



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
GSD126425

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES DIVISION  
 BUILDING 1  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305 304-558-3517

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/18/2012				

BID OPENING DATE: 01/24/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,						
2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (GSD126425), AND						
3.) EXTEND THE BID OPENING DATE.						
BID OPENING DATE IS EXTENDED TO: 01/24/2012						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	LS	031-13	REPLACE FANCOIL UNIT IN BLDG 1, RM M-211		

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](http://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).

GSD126425 Technical Questions, Answers and Clarifications

Q1. Does the whole wing have to be drained to replace Fan Coil unit, since valves don't hold.

A1. Yes it will have to be drained and the Chilled water pump will have to be shut down in MB-25 also. Cannot leave down very long because servers and food court.

Q2. Does contractor need to install new shutoff valves?

A2. YES

Q3. Does contractor have to replenish all the water treatment?

A3. NO

Q4. Does job have to be done on the weekend?

A4. YES

Q5. Do we reuse the existing pneumatic steam and chilled water control valve?

A5. NO

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: ASD 120425

Date: 01/11/12

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>Nitro Mechanical</u>
Firm Address:	<u>4300 First Avenue And Store P.O. Box 879 Nitro WV 25413-1001</u>
Representative Attending:	<u>Jason Byrd</u>
Phone Number:	<u>304-964-0546</u>
Fax Number:	<u>304-204-1350</u>
Email Address:	<u>byrd@nitromechanical.com</u>

Firm Name:	<u>Elco Mechanical Contractions</u>
Firm Address:	<u>PO Box 349 Charl WV 25322</u>
Representative Attending:	<u>Rod King</u>
Phone Number:	<u>304-346-0546</u>
Fax Number:	<u>304-346-0548</u>
Email Address:	<u>RONALD.KING@SUDDENLINK.MAIL.COM</u>

Firm Name:	<u>Casto Technical Service</u>
Firm Address:	<u>540 Leon Sullivan Way Chas. WV 25301</u>
Representative Attending:	<u>Paul Lancaster</u>
Phone Number:	<u>304-346-0549</u>
Fax Number:	<u>304-343-1723</u>
Email Address:	<u>plancaster@CastoTech.com</u>

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

Firm Name:	<u>Comco Inc</u>
Firm Address:	<u>2336 VERLIZZA AVE HARRAZONE, WV 25526</u>
Representative Attending:	<u>LEE BROWN</u>
Phone Number:	<u>304 562-7705</u>
Fax Number:	<u>304 397-4178</u>
Email Address:	<u>lbrown@comcovv.com</u>

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

PRE-BID CONFERENCE  
SIGN IN SHEET

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Firm Name:	<u>Elec MECHANICAL</u>
Firm Address:	<u>PO Box 349 CHARLESTON WV 25327</u>
Representative Attending:	<u>WILLIAM E. ASHWORTH</u>
Phone Number:	<u>304 346 0546</u>
Fax Number:	<u>304 346 0548</u>
Email Address:	<u>elca@ suddenlink mail.com</u>

Firm Name:	<u>HAYS BROS</u>
Firm Address:	<u>1533 Pennsylvania St Charl, WV 25311</u>
Representative Attending:	<u>Jay Holcomb</u>
Phone Number:	<u>304 343-5566</u>
Fax Number:	<u>" 343-5568</u>
Email Address:	<u>jayhol@frampton.com</u>

Firm Name:	<u>Ed Absten / Terry Leag</u>
Firm Address:	<u>3743 Winfield Rd Winfield WV 25213</u>
Representative Attending:	<u>Absten &amp; Sons LLC</u>
Phone Number:	<u>304-757-2864</u>
Fax Number:	<u>304-586-3528</u>
Email Address:	<u>edabsten@abol.com</u>

Firm Name:	<u>Mountain Air Sheet Metal LLC</u>
Firm Address:	<u>5298 Stranahan Dr. Cross Lanes WV. 25313</u>
Representative Attending:	<u>John Shea</u>
Phone Number:	<u>304-415-7189</u>
Fax Number:	<u>304-776-2727</u>
Email Address:	<u>jshea21@Suddenlink.net</u>

Firm Name:	<u>Melody-Haines</u>
Firm Address:	<u>Procurement ofc. GSD</u>
Representative Attending:	<u>Raymond Jordan</u>
Phone Number:	<u>Building Maint Sup. GSD</u>
Fax Number:	
Email Address:	

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