



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
 GSD126446

PAGE
 1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2012				

BID OPENING DATE: 05/16/2012 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,		
				2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (GSD126446),		
				3.) PROVIDE A COPY OF THE HOT WORK PERMIT,		
				4.) PROVIDE PHOTOGRAPHS PER THE ATTACHED, AND		
				5.) EXTEND THE BID OPENING DATE.		
				BID OPENING DATE IS EXTENDED TO: 05/16/2012		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS		968-96		
				DOMESTIC BACKFLOW PREVENTER INSTALLATIONS		

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).

PRE-BID CONFERENCE
SIGN IN SHEET

2

Request for Quotation Number:

65P126446

Date:

4/24/2012

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 - FSD</u>
Firm Address:	
Representative Attending:	<u>Bob Kilpatrick, David Parsons, A Theaton</u>
Phone Number:	<u>1-800-368-7669</u>
Fax Number:	
Email Address:	

Firm Name:	<u>Nitro Mechanical</u>
Firm Address:	<u>4300 1st Ave. Nitro WV</u>
Representative Attending:	<u>Jamie Kuhn</u>
Phone Number:	<u>304 596 6670</u>
Fax Number:	<u>304 - 204 - 1350</u>
Email Address:	

Firm Name:	<u>Dawkins Construction</u>
Firm Address:	<u>PO Box 685 GAWLEY BRIDGE, WV 25088</u>
Representative Attending:	<u>MIKE SIEMIACZKO</u>
Phone Number:	<u>304-632-1600</u>
Fax Number:	<u>304-632-1501</u>
Email Address:	<u>RDAWKILL@hotmail.com</u>

Firm Name:	<u>FRAME INC</u>
Firm Address:	
Representative Attending:	<u>JIM FRAME</u>
Phone Number:	<u>304 415 4372</u>
Fax Number:	<u>304 346 3507</u>
Email Address:	<u>JIMFRAME@pol.com</u>

Firm Name:	<u>Casto Technical Service</u>
Firm Address:	<u>540 Leon Sullivan Way Charleston, WV 25301</u>
Representative Attending:	<u>Paul - LANCASTER</u>
Phone Number:	<u>304-346-0549</u>
Fax Number:	<u>304-345-4202</u>
Email Address:	<u>plancaster@castotech.com</u>

Firm Name:	<u>Cimco Inc</u>
Firm Address:	<u>2336 Virginia Ave Hurricane, WV 25526</u>
Representative Attending:	<u>Dennise Craddock</u>
Phone Number:	<u>304-5162-7705</u>
Fax Number:	<u>304-397-4178</u>
Email Address:	<u>dcraddock@CimcoWV.com</u>

REQUEST FOR QUOTATION #GSD126446

Domestic Water Back Flow Preventer Installation Charleston, West Virginia

Technical Questions and Answers

Clarification: Should any asbestos need to be removed for installations, contact Agency immediately. Asbestos abatement will be handled by Agency.

Question#1: Under the Scope of Work on the back of page 12 a list of the locations, sizes and type of material required for the Back Flow Preventers is listed. the first item, Building 8, does not list the piping type (copper, galvanized,etc).Is it possible to have the material identified for this location?

Answer#1: The attached photographs show the 2" copper pipe coming into the Mansion. It later reduces to what we believe is 1-1/4" copper.

Question#2: . Does the Backflow Preventer need to be 2 inch or 1 inch at the Governors mansion?

Answer#2: The attached photographs show the 2" copper pipe coming into the Mansion. It later reduces to what we believe is 1-1/4" copper.

Question#3: Does potable expansion tanks need installed also?

Answer#3: A potable expansion tank needs installed at the Governor's Mansion.

Question#4: Do we install wye strainers ahead of Backflow Preventers? They are not required , but recommended.

Answer#4: Yes, strainers are added as a requirement on the project.

Question#5: Do we install a potable expansion tank on each building with the Backflow Preventer? They are not required but recommended.

Answer#5: Yes, potable expansion tanks are added as a requirement on this project.

Question#6: Do all the installations have to be installed on evening shift or weekends?

Answer#6: Schedule of work shall be coordinated with Agency. Times other than evening shift or weekends may be made available during the life of the contract, but Contractor should plan as if all work will be conducted on evening shift or weekends.

Question#7: Are contractors responsible for replumbing any existing lines that are ahead of Proposed Backflow Preventer locations?

Answer#7: Contractor will modify to conform to existing code.

Question#8: References installing units within the locations. Are there units within the buildings listed that are not identified in the RFQ or are we only responsible for bidding the 9 items identified in the RFQ?

Answer#8: This project only covers the single domestic water line inlets in the listed buildings; therefore, nine (9) total backflow preventer installations.

Question#9: States that liquidated damages will be imposed at \$250.00 per day (or hour) for failure to complete. Which is correct?

Answer#9: Delete any reference in the RFQ to liquidated damages being assessed "per hour." The rate shall be daily, if applicable.

Question#10: States that a copy of the Inspectors certification shall be supplied by the bidders. Does this have to be supplied with the bid or would the low bidder have to produce this document before being awarded a contract?

Answer#10: Copy of the certifications is required with the bid.

Question#11: Will a designated Fire Watch be mandatory if a "Hot Permit" is issued?

Answer#11: Follow HOT PERMIT policy guidelines (see GSD126446 Hot Work Permit, attached)

Question#12: During the prebid meeting it was discussed about working only after hours, state holidays and weekends rather than during normal working hours. Please confirm.


Answer#12: See Answer#6.

Question#13: Does each regulator have to be tested immediately after installation or can all of them be installed and then a time scheduled for just testing?

Answer#13: Testing can be completed after installation of all units, but must be within allotted time for completion of job.

Question#14: Will the drain lines from the regulators be allowed to drain directly to the floor or will they have to be routed to the nearest floor drain? If they have to be routed to the nearest existing floor drain will they have to be installed below floor grade?

Answer#14: Must be routed to nearest floor drain; only installed below floor grade if surface mount presents a tripping hazard or does not conform to code

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE : HOT WORK PERMIT AND PROCEDURES		APPROVAL 
		PAGE 1 OF 10

A.**Purpose and Scope**

The purpose of this procedure is to establish minimum guidelines to ensure the safety and health of personnel and prevent fires resulting from temporary operations involving hot work. This includes, but is not limited to welding, torch-cutting, soldering, and brazing. This program will require the issuance of a "Hot Work Permit" before beginning hot work. This procedure applies to West Virginia State Government employees and contractors who perform or supervise hot work activities in existing buildings, new construction in existing buildings, and new construction attached to existing buildings. It also applies to new construction, once the building has been "enclosed".

This procedure does not apply to areas that are specifically designed and equipped for such operations, e.g. welding stations at the craft shops including the Chiller Plant. Questions regarding applicability of this procedure should be directed to the Office of Environmental Health and Safety.

Contractors must have a hot work procedure that conforms to all OSHA regulatory requirements, including a fire watch while performing hot work on West Virginia State Government property.

2.0 References

- 2.1 OSHA 29CFR 1910.252: Fire Prevention and Protection
- 2.2 OSHA 1910.252 – Welding, Cutting, and Brazing
- 2.3 OSHA 1926.352 – Fire Prevention
- 2.4 NFPA 51B – Fire Prevention in Use of Cutting and Welding Processes

3.0 Attachments

- 3.1 Attachment 1: Hot Work Permit

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE : HOT WORK PERMIT AND PROCEDURES		APPROVAL
		PAGE 2 OF 10

4.0 Definitions

- 4.1 Arc welding is a welding process where similar materials are joined with a heating process caused by an electric arc.
- 4.2 Brazing is a process intended to permanently join two or more metals/materials together to form a single assembly by heating them in the presence of a filler metal that begins to melt above 450° C (840° F).
- 4.3 Cutting is to separate metals by using any gas, electric arc or flammable, or combination thereof.
- 4.4 Grinding is to crush, pulverize, or reduce to powder by friction, especially by rubbing between two hard surfaces.
- 4.5 Fire watch A person assigned to watch for fires resulting from hot work.
- 4.6 Hot Work Spark/fire producing activities to include welding, torch cutting, brazing, torch soldering that are not performed within the parameters of a controlled environment, e.g. shop area that is designed / equipped for these types of activities.
- 4.7 Non-fire causing work is work which may interfere with fire protection systems but does not have the potential to start a fire. Some examples include dust generating work (e.g., sanding) or steam generating work.
- 4.8 Non-torch operation is all other hot work operations other than defined Torch Operations.
- 4.9 Soldering is to unite (metallic surfaces or edges) by the intervention of a more fusible metal or metallic alloy applied when melted; to join by means of metallic cement.

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE: HOT WORK PERMIT AND PROCEDURES		APPROVAL
		PAGE 3 OF 10

- 4.10 Torch operation is a hot work operation where flammable gases are mixed with an oxidizer to create a flame (e.g., oxy-acetylene.)
- 4.11 Welding is a process that joins metals by heating them to a melting point and allowing them to fuse or flow together, sometimes with an intermediate or filler metal having a high melting point.

B. PROCEDURE

Everyone working with hot work has certain responsibilities. It is very important that every individual is familiar with his/her responsibilities.

4.12 Environmental Health and Safety Office

- 4.12.1 Review and update the West Virginia Capitol Hot Work Procedure to conform to current CFR standards.
- 4.12.2 Monitor compliance with standards set forth in the program by periodic inspections.
- 4.12.3 Assist Supervisors by providing training as set forth in procedure.

4.13 Project Managers

- 4.13.1 Oversee contractor work activities.

4.14 Supervisors

- 4.14.1 Ensure that affected employees comply with requirements established within this procedure.

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE : HOT WORK PERMIT AND PROCEDURES		APPROVAL
		PAGE 4 OF 10

4.14.2 Approve hot work activities via issuing the Hot Work Permit.

4.14.3 Identify "designated shop areas" where physical fire prevention measures are in place to prevent inadvertent fire, and therefore a hot work permit process is not warranted.

4.14.4 Ensure that personnel are appropriately trained to fulfill their assigned duties during hot work operations.

4.15 Employees

4.15.1 Complete adherence to the requirements of this program and successful completion of all required training.

4.15.2 Obtain a hot work permit prior to starting work.

4.15.3 Ensure that all cutting and welding equipment is in satisfactory condition and in good repair.

4.15.4 Ensure that work being performed is within the scope of the permit and that all precautionary measures listed on the permit are in effect.

4.16 Fire Watch

4.16.1 Evaluate the worksite and planned hot work operations for potential fire hazards as required in the hot work permit.

4.16.2 Inspect the area where hot work is planned to take place, ensuring that all necessary precautions have been taken to prevent the possibility of fire.

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE : HOT WORK PERMIT AND PROCEDURES		APPROVAL
		PAGE 5 OF 10

- 4.16.3 Observe hot work-in-progress to ensure that all fire protection measures are in place.
- 4.16.4 Ensure fire extinguishing equipment is at the location where hot work is being performed.
- 4.16.5 Understand the alarm procedures in the facility in case of an uncontrolled fire.
- 4.16.6 Inspect the area for 30 minutes after hot work to ensure that no potential for fire exists.
- 4.16.7 Close out the hot work permit and return it to the supervisor/foreman for filing.

5.0 Training

All departmental personnel are to receive "awareness level" training on the general rules associated with this procedure.

- 5.1 Awareness training consists of:
 - 5.1.1 The purpose of the Hot Work Procedure.
 - 5.1.2 What activities are considered hot work and when a fire watch is necessary.
 - 5.1.3 General precautions related to fire protection for those engaged in hot work.
 - 5.1.4 Awareness training is required annually along with additional training requirements for those acting as Fire Watches.
- 5.2 Fire Watch training consists of:

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE : HOT WORK PERMIT AND PROCEDURES		APPROVAL
		PAGE 6 OF 10

5.2.1 Specific responsibilities as outlined in this procedure.

5.2.2 Training on the use of fire protection equipment.

5.2.3 General precautions on work locations, safe distances, openings, and cracks in surfaces in hot work area.

5.2.4 Hands-on training of fire extinguishing equipment is to be conducted every three years and general fire extinguisher (classroom) training every year.

5.3 Personnel engaged in hot work activities are to be trained on the safe work procedures/practices associated with specific hot work activities, e.g. welding, burning, etc.

5.4 Training documentation is to be maintained by each department for a minimum of 5 years.

6.0 Procedures

6.1 General Requirements

6.1.1 A Hot Work Permit (Attachment 1) is required for all hot work as defined in section 4.0. (The supervisor/foreman is responsible for completion and issuance of hot work permits.)

6.1.2 A Fire Watch is required in hot work locations where appreciable combustible material is closer than 35 feet to the point of operation.

6.1.3 The permit must have all informational data on the top of the form and the pre-work checklist completed and signed by the attending fire watch prior to commencement of work.

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE : HOT WORK PERMIT AND PROCEDURES		APPROVAL
		PAGE 7 OF 10

- 6.1.4 The hot work permit must be posted at the location of the work being performed during the entire time hot work is being conducted.
- 6.1.5 The permit may only be issued for a period not to exceed five business days.
- 6.1.6 The person performing the hot work cannot act as a fire watch at the same time.
- 6.1.7 Openings or cracks in walls, floors, or ducts within 35 feet of the hot work area must be tightly covered to prevent the passage of sparks to adjacent areas.
- 6.1.8 Ventilation systems that might carry sparks to distant combustibles must be protected or shut off.
- 6.1.9 Combustible floors (except wood on concrete) must be kept wet, covered with damp sand, or protected by fire-resistant shields.
- 6.1.10 If hot work is to be performed on a metal wall, partition, ceiling, or roof, precautions must be taken to prevent ignition of combustibles on the other side.
- 6.1.11 Where possible, the work should be moved to a remote location, where there will not be a chance of setting a fire. If the work cannot be moved, combustibles should be taken a safe distance away (at least 35 feet) or the combustibles must be properly shielded from ignition sources.
- 6.1.12 A fully charged and operable fire extinguisher, appropriate for the type of possible fire, must be available at the work area.

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE : HOT WORK PERMIT AND PROCEDURES		APPROVAL
		PAGE 8 OF 10

6.1.13 All personnel (employees, contractors, building occupants) and facilities must be suitably protected against hazards generated by the work.

6.1.14 All personnel performing hot work must use the appropriate Personal Protective Equipment.

6.1.15 After the hot work is complete, the fire watch must remain at the work site for 30 minutes.

6.1.16 After the Fire Watch performs his post-hot work inspection, he/she is to sign the bottom of the form and return it to the responsible supervisor.

6.1.17 When hot work is conducted in a confine space, the confine space will be changed to a permit required confined space unless prior approval is given from the Environmental Health and Safety Office.

6.1.18 All hot work permits are to be maintained on file in the supervisor's office for a period of one year.

6.2 Hot Work Permit Instruction

A Hot Work Permit is required whenever welding or cutting is performed outside of designated approved areas [Note: Contractors are not required to utilize a Hot Work permit, but some form of written authorization is recommended.]

6.2.1 Part 1

6.2.1.1 The supervisor will complete and retain Part 1 authorizing the hot work.

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE: HOT WORK PERMIT AND PROCEDURES		APPROVAL
		PAGE 9 OF 10

NOTE: If a hot work permit is required at a job site, the supervisor approval may be provided via radio. The individual performing the hot work must print the supervisors name followed by "*Via Radio*" in the authorization section. (e.g. John Smith/*Via Radio*)

6.2.1.2 The supervisor is to check (✓) all applicable "REQUIRED PRECAUTIONS" on the right side of the permit.

6.2.1.3 Part 2 is given to the person performing the hot work.

6.2.2 Part 2

6.2.2.1 The employee performing the work will inspect the work area and determine if a fire watch is necessary.

NOTE: A Fire Watch is required in hot work locations where appreciable combustible material is closer than 35 feet to the point of operation.

6.2.2.2 If a fire watch is deemed not necessary, the individual performing the work will fill out Part 2 of the Hot Work Permit and print "N/A" over the "FIRE WATCH/HOT WORK AREA MONITORING" section, followed by his/her initials.

6.2.2.3 Once work is completed, the Hot Work Permit is returned to the supervisor.

6.2.2.4 If a fire watch is necessary, the supervisor must be notified and a fire watch assigned to the work area.

GENERAL SERVICES DIVISION STANDARD OPERATING PROCEDURE	SOP NUMBER	EFFECTIVE DATE
	2.11	November 1, 2007
TITLE : HOT WORK PERMIT AND PROCEDURES		APPROVAL
		PAGE 10 OF 10

6.2.2.5 The fire watch will fill out the REQUIRED PRECAUTIONS CHECKLIST and sign the FIRE WATCH SIGNOFF section.

6.2.2.6 Thirty minutes after the hot work is completed, the fire watch will conduct a final check of the area and sign the FINAL CHECK-UP section.

6.2.2.7 After the Hot Work Permit is completed, it is to be returned to the supervisor for filing.

D.

POSTING

- 7.1 Employees and Contractor's Representatives are responsible for the completion, posting or presentation of a fully approved Hot Work Permit (attachment 1.)

**GENERAL SERVICES HOT-WORK PERMIT
Applies Only to Area Specified Below**

Date: ____/____/____ Building: _____ Floor: _____

Nature of Job: _____

The above location has been examined; the precautions checked below have been taken to prevent fire.

Precautions

The supervisor must inspect the proposed work area and check precautions to prevent fire.

General Precautions

- Sprinklers and/or fire host in service
- Cutting and welding equipment in good repair
- Area supervisor notified

Precautions within 35 Feet of Work

- Floors swept clean of combustibles
- Combustible floors wet down, covered with damp sand, metal, or fireproof sheets
- No combustible materials or flammable liquids
- Combustibles and flammable liquids protected with fire-proof tarpaulins or metal shields
- All wall and floor openings covered
- Fireproof tarpaulins suspended beneath work to collect sparks and protect pedestrians

Work on Walls or Ceilings

- Construction noncombustible and without combustible covering or insulation
- Combustibles moved away from opposite side

Work on Enclosed Equipment

- Equipment cleaned of all combustibles
- Containers purged of flammable vapors
- adequate air flow through enclosed equipment to be provided while cutting and welding is done

Fire watch

- To be provided during and for 30 minutes after operation
- Supplied with extinguishers or small hose
- Trained in use of equipment and in sounding alarms

I have personally examined the above and certify that the checked precautions have been taken.

Signed: _____ (Contractor Performing Work)

Signed: _____ (Safety)

Signed _____ (O&M Manager)

Permission is granted for this Work

Permit Expires on ____/____/____ at ____: ____ AM/PM

Signed: _____ (Area Supervisor)

Time Started: ____ : ____ AM/PM ____ : ____ AM/PM

Final Check-Up

Work area and all adjacent areas to which sparks and heat might have spread (such as floors above and below and on opposite sides of walls were inspected for at least 30 minutes after the work was completed and were found fire safe.

Signed: _____ (Contractor Performing Work)

After signing, return permit to person who issued it.

GSD126446 Addendum No. 1

This addendum contains color photographs which **cannot be faxed**. A copy of the complete addendum (including photographs) has been mailed to you. Registered Vendors may also obtain a complete copy of the Addendum (including photographs) by visiting the WV State Purchasing Bulletin at <http://www.state.wv.us/admin/purchase/newbul.htm>.

Thank you!