



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
GSD116440

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/03/2011				

BID OPENING DATE: 10/11/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST AND		
				2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL RFQ (GSD116440)		
				BID OPENING DATE REMAINS: 10/11/2011		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 2 *****		
0001	1	EA		910-13		
				ELEVATOR MAINTENANCE		
				***** THIS IS THE END OF RFQ GSD116440 ***** TOTAL:		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

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

GSD116440 Technical Questions, Answers and Clarifications

Q1. I understand the contract will be for a one year period with firm pricing. Is there a price increase for the optional one year periods if agreed upon or is the intent to hold the base year price for any option years entered into?

A1. It is the intent of the Agency to hold the base price for optional one year renewals.

Clarification

The following items **shall be** included under "Full-service Maintenance" in section 2.1 of the RFQ and shall be covered under the flat monthly rate as agreed upon herein.

- Cylinders and casings
- Hoistway gates, doors, frames, and sills
- Hoistway enclosures
- Car enclosures including: wall panels, ceilings, diffusers, door gates, ventilation, equipment, handrails and mirrors.
- Cover plates for signals, signal bells and signal systems
- Music Systems, car heaters and or air conditioners
- Communication systems (intercoms), telephone cables
- Smoke and heat sensors
- Main line power switches, breakers and feeders to elevator control equipment

**PRE-BID CONFERENCE
SIGN IN SHEET**

Request for Quotation Number: 65D116440

Date: 9-22-2011

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	MURPHY ELEVATOR
Firm Address:	1004 4th AVE HUNTINGTON, WV 25701
Representative Attending:	WALT BAKER
Phone Number:	(304) 389-0272
Fax Number:	(304) 697-0675
Email Address:	walt@murphyelevator.com

Firm Name:	OTIS Elevator
Firm Address:	4768 Chimney Drive Charleston WV 25302
Representative Attending:	Steve Richardson
Phone Number:	304 741-7554
Fax Number:	860-353-2740
Email Address:	STEPHEN.RICHARDSON@OTIS.COM

Firm Name:	KONE Elevator
Firm Address:	735 Cross Pointe Rd Cohasset OH 43930
Representative Attending:	Math Eismacher
Phone Number:	(614) 207-6258
Fax Number:	(614) 816-3240
Email Address:	Math.Eismacher@kone.com

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

Firm Name:	OTIS ELEVATOR
Firm Address:	4768 CHIMNEY DRIVE CHARLESTON, WV 25302
Representative Attending:	DAN DUQUENOY
Phone Number:	(304) 356-7298
Fax Number:	(860) 998-1588
Email Address:	DANIEL.DUQUENOY@OTIS.COM

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

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number:

GSD 116440

Date:

9-22-2011

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	<u>Industrail Commercial Elevator</u>
Firm Address:	<u>P.O. Box 262</u>
	<u>3177 Millers Run Rd.</u>
	<u>Cecil RA 15321</u>
Representative Attending:	<u>Ken Lowe</u>
Phone Number:	<u>412 257 0124</u>
Fax Number:	<u>412 257 3480</u>
Email Address:	<u>scottrill@icelevator.com</u>

Firm Name:	_____
Firm Address:	_____

Representative Attending:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

Firm Name:	<u>EMAR Corporation</u>
Firm Address:	<u>919 College Hill Rd</u>
	<u>Washington WV 26181</u>
Representative Attending:	<u>Ken Gilchrist & Bob Gilchrist</u>
Phone Number:	<u>304-861-0414</u>
Fax Number:	<u>304-861-0416</u>
Email Address:	<u>emar kc @ hughes.net</u>

Firm Name:	_____
Firm Address:	_____

Representative Attending:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

Firm Name:	_____
Firm Address:	_____

Representative Attending:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

Firm Name:	_____
Firm Address:	_____

Representative Attending:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number:

GS D116440

Date:

9-22-2011

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Firm Name:	THYSSENKRUPP ELEVATOR
Firm Address:	901 MORRIS ST. CHARLESTON, WV 25301
Representative Attending:	ERIC HACKNEY
Phone Number:	304-342-8115
Fax Number:	866-812-5542
Email Address:	eric.hackney@thyssenkrupp.com

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

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

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