutters/downspouts	\$ _____
Per square foot price for underlayment boards	\$ _____
Total	\$ _____

b. Shop House	\$ _____
Linear foot price for gutters/downspouts	\$ _____
Per square foot price for underlayment boards	\$ _____
Total	\$ _____

2. Alternative Bid: All inclusive cost of installation of (asphalt shingles.)

a. Auxiliary Packing House	\$ _____
Linear foot price for gutters/downspouts	\$ _____
Per square foot price for underlayment boards	\$ _____
Total	\$ _____

b. Shop House	\$ _____
Linear foot price for gutters/downspouts	\$ _____
Per square foot price for underlayment boards	\$ _____
Total	\$ _____