



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 |
| GSD126432  |

|      |
|------|
| PAGE |
| 1    |

|   |
|---|
| ADDRESS CORRESPONDENCE TO ATTENTION OF: |
| KRISTA FERRELL<br>304-558-2596          |

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES DIVISION  
 BUILDING SIX  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305 304-558-2317

|              |               |          |        |               |
|--------------|---------------|----------|--------|---------------|
| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
| 02/13/2012   |               |          |        |               |

BID OPENING DATE: 02/16/2012 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 AND   |            |        |
|      |          |     |         | 2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (GSD126432). |            |        |
|      |          |     |         | BID OPENING DATE REMAINS: 02/16/2012  |            |        |
|      |          |     |         | BID OPENING TIME REMAINS: 1:30 PM   |            |        |
|      |          |     |         | ***** END ADDENDUM NO. 1 *****  |            |        |
| 0001 | 1        | LS  |         | 031-13  |            |        |
|      |          |     |         | INSTALL HVAC CONTROL SYSTEM UPGRADE BLDG. 6 8TH FLR   |            |        |

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).

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: 650126432

Date: 2/1/2012

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>WV Dept of Admin - ASD</u>       |
| Firm Address:             |                                     |
| Representative Attending: | <u>Bob Kelletrick, 1700 Parsons</u> |
| Phone Number:             | <u>Roger Weiss</u>                  |
| Fax Number:               |                                     |
| Email Address:            |                                     |

|                           |  |
|---------------------------|--|
| Firm Name:                | <u>CASTO TECH</u>                              |
| Firm Address:             | <u>540 LEON SWANSON WAY<br/>CHARLESTON, WV</u> |
| Representative Attending: | <u>AARON OUELLETTE</u>                         |
| Phone Number:             | <u>304-720-0947</u>                            |
| Fax Number:               | <u>304-346-8920</u>                            |
| Email Address:            | <u>AARON.OUELLETTE@TRAWER.COM</u>              |

|                           |  |
|---------------------------|--|
| Firm Name:                | <u>ELCO MECHANICAL</u>                     |
| Firm Address:             | <u>PO Box 349<br/>CHARLESTON, WV 25322</u> |
| Representative Attending: | <u>RON KING - BILL ASHWORTH</u>            |
| Phone Number:             | <u>304-346-0546</u>                        |
| Fax Number:               | <u>304-346-0548</u>                        |
| Email Address:            | <u>RONALDKING@SUDDENLINKMAIL.COM</u>       |

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

|                           |  |
|---------------------------|--|
| Firm Name:                |  |
| Firm Address:             |  |
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| Fax Number:               |  |
| Email Address:            |  |

State of West Virginia  
Department of Administration

General Services Division  
GSD126432 Bldg 6, 8<sup>th</sup> Floor  
HVAC Controls Upgrade

**REQUEST FOR QUOTATIONS  
GSD126432  
Building 6 – 8<sup>th</sup> Floor East HVAC Controls/Systems Upgrade  
Charleston, West Virginia**

**Technical Questions and Answers**

Question#1: Confirm that the only pipe insulation we have to provide is for the new piping we install.

Answer#1: New piping and any removed or uncovered in the pipe chase as possible to minimize pipe sweating

Question#2: Confirm that new shut-off ball valves are to be installed on the supply and return branch lines coming off the risers.

Answer#2: new isolation valves on both lines for ease of maintenance as to not require riser draining

Question#3: Need an actual Carrier part number for the replacement hot water and chilled water coils, replacement dampers and filters. The Carrier model #36ST20HL and 36ST20HR for the units given at the pre-bid is incomplete and is for a 2-pipe unit rather than a four-pipe unit.

Answer#3: These two part numbers are the only information regarding the unit or unit part numbers available to the Owner.

Question#4: Confirm that owner is providing new unit covers and will furnish and install any required access doors in new drywall.

Answer#4: The owner will furnish new unit covers and install access panels

Question#5: Confirm that the reference to boiler circulating pump in the second paragraph of page 12 should be deleted.

Answer#5: delete reference to pump

Question#6: Does contractor replace complete unit or coils only?

Answer#6: all associated parts(per scope) as listed including rack if unit is not able to be returned to normal service

Question#7: Is it the contractors responsibility to cut out Wall Chases and repair back to get to water lines.

Answer#7: as explained, chases will have already been exposed, if contractor fails to meet timeline on order of operation due to delays by the contractor , contractor will be responsible for re-opening and refinishing wall chase buildout.

Question#8: Does Building loop have to be drained in order to install new valves

State of West Virginia  
Department of Administration

General Services Division  
GSD126432 Bldg 6, 8<sup>th</sup> Floor  
HVAC Controls Upgrade

Answer#8: If Contractor is unable to freeze line, or if existing isolation valves (when available) fail to halt water circulation, yes. Coordination with owner will minimize the number of times a chase will be drained to one and all valves installed

Question#9: What type of pipe insulation?

Answer#9: ANSI approved for this type of installation

Question#10: Can work be done during regular business hours?

Answer#10: AS outlined in RFQ, "work shall be generally performed inside the existing building between normal business hours of 7:00am to 5:00pm, Monday through Friday, except state recognized holidays." Anything outside of this must be pre-approved by the Agency.