



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
GSD126437

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 TWENTY FIVE  
 5TH & AVERY  
 PARKERSBURG, WV  
 26105 304-558-2317

DATE PRINTED 02/08/2012	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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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 CLARIFICATIONS TO THE REQUEST FOR QUOTATION PER THE ATTACHED,		
				2.) CLARIFY THE RFQ NUMBER UNDER THE BID NOTICE THE RFQ NUMBER SHALL READ GSD126437, AND		
				3.) PROVIDE A COPY OF THE MANDATORY PRE-BID SIGN IN SHEET		
				BID OPENING DATE REMAINS: 02/16/2012		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS		031-13		
				REPLACE 7 HEAT PUMPS SERVING BUILDING 25		

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).

## GSD126437 Clarifications

- 1) The contractor shall also replace two leaking seals on Pump#2 in room 129.
- 2) If modifications are necessary for the crawl-space opening in room 439 the contractor shall return the opening to the original size.
- 3) Models for Heat Pump Units
  - CCH036AMTS- Units 1-12, 1-20, 1-21 and 1-34
  - CCH048AMTS-Units 1-13 and 1-28
  - FCW060ANTL-Unit Outside 3<sup>rd</sup> floor

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: CS0176437 Date: 1-31-2012

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:	Casts Technical Services
Firm Address:	540 Leon Sullivan Way Charleston, WV 25310
Representative Attending:	Grant White
Phone Number:	304-346-0544
Fax Number:	304-345-4202
Email Address:	GWhite@caststech.com

Firm Name:	Melody Hanner OSD
Firm Address:	Scott Taylor OSD Phil Brooks OSD
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Nitro Mechanical
Firm Address:	41300 First Avenue 2nd Floor P.O. Box 879 Nitro WV 25143-1001
Representative Attending:	Jason Byrd
Phone Number:	304-204-1500
Fax Number:	304-204-1350
Email Address:	jbyrd@nitromechanical.com

Firm Name:	Camillo
Firm Address:	2336 Veterans Ave Hurricane, WV 25525
Representative Attending:	Lisa Bacon
Phone Number:	304-562-7765
Fax Number:	304-397-0197
Email Address:	lbrown@camcove.com

Firm Name:	Absten 4 Sons
Firm Address:	3743 Wintfield Rd Clintonfield WV 25213
Representative Attending:	Terry Legg / Adam Absten
Phone Number:	304-757- <del>2864</del> 2864
Fax Number:	304-586-3528
Email Address:	legger@aol.com

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

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: QSD 126037

Date: 1-31-2012

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:	Murray Sheet Metal Co., Inc.
Firm Address:	3112 7th Street Parkersburg, WV 26101
Representative Attending:	Rob Nbc
Phone Number:	304-422-5131
Fax Number:	304-422-4623
Email Address:	russ@murraysheetmetal.com

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

Firm Name:	Tri-state Roofing-Sheet Metal
Firm Address:	101 South Meadowsville Rd. Davisville WV
Representative Attending:	Randy Cozine
Phone Number:	(304) 485-6593
Fax Number:	(304) 485-2641
Email Address:	rczine@tri-state-roofing.com

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

Firm Name:	Alpha Mechanical Service
Firm Address:	401 27th Street Dunbar WV 25064
Representative Attending:	Randy Baran
Phone Number:	502-963-0121
Fax Number:	502-400-4941
Email Address:	Randy.Baran@alpha-service.com

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