



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
GSD126450

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 FIVE - HIGHWAYS
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/28/2012				

BID OPENING DATE: 04/05/2012 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 (GSD126450).						
BID OPENING DATE REMAINS: 04/05/2012						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		031-13		
CHILLERS, AIR						
***** THIS IS THE END OF RFQ GSD126450 ***** TOTAL:						

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

Request for Quotation Number:

CRSD126450

Date:

3/14/2012

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>N. Rao Mechanical</u>
Firm Address:	<u>4300 First Avenue Ind/Store</u> <u>PO Box 875</u> <u>Nitro WV 25143-1001</u>
Representative Attending:	<u>Susan Byrd</u>
Phone Number:	<u>304-964-0546</u>
Fax Number:	<u>304-804-1350</u>
Email Address:	<u>sbyrd@nitro-mechanical.com</u>

Firm Name:	<u>CASTO TECHNICAL SERVICES</u>
Firm Address:	<u>540 LEON SULLIVAN WAY</u> <u>CHARLESTON, WV 25301</u>
Representative Attending:	<u>TODD WATSON</u>
Phone Number:	<u>304-346-0549</u>
Fax Number:	<u>304-346-0931</u>
Email Address:	<u>twatson@castotech.com</u>

Firm Name:	<u>Carrier</u>
Firm Address:	<u>Two Mission Way</u> <u>Scott Depot WV 25560</u>
Representative Attending:	<u>Antonio Ritter</u>
Phone Number:	<u>304-791-0991</u>
Fax Number:	<u>304-757-3018</u>
Email Address:	<u>antonio.ritter@carrier-wv.com</u>

Firm Name:	<u>ELCO MECHANICAL CONTRACTORS</u>
Firm Address:	<u>PO Box 349</u> <u>CHAR WV 25322</u>
Representative Attending:	<u>Proh King / Bill Ashworth</u>
Phone Number:	<u>304-346-0546</u>
Fax Number:	<u>304-346-0548</u>
Email Address:	<u>ELCO@SUDDENLINKMAIL.COM</u>

Firm Name:	<u>Alpha Mechanical</u>
Firm Address:	<u>401 27th Street</u> <u>Dunbar, WV 25064</u>
Representative Attending:	<u>John Jennings</u>
Phone Number:	<u>(304) 550-5289</u>
Fax Number:	<u>502-400-4958</u>
Email Address:	<u>john.jennings@amservice.com</u>

Firm Name:	<u>LECO</u>
Firm Address:	<u>2336 Veterans Ave</u> <u>Uniontown, WV 26051</u>
Representative Attending:	<u>LEE BROWN</u>
Phone Number:	<u>304-522-7705</u>
Fax Number:	<u>304-397-4198</u>
Email Address:	<u>LBROWN@LECO.COM</u>

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: GSD126450

Date: 4/4/12

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>ELCO MECHANICAL</u>
Firm Address:	<u>PO BOX 349</u> <u>CHAS. W. W. 25372</u>
Representative Attending:	<u>WILLIAM S. ALKUDRY</u>
Phone Number:	<u>304 346 0546</u>
Fax Number:	<u>304 346 0548</u>
Email Address:	<u>RENZO.LO.KW@SUPPLYLINK.MI.COM</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:	

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

GSD126450 Technical Questions and Answers

Q1. Who is responsible for removal of scrap items and /or where does it go?

A1. Contractor will remove scrap items and place in recycling dumpster located on Lot 98 at end of shift.

Q2. What are normal working hours?

A2. 7:00am - 5:00pm Monday through Friday unless otherwise agreed to by GSD.

Q3. Can work be performed on regular days during regular working hours (M-F)?

A3. 7:00am - 5:00pm Monday through Friday unless otherwise agreed to by GSD.

Q4. Who is responsible for asbestos removal on piping?

A4. The Agency will be responsible for removal on piping prior to the contractor beginning work.

Q5. Will Asbestos be removed before the work is started?

A5. Yes, the Agency will remove all asbestos prior to work being started.

Q6. Are valves on chilled water coils to be replaced?

A6. Yes, all valves on chilled water coils must be replaced by the contractor.

Q7. Do all coils need to have drains installed?

A7. Yes, all coils must have drains installed.

Q8. Do all coils need to have all bleeders/vacuum breakers installed?

A8. Yes, all coils must have all bleeders/vacuum breakers installed.

Q9. Is freight elevator available for use to transport coils to Penthouse?

A9. Yes. The Agency, in coordination with Contractor, will make special arrangements with the elevator company. Coils must be secured on top of elevator due to length restrictions. Additional Cost for rigging will be the responsibility of contractor.

Q10. What about access to building? Will temp cards be given?

A10. No.

Q11. Can material and tools be stored on site?

A11. Yes, on 11th floor in secured job boxes. GSD assumes no responsibility for tools or materials left or staged on job site.

Q12. Are the existing steam traps and shut off valves on the pre-heat and reheat steam coils to be re-used on both air handlers?

A12. No, the contractor will replace with new steam traps and shut off valves.

Q13. Do all coils need to have stainless steel frames?

A13. Yes, all coils must have stainless steel frames.

Q14. Refer to scope of work: Steam coils. Does this include preheat & reheat?

A14. Yes, pre-heat and reheat coils shall be included in the scope of work.

Q15. DO coils need to be enclosed (on each end) to prevent escaped airflow?

A15. Yes. Coils must be enclosed on each end to prevent escaped airflow.

Q16. Is an extension available if coils have to be fabricated and the 90 day complete date cannot be met?

A16. Extensions may be considered due to circumstances outside the contractor's control.

Q17. Can (4) ten hour shifts be available to work?

A17. Yes

Q18. Who is responsible for re-insulating the piping on all coils?

A18. The Contractor will be responsible for re-insulating the piping on all coils.