



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
GSD126458

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 11 CHILLER PLANT
 218 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/21/2012				

BID OPENING DATE: **04/19/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		031-13		
<p>REPAIR HVAC TOWER PUMPS IN BUILDING 11</p> <p>REQUEST FOR QUOTATION (RFQ) CONSTRUCTION</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH ALL LABOR MATERIALS, SUPPLIES, AND EQUIPMENT FOR THE REPAIR OF HEATING, VENTILATION, AND AIR CONDITIONS (HVAC) TOWER PUMPS IN BUILDING 11 (CHILLER PLANT) LOCATED AT THE CORNER OF PIEDMONT AVENUE AND CALIFORNIA AVENUE IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 04/03/12 AT 10:00 AM IN BUILDING 11. VENDORS ARE ASKED TO ASSMEBLE IN THE SECOND FLOOR CONFERENCE ROOM.ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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).



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<p>ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.</p> <p>DEADLINE FOR ALL TECHNICAL QUESTIONS IS 04/06/2012 AT THE CLOSE OF BUSINESS.</p> <p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p>VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RFQ SPECIFICATIONS BY AN OFFICIAL WRITTEN ADDENDUM BY PURCHASING IS BINDING.</p>						

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<p>NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN REJECTION OF THE BID. THE STATE BUYER LISTED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.</p> <p>ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED DRUG-FREE WORKPLACE AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED DRUG-FREE WORKPLACE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN (60) CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. THE AGENCY WILL ISSUE A WRITTEN NOTICE TO PROCEED TO THE SUCCESSFUL VENDORS. (SEE INSTRUCTIONS TO BIDDERS FOR SUBSTANTIAL AND FINAL COMPLETION TIMES)</p>						

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<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p><input checked="" type="checkbox"/> INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$1,000,000.00.</p> <p><input type="checkbox"/> BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p> <p><input checked="" type="checkbox"/> BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF</p>						

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	<p>THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPCTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>() MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF</p>					

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<p>THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p>						

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<p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS.:</p>						

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	NO. 2				
	NO. 3				
	NO. 4				
	NO. 5				
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>.....SIGNATURE</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS</p>						

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<p>LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME:</p> <p>CONTRACTORS LICENSE NO.:</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p style="text-align: center;">APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT</p>						

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'



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
GSD126458

PAGE
10

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 11 CHILLER PLANT
 218 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/21/2012				

BID OPENING DATE: **04/19/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WITHOUT FURTHER ORDER.</p> <p>REV. 5/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>REQ. NO.: GSD126458</p> <p>BID OPENING DATE: 04/19/2012</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p style="text-align: center;">-----</p> <p>PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:</p>						

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'



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
GSD126458

PAGE
11

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 11 CHILLER PLANT
 218 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/21/2012				

BID OPENING DATE: **04/19/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

***** THIS IS THE END OF RFQ GSD126458 ***** 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'

REQUEST FOR QUOTATIONS
GSD126458
Building 11 HVAC PUMP EQUIPMENT REPAIRS
Charleston, West Virginia

Location: West Virginia State Office Building 11
218 California Avenue
Charleston, West Virginia 25301

For: State of West Virginia
General Services Division
1900 Kanawha Blvd. East
Charleston, West Virginia 25305

All inquiries for specification clarification shall be addressed to:

Krista Ferrell, Buyer Supervisor
Purchasing Division
P. O. Box 50130
Charleston, West Virginia 25305-0130
Telephone: (304) 558-2596
Fax: (304) 558-4115
Krista.S.Ferrell@wv.gov

The Acquisition and Contract Administration Section of the Purchasing Division "State" for the West Virginia General Services Division is soliciting quotations to provide HVAC Services and repairs as specified in the attached documents in Building 11 located at Piedmont Road/California Avenue Charleston, West Virginia. This document is intended to supplement information provided in the standard "Request for Quotation" and "General Terms and Conditions" issued by the Purchasing Division for this project. Vendors should carefully review all documents.

Mandatory Pre-Bid Meeting:

A mandatory pre-bid conference will be held on April 03, 2012 at 10:00 am. Contractors attending the meeting shall assemble in the 2nd floor conference room of Building 11. No parking is provided for attendees by the Agency. See Purchasing Division Request for Quotation for additional information.

Scope of Work:

Contractor shall complete an overhaul and rebuild two (2) Series VSC Bell & Gossett motor/pump assemblies per manufacturer guidelines (Attachment B). Work shall include but is not limited to the following:

1. Replacing all bearings and seals in the pump and motor
2. Re-true and balance shaft
3. Inspect for internal damage of components and replace impeller assembly

4. Inspect windings and motor for internal wear, record all test measurements for owner
5. Inspect casing for excessive wear and pinholes, report findings to the project manager
6. Reinsulate unit to like new condition
7. Test and verify operation and monitoring capability on TRACER System
8. Provide 1 year warranty on parts and labor

Model number # VSCS10.000

Pump #10: Serial number 2088859

Pump #11: Serial number 2088858

The work schedule shall be reviewed and approved by the Agency Project Manager prior to commencement of the work. The Contractor shall coordinate the schedule around the Agency's work requirements.

Contractor shall furnish all materials, labor, and equipment necessary to complete all work as indicated by these specifications. The intent is that the completed work returns units to full operational mode. Contractor shall furnish any incidental work, materials, labor and equipment that are necessary to complete the work, even if such incidental work is not explicitly included in the contract documents.

Any equipment or material contracted for prior to receipt of the signed purchase order and written Notice to Proceed letter shall be at the Bidder's risk.

Documents:

This Request for Quotations also incorporates the attached documents:

1. The WV Purchasing Division "Request for Quotation" and "General Terms and Conditions".
2. Attachment A: Bid Form
3. Attachment B: Instruction Manual

Contract Period:

The Contract shall be completed within Sixty (**60**) calendar days from the issuance of the written Notice to Proceed. In accordance with the West Virginia State Code 5A-3-4(8), vendor agrees that liquidated damages shall be imposed at the rate of \$250.00 per day for failure to complete the project within the contract period. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other additional remedy to which the State or Agency may have legal cause for action including further damages against the vendor.

Reference Requirement:

Bidders shall supply at least three references indicating their capabilities to perform such work. References should include the name, location, and HVAC system used in the building in addition to the name, address and telephone number of a contact person with

person with the building's owner familiar with the work.

Qualifications:

The Contractor shall have the minimum qualifications outlined below to perform the services specified under this Contract. The Contractor shall provide the Agency all documentation of the qualifications in line 1 prior to award (see Bid Form and Section labeled "Reference Requirement" above).

1. The Contractor must provide letters of reference for at least three (3) distinct contracts documenting the successful completion of repair and warranty services of the type currently serving Building 11.

Work under this Contract may only be performed by a mechanic who has first provided documentation of certifications and or licensure for the following:

1. Electricians- WV Master Electricians License
2. Plumbers- WV Master Plumbers License
3. HVAC- EPA 608 Certification and Apprentice Certification or Completion of HVAC Vocational Program prior to January 1, 2006

Definitions:

- A. The "Agency" shall be defined as The Department of Administration, General Services Division, State Capitol Complex, Building 1, Room MB-60, and Charleston, West Virginia 25305.
- B. "Contractor" shall be defined as the successful bidder or vendor.
- C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Contractor to provide the services as herein specified.
- D. "Agency Representative" shall be defined as the person designated by the Director of the General Services Division as having authority to act on behalf of the General Services Division.
- E. "Corrective Repair" shall be defined as repair work performed to correct a malfunction or failure in an HVAC system.
- F. "Holidays" shall be defined as days designated by W.Va. Code §2-2-1 as legal holidays (i.e. new Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Lincoln's Day, Election Days, and Christmas Day).
- G. "Testing" shall be defined as a function test upon the completion of ordered services to ensure equipment is returned to normal operating mode or to determine if additional repairs are required.

Payment:

Invoices shall be submitted for payment (in arrears) and must include the following information:

1. Invoice must include invoice date, service dates, FEIN number, complete address of vendor and Master Contract number.
2. Invoices shall be mailed to the following address:

General Services Division
1900 Kanawha Blvd. E.
Building 1, Room MB-68
Attn: Business Manager
Charleston, WV 25305

All work shall be inspected and approved prior to payment.

Supplementary General Conditions:

A. The qualified Contractor shall satisfactorily perform all specified work outlined in the Scope of Work and further described in the drawings, specifications or other attachments. Authorization to perform the work described herein must be approved in writing by issuance of the Notice to Proceed and signed by the Agency Representative.

B. The Contractor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State, or municipal, along with all regulations, and ordinances of any regulating body.

C. The relationship of the Contractor to the Owner shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Contract. The Contractor as an independent contractor is solely liable for the acts and omissions of its employees and agents. The Contractor will be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this contract. Neither the Contractor nor any employees or sub-contractors of the Contractor will be deemed to be employees for the State for any purposes whatsoever. The wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred obligations, and licensing fees, etc., and the filing of all necessary documents, forms and returns pertinent to all of the foregoing are the Contractor's responsibility.

D. The Contractor will hold harmless the State, and must provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns. The Contractor will not assign, convey, transfer, sub-contract, or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

E. Indemnification: The Contractor agrees to indemnify, defend, and hold harmless the State and the Owner, their officers, and employees from and against (1) Any claims or

losses for services rendered by any subcontractor, person or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Contractor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; (3) Any failure of the Contractor, its officers, employees or subcontractors to observe State and Federal laws, including but not limited to labor and wage laws.

F. This contract will be governed by the laws of the State of West Virginia. The Contractor further agrees to comply with the Civil Rights Act of 1964 and all other applicable Federal, State, and local Government regulations.

H. The Contractor will pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this Contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the Contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this Contract.

I. Contractor will be responsible for parts and materials as follows:

- 1) The Contractor will supply all tools, tool accessories, personal safety equipment, and supplies necessary to execute the responsibilities of this Contract. Contractor will be responsible for the removal and disposal of all waste and debris from Owner's property as a result of performing this contract.
- 2) Contractor will be responsible for all mileage and travel costs, including travel time, associated with the performance of this contract.
- 3) Unless greater warranties are specified elsewhere in this RFQ, the Contractor shall include a minimum one (1) year labor and materials warranty on all work performed.

J. Any work to be performed to successfully execute the terms of this Contract by a third party or sub-contractor must be pre-approved by the Owner or their Representative or Designee. All such work, after Owners approval, will remain the sole responsibility of the successful bidder/Contractor with regard to all labor, materials, fees associated with the sub-contracting and any/all associated responsibilities. Under no circumstances will the Contractor transfer responsibility for any work as described herein by a third party or sub-contractor.

Bonds and Insurance:

Refer to Purchasing Division's 'Request for Quotation' for requirements on bonding; insurance; wage rates; "Foreign made aluminum, glass and steel in Public Works Projects", and other project requirements.

General Requirements:

Project Closeout:

1. Final cleanup shall be completed prior to final acceptance.
2. Submit warranty documents to Agency Project Manager.
3. Perform final inspection with the Agency Project Manager.

Final Inspection:

The Final Inspection will be conducted by a Project Manager from the Agency. Work found to be in accordance with the Contract Documents will be accepted as complete for final acceptance. Unacceptable work, or work not in accordance with the Contract Documents shall be removed, replaced, changed or cleaned as required to meet requirements of Contract Documents prior to final acceptance. Final Acceptance does not waive or release Contractor to conform to the Contract Documents.

Final payment shall not be made until all work is finally accepted.

Limits of Work:

Work areas will be limited to those spaces required for access to the building.

Some interior space may be utilized for temporary (overnight) storage of equipment and tools. Coordinate storage needs with the Agency Project Manager.

Agency facilities shall remain in use during this contract. Contractor shall work with the Building Manager and Protective Services to coordinate the temporary access to work areas and otherwise provide for the Contractor needs to complete work. Contractor shall minimize disruption to building work areas and loading dock access.

Use of Facilities:

Contractor shall be permitted reasonable use of building utilities including power, water and sanitary sewage disposal as required for conducting the work. Contractor shall coordinate the location of service connections or use of receptacles with the Building Manager to avoid overloading existing circuits.

Contractor Schedule:

The Contractor shall provide the Agency Project Manager with an overall project schedule within seventy-two (72) hours of Award of the Contract. The proposed project schedule shall indicate areas to be worked. Where coordination or disruption of office workspaces or occupants may be required, provide at least one week's advance notice prior to conducting work in those areas. Contractor shall adhere to schedule provided and coordinate through the Agency Project Manager.

Waste Removal:

The Contractor shall be required to leave the work area clean upon completion of work daily. Contractor shall make arrangements for the collection and disposal of Contractor's waste and construction related debris. Debris shall be removed on a daily basis.

Contractor Visitor Badges:

Contractor shall provide a list of all personnel working on this project within the Building. This list shall include a copy of a valid driver's license or other legal identification and include date of birth and cell phone number. All proposed workers may be subjected to a criminal history / driver's license background check prior to being permitted to work in state buildings. Workers shall carry valid Contractor Photo ID Badges to be worn when working in the building. Under no circumstances shall a worker be assigned to this project without the validation first being submitted to the General Services Division and approval given.

Work Restrictions:

Work shall be generally performed inside the existing building between normal business hours of 7:00 am to 5:00 pm, Monday through Friday, except state recognized holidays. Weekends may be permitted when pre-arranged with the Agency Project Manager.

This is a non-smoking building. Smoking is not permitted within the building or near entrances, operable windows or outdoor air intakes.

Parking:

No parking is available on the project site. Parking in non-designated areas is not permitted. Parking is the responsibility of the contractor. With prior approval, contractor's vehicles may be brought on-site for loading & unloading or to provide equipment necessary for conducting the work.

Use of loading dock areas or sidewalk areas for parking is strictly prohibited.

Building Access:

The building is available from 7:00 am to 5:00 pm. Extended work hours or schedules may be arranged if acceptable and approved by the agency. This building is a secure location. Access to the building shall be coordinated with the Owner. Contractor shall not leave open doors unattended and shall close doors when not in use.

Codes:

All work is to be performed in compliance with applicable Federal and State codes including but not limited to the International Building Code, International Mechanical Code, Life Safety Code, NEC, OSHA, UL, ANSI, ASME and related standards.

Safety:

All applicable local safety and OSHA rules and guidelines shall be met by the Contractor. Work shall be subject to verification and inspection by GSD Safety representatives. Such verification shall not relieve the Contractor from meeting all applicable safety regulations and inspection by other agencies.

Notify Owner if suspected hazardous materials are encountered. Any areas requiring

abatement will be provided by the GSD under separate contract.

Hot Work Permit:

Contractor shall obtain Owner's permission prior to performing any work that requires an open flame, creates sparks, use's equipment that creates combustible temperatures, or performs any work that could result in a fire hazard. Owner will review work area and issue a 'Hot Work Permit' prior to Contractor commencing work. Note that the Contractor must take proper precautions and may be required to provide a Fire Watch as a condition of the permit.

Workmanship:

Contractor shall complete all work in a neat and workmanlike manner. All work shall be done using new materials in a manner that meets commercial quality standards. Work shall be neat, true, plumb and square, as applicable. Contractor shall verify all dimensions.

Warranty:

A one year warranty on labor and materials or the manufacturer's warranty, whichever is greater, are required.

State of West Virginia
Department of Administration

General Services Division
GSD126458 Bldg 11 HVAC Repair

GSD126445 Attachment A: Bid Form

Bidder's Company Name: _____

Bidder's Address: _____

Remittance Address: _____
(if different) _____

Phone Number: _____

Fax Number: _____

Email Address: _____

WV Contractor's License Number: _____

We, the undersigned, having examined the site and being familiar with the local conditions affecting the cost of the work and also being familiar with the general conditions to bidders, drawings, and specifications, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

TOTAL CONTRACT BID (Total to be written in words and numbers)

(\$ _____)

State of West Virginia
Department of Administration

General Services Division
GSD126458 Bldg 11 HVAC Repair

References

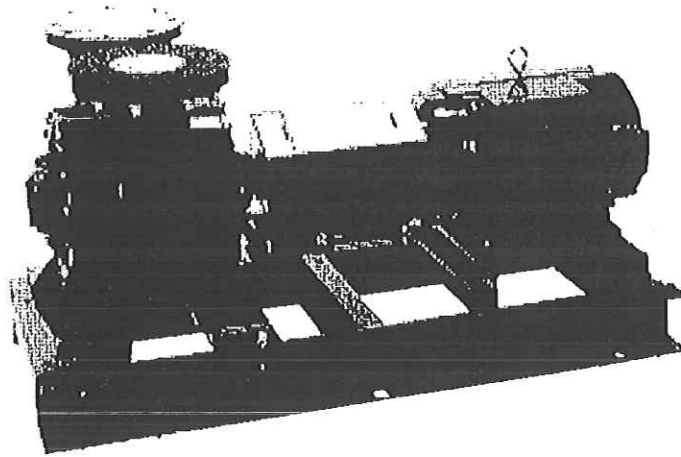
Reference Name: _____
Position: _____
Address: _____
Telephone Number: _____
Project Name: _____
Project Description: _____

Reference Name: _____
Position: _____
Address: _____
Telephone Number: _____
Project Name: _____
Project Description: _____

Reference Name: _____
Position: _____
Address: _____
Telephone Number: _____
Project Name: _____
Project Description: _____

BELL & GOSSETT**INSTRUCTION MANUAL****P81630**
REVISION D

Attachment B: Instruction Manual



Series VSC[®] and VSCS[®] Base Mounted Centrifugal Pumps

Installation, Operation and Service Instructions

(To be used in conjunction with VSC parts list containing line drawings)

INSTALLER: PLEASE LEAVE THIS MANUAL FOR THE OWNER'S USE.

DESCRIPTION

The VSC and VSCS Series centrifugal pumps are frame mounted pumps which feature – high efficiency, rugged construction, compact design, foot mounted volute, center drop out coupler, and regreasable bearings. These features along with the vertically split case make installation, operation, and service easy to perform.

PUMP APPLICATION

The standard VSC and VSCS Series centrifugal pump's bronze fitted construction make it ideal for service with the following liquids: unheated domestic and fresh water, boiler feed water, condensate, hydronic cooling or heating, pressure boosting, general pumping and benign liquids.

For other applications contact your local B&G Representative.

OPERATIONAL LIMITS

Unless special provisions have been made for your pump by Bell & Gossett, the operational limits for VSC/VSCS Series Pumps are as follows:

Maximum Working Pressure
Listed on pump nameplate.

SEAL OPERATING LIMITS

Standard Seals
BUNA-PH Limitations 7-9; Temperature Range -40 to +225°F
EPT-PH Limitations 7-11; Temperature Range -40 to +250°F
For use on closed or open systems which are relatively free of dirt and/or other abrasive particles.

Flushed Single Seals
PH Limitations 7-9; Temperature Range 0 to +250°F†
Note: On closed or open low pressure systems which may contain a high concentration of abrasives an external flush is required.

Flushed Double Seals
PH Limitations 7-9; Temperature Range 0 to +250°F
Note: On closed or open low pressure systems which may contain a high concentration of abrasives an external flush is required.

Packing
PH Limitations 7-9; Temperature Range 0 to +200°F
Note: On open or closed systems which require a large amount of makeup water, as well as systems which are subjected to widely varying chemical conditions and solids buildup.

† For operating temperatures above 250°F a cooled flush is required and is recommended for temperatures above 225°F for optimum seal life. On closed systems cooling is accomplished by inserting a small heat exchanger in the flush line to cool the seal flushing fluid.

Flush-line Filters and Sediment Separators are available on special request.

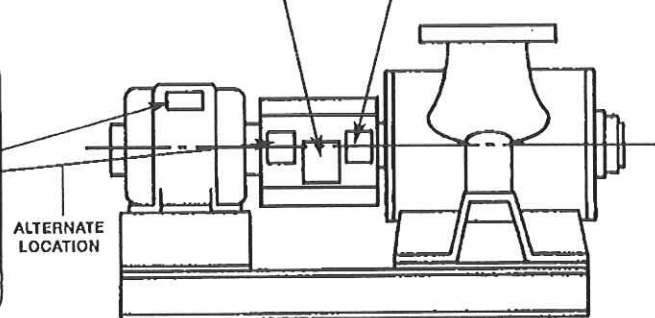
SAFETY INSTRUCTION

This safety alert symbol will be used in this manual and on the pump safety instruction decal to draw attention to safety related instructions. When used, the safety alert symbol means **ATTENTION! BECOME ALERT! YOUR SAFETY IS INVOLVED! FAILURE TO FOLLOW THE INSTRUCTIONS MAY RESULT IN A SAFETY HAZARD.**

Your VSC/VSCS Series Pump should have the following safety instruction decals located approximately as shown. If the decals are missing or illegible contact your local B&G representative for a replacement.



(2) REQUIRED
(1 EACH SIDE)



ADDITIONAL SAFETY REQUIREMENTS:

ELECTRICAL SAFETY:

⚠ WARNING: Electrical Shock Hazard
 Electrical connections to be made by a qualified electrician in accordance with all applicable codes, ordinances, and good practices. Failure to follow these instructions could result in serious personal injury or death, or property damage.

⚠ WARNING: Electrical Overload Hazard
 Three phase motors must have properly sized heaters to provide overload and undervoltage protection. Single phase motors have built-in overload protectors. Failure to follow these instructions could result in serious personal injury or death, or property damage.

THERMAL SAFETY:

⚠ WARNING: Extreme Temperature Hazard
 If pump, motor, or piping are operating at extremely high or low temperatures, guarding or insulation is required. Failure to follow these instructions could result in serious personal injury or death, or property damage.

MECHANICAL SAFETY:

⚠ WARNING: Unexpected Startup Hazard
 Disconnect and lockout power before servicing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

⚠ WARNING: Excessive System Pressure Hazard
 The maximum working pressure of the pump is listed on the nameplate, do not exceed this pressure. Failure to follow these instructions could result in serious personal injury or death, or property damage.

⚠ WARNING: Excessive Pressure Hazard Volumetric Expansion
 The heating of water and other fluids causes volumetric expansion. The associated forces may cause failure of system components and release of high temperature fluids. This will be prevented by installing properly sized and located compression tanks and pressure relief valves. Failure to follow these instructions could result in serious personal injury or death, or property damage.

PUMP LOCATION

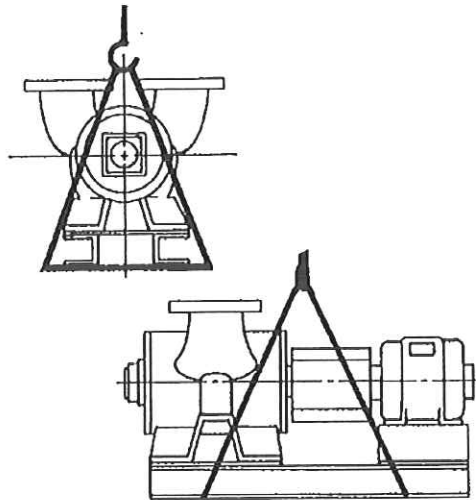
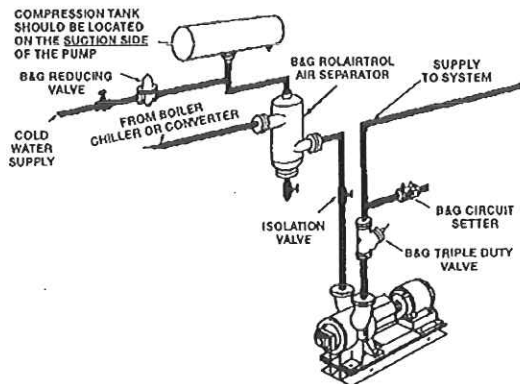
Locate the pump so there is sufficient room for inspection, maintenance and service. If the use of a hoist or tackle is needed, allow ample head room.

⚠ WARNING: Fall Objects Hazard
 Eyebolts or lifting lugs, if provided, are for lifting only the components to which they are attached. Failure to follow these instructions could result in serious personal injury or death, or property damage.

If lifting of the entire pump is required, do so with slings placed under the base rails as shown.

The best pump location for sound and vibration absorption is on a concrete floor with subsoil underneath. If the pump location is overhead, special precautions should be undertaken to reduce possible sound transmission, consult a sound specialist.

If the pump is not on a closed system, it should be placed as near as possible to the source of the liquid supply, and located to permit installation with the fewest number of bends or elbows in the suction pipe.



The installation must be evaluated to determine that the Net Positive Suction Head Available (NPSHA) meets or exceeds the Net Positive Suction Head Required (NPSHR), as stated by the pump performance curve.

IMPORTANT

Do not install and operate Bell & Gossett Pumps, 3D Valves, Suction Diffusers, etc., in closed systems unless the system is constructed with properly sized safety devices and control devices. Such devices include the use of properly sized and located pressure relief valves, compression tanks, pressure controls, temperature controls, and flow controls as appropriate. If the system does not include these devices, consult the responsible engineer or architect before making pumps operational.

INSTALLATION

This pump is built to provide years of service if installed properly and attached to a suitable foundation. A base of concrete weighing 2 1/2 times the weight of the pump is recommended. (Check the shipping ticket for pump weight.)

If possible, tie the concrete pad in with the finished floor. Use foundation bolts and larger pipe-sleeves to give room for final bolt location. (See Figure 6A.)

LEVELING

Place the pump on its concrete foundation supporting it with steel wedges or shims totaling 1" in thickness. These wedges or shims should be put on both sides of each anchor-bolt to provide a means of leveling the base. (See Figure 6B.)

It is very important that the pump-base be set level to avoid any mechanical difficulties with the motor or pump. This pump was properly aligned (if furnished with a motor) at the factory. However, since all pump bases are flexible they may spring and twist during shipment. Don't pipe the pump until it is realigned. After piping is completed and after the pump is grouted-in and bolted-down, align it again. It may be necessary to re-adjust the alignment from time to time while the unit and foundation are new.

GROUTING

After the pump has been leveled, securely bolted to the floor, and properly aligned, a good grade of non-shrinking grout should be poured inside the pump base. To hold wedges or shims in place, allow the grout to flow around them.

ROTATION

The VSC & VSCS pump is available in both right- and left-hand rotation. An arrow cast into the pump body shows the direction of rotation.

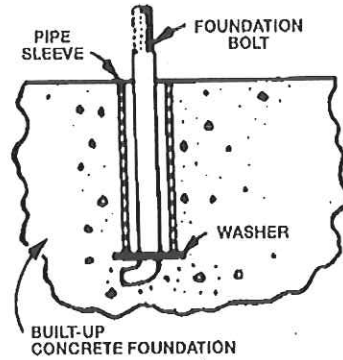


FIGURE 6A

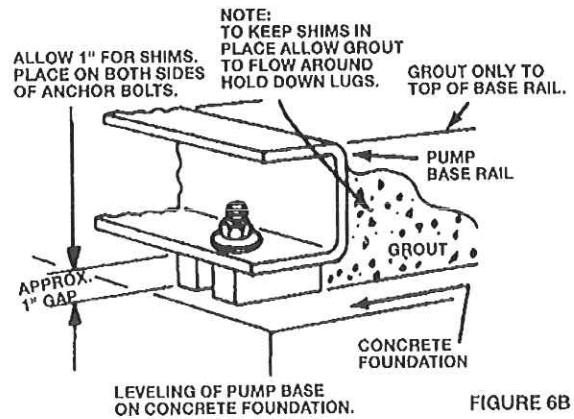
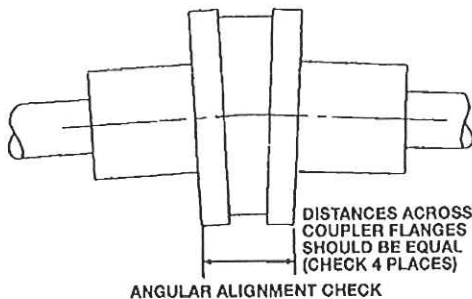
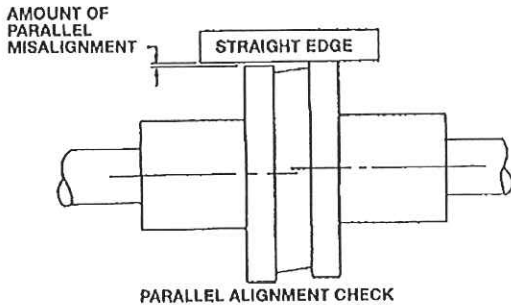


FIGURE 6B



COUPLER ALIGNMENT

All alignment should be done by moving or shimming the motor only. Adjustments in one direction may alter alignment in another. Therefore, check alignment in all directions after a correction is made. **Black rubber inserts have different horsepower load ratings than orange Hytel sleeves. They should not be interchanged.**

WARNING: Unexpected Startup Hazard
 Disconnect and lockout power before servicing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

STANDARD SLEEVE TYPE COUPLER WITH BLACK RUBBER INSERT

Before aligning the coupler, make sure there is about 1/8" end clearance between the sleeve and the two coupler halves.

1. Check angular misalignment using a micrometer or caliper. Measure from the outside of one flange to the outside of the opposite flange at four points 90° apart. **DO NOT ROTATE COUPLER.** Misalignment up to 1/64" per inch of coupler radius is permissible.
2. At four points 90° apart (**DO NOT ROTATE COUPLER**), measure the parallel coupler misalignment by laying a straight edge across one coupler half and measuring the gap between the straight edge and opposite coupler half. Up to a 1/64" gap is permissible.

FOR FINE ALIGNMENT, ORANGE HYTREL INSERTS, 3500 RPM OPERATION, OR ALL OTHER COUPLER TYPES

Use a dial indicator when greater alignment accuracy is required. Use the following alignment tolerances unless specified otherwise by the coupler manufacturer. On sleeve type couplers make sure there is about 1/8" end clearance between the sleeve and the two coupler halves.

1. To check angular misalignment, mount the dial indicator base to one coupler half, or shaft, and position the dial indicator button on the front or rear face of the opposite coupler half. Set the dial to zero. Rotate both coupler halves together, making sure the indicator button always indicates off the same spot. Misalignment values within 0.004" TIR per inch of coupler radius are permissible.
2. To check parallel misalignment, mount the dial indicator base to one coupler half, of shaft, and position the dial indicator button on the outside diameter of the opposite coupler half. Set the dial to zero. Rotate both coupler halves together, making sure the indicator button always indicates off the same spot. Misalignment within 0.004" TIR is permissible.

PIPING

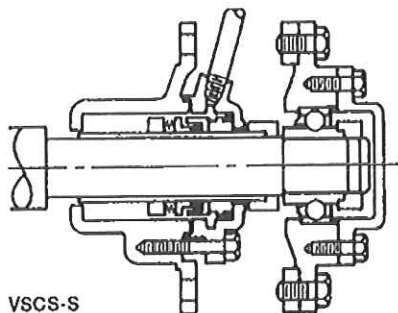
Always install a section of straight pipe between the suction side of the pump and first elbow. This reduces turbulence of the suction by straightening out the flow of liquid before it enters the pump. The length should be equal to five times the diameter of the suction pipe size.

Line up the piping so that the bolt-holes in the pump flanges match the bolt-holes in the pipe flanges. DO NOT ATTEMPT TO SPRING THE SUCTION OR DISCHARGE LINES INTO POSITION. Coupling and bearing wear will result if suction or discharge lines are forced into position. The code for Pressure Piping (ANSI B.31.1) lists many types of supports available for various applications.

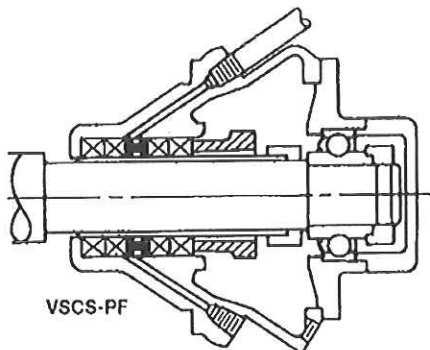
When considerable temperature changes are anticipated, equipment for absorbing expansion should be installed in the system in such a way as to avoid strain on the pump.

When using an isolation base, flexible piping should also be used on both suction and discharge sides of pump.

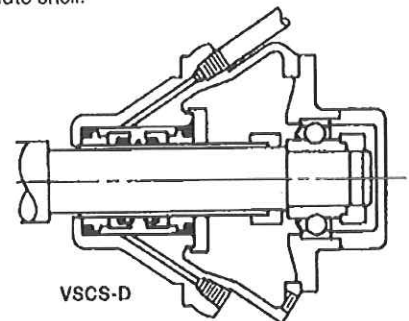
On an open-system with a suction-lift, use a foot-valve of equal or greater area than the pump suction piping. Prevent clogging by using a strainer at the suction inlet next to the foot-valve. The strainer should have an area three times that of the suction pipe with hole diameter of no less than 1/4".



VSCS-S



VSCS-PF



VSCS-D

The pipeline should have isolation valves around the pump and have a drain valve in the suction pipe.

A Bell & Gossett Triple Duty Valve installed in the discharge line will serve as a check valve to protect the pump from water hammer, as a gate valve for servicing and for throttling.

PUMP INSULATION

When insulating a Series VSC/VSCS pump, ensure that the grease fittings remain accessible and visible. Do not seal off the drain holes in the bearing caps or bearing housings.

PRIMING AND STARTING

CAUTION: Seal Damage Hazard
Do not run pump dry, seal damage may occur. Failure to follow these instructions could result in serious property damage and/or moderate personal injury.

Before starting the pump, the pump body must be full of liquid. Manual priming may be required if the system does not automatically fill the pump body with liquid. Vent plugs are provided on the pump body to vent the air. While venting the air from the pump body the pump shaft should be rotated a few times by hand.

The pump should be started with the discharge valve closed and the suction valve fully open. After the pump is up to operating speed the discharge valve should be opened slowly.

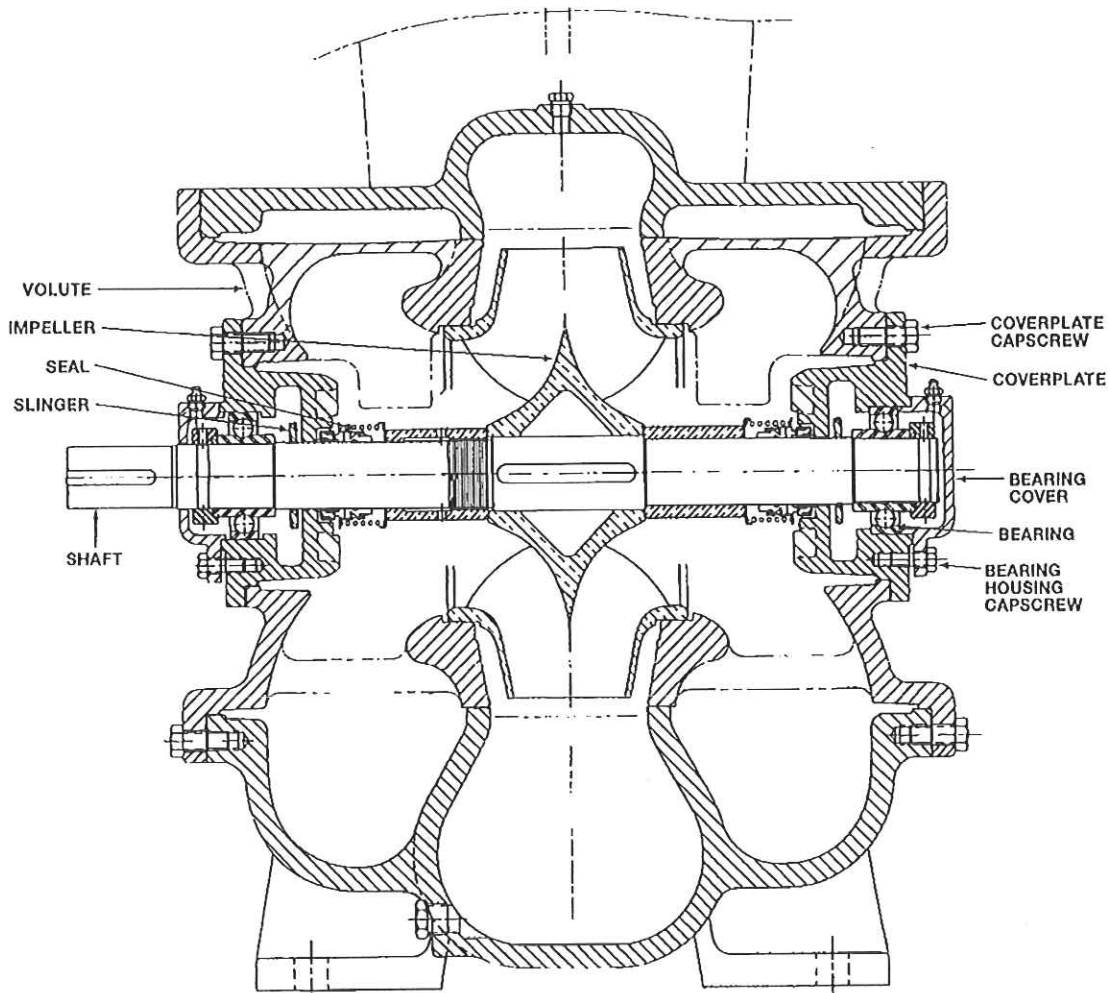
IMPORTANT: The pump should never be operated with the suction valve closed or throttled. This could result in cavitation.

LUBRICATION

Lubricate pump bearings at least twice a year or flush bearings whenever necessary with NLGI Grade No. 2 mineral base or lithium base petroleum grease while the pump is running. On chilled water applications it is important to keep the bearing cavity full of grease to protect from condensation. Lubricate motor bearings in accordance with the manufacturer's instructions.

GENERAL INSTRUCTIONS

1. Keep this pump and motor properly lubricated.
2. Protect the motor against overload and low-voltage. Use a motor-starter with proper size heater elements.
3. When there is danger of freezing, remove the plugs at the top and bottom of the volute shell.



STANDARD SEAL CONFIGURATION

SERVICE INSTRUCTIONS

(Follow these first three steps for all VSC(S) pumps, then proceed to the pump size and model that corresponds to the size and model on the pump nameplate).



WARNING: Unexpected Startup Hazard

Disconnect and lockout power before servicing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

1. Close valves on suction and discharge sides of pump. If no valves have been installed, it will be necessary to drain the system.
2. Remove the coupler guard. Refer to section titled "Hex Coupler Guard Removal/Installation."



CAUTION: Extreme Temperature Hazard

Allow pump temperatures to reach acceptable levels before proceeding. Open drain valve, do not proceed until liquid stops coming out of drain valve. If liquid does not stop flowing from drain valve, isolation valves are not sealing and should be repaired before proceeding. After liquid stops flowing from drain valve, leave valve open and continue. Remove the drain plug located on the bottom of the pump housing. Do not reinstall plug or close drain valve until reassembly is completed. Failure to follow these instructions could result in property damage and/or moderate personal injury.

3. Loosen the capscrews which secure the coupler flanges to the coupler hubs. Remove the coupler flanges and sleeve by compressing the flanges and pulling out from beneath the hubs or by loosening the allen set screws and sliding the hubs back on the shafts. Remove the coupler hub from the pump shaft.

INSTRUCTIONS FOR CHANGING DIRECTION OF ROTATION FOR VSC AND VSCS PUMPS

1. Remove coupler guard and coupler.
2. Remove both bearing caps and bearing lock nuts.
3. Remove both bearing housings together with bearing.
4. Remove outboard cover plate.
5. Remove shaft and impeller assembly.
6. Remove impeller nut and pull (press fitted) impeller from shaft. Observe direction that vane tips are pointing. Turn impeller end for end (180°) and press back onto shaft. The vane tips should be pointing in the opposite direction.
7. Remove volute from base. Remove inboard cover plate from volute.*
8. Reassemble cover plate, which was removed from outboard side, by placing on *same* side of volute. Turn volute end for end (180°) and mount back on base. The cover plate that was located on the outboard side of the pump, should now be on the inboard (motor) side of the pump.
9. Insert shaft assembly, with reversed impeller, back into pump casing and reassemble second cover plate (now outboard) to volute.
10. Reassemble seals, bearing housings, bearing and bearing caps. (Bearings and housings are identical side to side.)
11. Reassemble coupler and reattach guard.

In summary, the impeller, volute and cover plates should all have been reversed end for end. The orientation of the remaining parts should not have changed.

*It is important to remember that in the order to keep the water passages open, the cover plates must be reassembled to the same side of the volute from which they were removed. In effect, they should be rotated *along with* the volute. In fact, the inboard cover plate does not need to be removed, if the complete pump end is reassembled *before* being mounted on the base.

SERVICE INSTRUCTIONS FOR PUMPS WITH A STANDARD MECHANICAL SEAL (VSC-VSCS)

TO REPLACE THE SEALS:

4. Remove the bearing cover capscrews. To release the bearing cam lock, loosen the allen set screw and tap the cam lock counter-clockwise with a drift pin.
5. Remove two capscrews and loosen the remaining capscrews that hold the bearing housing to the volute coverplate.



WARNING: Excessive Pressure Hazard

Make certain internal pressure is relieved before continuing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

Remove the bearing housing by placing two capscrews in the jackscrew holes provided.

6. Remove the bearing from the bearing housing by gently tapping the bearing's inner race. **NOTE:** If the water slinger has fallen into the bearing housing, be sure to remove and replace with the one provided (see Figure 1). Take care to avoid damage to the ceramic seal insert.
7. Remove the ceramic insert from housing by tapping from the rear.
8. Using 2 screwdrivers, pull the rotating seal assembly from the pump shaft (see Figure 2). Clean and inspect the shaft and bearing housing for damage, replace if required.

IMPORTANT: When working on the seal on the non-coupler end, it is necessary to force the pump shaft back from the coupler end as far as possible and to hold it in this position while installing and locking the bearing to the shaft. Also, when replacing both seals, the seal on the non-coupler end of the pump should be installed first.

9. Lubricate the seal assemblies and insert cups with soapy water, and then place the rotating seal assemblies on the shaft and the ceramic inserts and cups into each of the bearing housings, make certain inserts bottom against bores. Install the bearing housing gaskets and the bearing housings on the pump.
10. Slide the water slingers on the shaft and over the shoulder so as not to interfere with the bearings. Clean and re-grease bearings and insert into bearing housings. Push the pump shaft back from the motor end as far as possible, using a lever if necessary. Hold the shaft in this position.

Tap on the outboard bearing inner race until it is properly positioned against the shaft shoulder. Install and lock the cam lock into position. If the shaft and bearing are properly positioned, the cam lock set screw will fall in the center of the shaft undercut. Release the shaft. Install the outboard bearing cap. Install the inboard bearing by tapping the inner race until it contacts the shaft shoulder, lock the bearing in place with the cam lock. Install the inboard bearing cap.

11. Replace drain plug.
12. Install coupler and align, following the instructions located in the "Coupler Alignment" section.
13. Install coupler guard. Refer to separate instructions titled "Hex Coupler Guard Removal/Installation."
14. Open isolation valves and check pump for leaks. If not leaking, return pump to service.

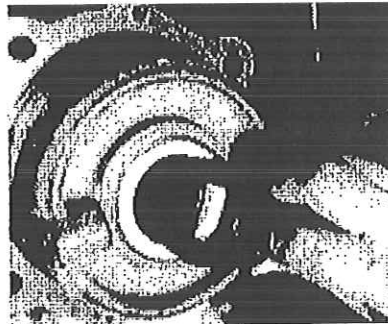


FIGURE 1

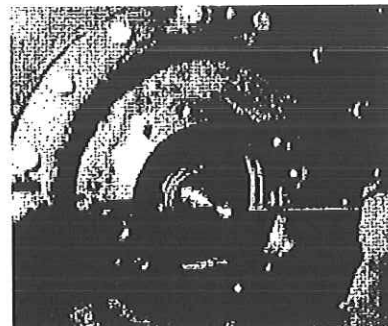


FIGURE 2

SERVICE INSTRUCTIONS FOR PUMPS WITH A SINGLE FLUSH MECHANICAL SEAL (VSC-S, VSCS-S)

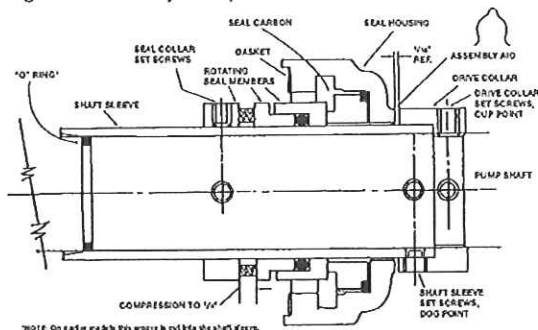
(See special instructions for pumps 10 x 12 x 17, 12 x 14 x 12¹/₂, 12 x 14 x 17¹/₂ and 8 x 10 x 17)

TO REPLACE THE SEALS OR SHAFT SLEEVES:

4. Remove bearing cover and release bearing cam lock.
5. Remove bearing housing capscrews. Pull housing and bearing from the pump shaft using capscrews in jack-screw holes.

⚠ WARNING: Excessive Pressure Hazard
Make certain internal pressure is relieved before continuing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

6. Remove flushing tube and capscrews from seal housing.
7. Remove outer two set screws in shaft sleeve drive collar. Loosen two inner set screws one turn.
8. Remove the drive collar, seal housing, rotating seal assembly and sleeve.
9. To assemble the pump, clean shaft sleeve and pump shaft. Replace shaft sleeve if pitted or scored. If replacing the seal, remove shaft O-ring and replace (included in seal kit).
10. Lubricate O-ring on stationary seal seat (carbon) with silicone grease or soapy water. DO NOT USE PETROLEUM LUBRICANT! Position in seal housing.
11. Place shaft sleeve in drive collar and tighten the two dog point set screws in holes provided.
12. Set shaft sleeve and drive collar assembly on end and place assembly aid spacer around the shaft sleeve. Position against drive collar.
13. Place seal housing with carbon over the end of the sleeve against assembly aid spacer.



14. Lubricate O-ring in rotating seal assembly with silicone grease or soapy water. DO NOT USE PETROLEUM LUBRICANT! Slip rotating seal assembly on the end of the sleeve and place against carbon.
15. Compress rotating seal assembly to a 1/4" space between the seal parts that house the compression springs. Tighten set screws.
16. Apply anti-seize compound only to the area of the shaft that will be under the sleeve. Place seal housing gasket in position and slide complete assembly over pump shaft.

IMPORTANT! When working on the seal on the non-coupler end, it is necessary to force the pump shaft back from the coupler end as far as possible and to hold it in this position while installing and locking the bearing to the shaft. Also, when replacing both seals, the seal on the non-coupler end of the pump should be installed first.

17. Install the bearing housings. Clean and regrease the bearings and insert into bearing housings. Push the pump shaft back from the motor end as far as possible, using a lever if necessary. Hold the shaft in this position. On the outboard bearing tap inner race until it is properly positioned against the shaft shoulder. Install and lock the cam lock into position. If the shaft and bearing are properly positioned, the cam lock set screw will fall in the center of the shaft undercut. Release the shaft. Install the outboard bearing cap. Install the inboard bearing by tapping the inner race until it contacts the shaft shoulder, lock the bearing in place with the cam lock. Install the inboard bearing cap.
18. Push on the drive collar until the seal housing is against the stuffing box bracket, bolt into place.
19. Tighten down collar set screws in undercut of shaft. Remove assembly aid spacer and connect flush tubing to seal housing.
20. Replace drain plug.
21. Install coupler and align, following the instructions located in the section titled "Coupler Alignment."
22. Install coupler guard. Refer to separate instructions titled "Hex Coupler Guard Removal/Installation."
23. Open isolation valves and check pump for leaks. If not leaking, return pump to service.

SERVICE INSTRUCTIONS FOR PUMPS WITH A DOUBLE FLUSH MECHANICAL SEAL (VSC-D, VSCS-D)

(See special instructions for pumps 10 x 12 x 17, 12 x 14 x 12¹/₂, 12 x 14 x 17¹/₂ and 8 x 10 x 17)

TO REPLACE THE SEAL OR SHAFT SLEEVE:

4. Remove bearing cover and release bearing cam lock.
5. Remove bearing housing capscrews. Pull housing and bearing from shaft using capscrews in jackscrew holes.
6. Remove flush tube and capscrews from seal housing.
7. Remove outer two screws in shaft sleeve drive collar.

⚠ WARNING: Excessive Pressure Hazard
Make certain internal pressure is relieved before continuing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

8. Remove stuffing box bracket capscrews and pull entire stuffing box assembly from the volute coverplate.
9. Remove the seal cap and seal assembly from the stuffing box.
10. If replacing the shaft sleeve, remove the sleeve and replace. Inspect all parts to be re-used and replace if damaged.
11. Lubricate stationary O-ring with silicone grease or soapy water. DO NOT USE PETROLEUM LUBRICANT! Insert O-ring toward impeller. Place one seal carbon into the bottom of the stuffing box and carefully install in position.
12. Lubricate the O-rings of the rotating seal member and position on sleeve against the seal carbon.

13. Install the second seal carbon. Lubricate and insert second stationary O-ring toward cap. Replace seal cap.
14. Apply anti-seize compound only to the shaft that will be under the sleeve.
15. Place the stuffing box gasket onto the bracket and install assembly into the coverplate. Position sleeve drive collar outer holes over undercut in shaft and tighten set screws. Install the bearing housings.

IMPORTANT! When working on the seal on the non-coupler end, it is necessary to force the pump shaft back from the coupler end as far as possible and to hold it in this position while installing and locking the bearing to the shaft. Also, when replacing both seals, the seal on the non-coupler end of the pump should be installed first.

16. Clean and regrease the bearings and insert into bearing housings. Push the pump shaft back from the motor end as far as possible, using a lever if necessary. Hold the shaft in this position. On the outboard bearing tap inner race until it

is properly positioned against the shaft shoulder. Install and lock the cam lock into position. If the shaft and bearing are properly positioned, the cam lock set screw will fall in the center of the shaft undercut. Release the shaft. Install the outboard bearing cap. Install the inboard bearing by tapping the inner race until it contacts the shaft shoulder, lock the bearing in place with the cam lock. Install the inboard bearing cap.

17. Replace drain plug.
18. Install coupler and align per instructions located in the section titled "Coupler Alignment."
19. Install coupler guard. Refer to separate instructions titled "Hex Coupler Guard Removal/Installation."
20. Open isolation valves and check pumps for leaks. If not leaking, return pump to service.

NOTE: Flushing pressure must be the suction pressure on the pump plus 10 PSI.

SPECIAL INSTRUCTIONS FOR PUMPS (VSCS, VSC-S & VSCS-D)

10 x 12 x 17, 12 x 14 x 12 1/2 and 12 x 14 x 17 1/2

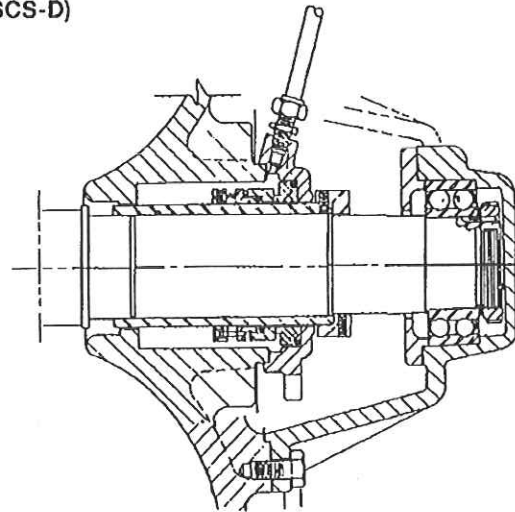
TO REPLACE THE SEAL OR SHAFT SLEEVE:

⚠ WARNING: Excessive Pressure Hazard
Make certain internal pressure is relieved before continuing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

4. Remove flush tube and tube fitting from seal housing inside bearing bracket.
5. Remove bearing bracket capscrews and bearing cover capscrews inside the bracket.
6. Remove bearing bracket using capscrews in jackscrew holes. DO NOT PULL BEARING COVER.
7. Remove bearing locknut by straightening tab of lockwasher from notch in locknut and turning locknut counterclockwise.
8. Remove lockwasher and pull bearing from shaft.
9. Remove retainer ring from shaft, except on 12 x 14 x 17 1/2.
10. Now remove bearing cover.
11. Remove capscrews from seal housing. Remove outer two set screws from shaft sleeve drive collar and loosen two inner set screws one turn.
12. Remove the sleeve and seal assembly from the shaft by pulling on the seal housing.
13. To assemble the pump, clean shaft sleeve and pump shaft. Replace shaft sleeve if pitted or scored. If replacing the seal, remove shaft O-ring and replace (included in seal kit).

NOTE: If installing -D seals refer to steps 10-12 on -D instructions then skip to 17.


14. Lubricate O-ring on stationary seal seat (carbon) with silicone grease or soapy water. DO NOT USE PETROLEUM LUBRICANT! Position in seal housing. Place shaft sleeve in drive collar and tighten the two dog point set screws in holes provided. Set shaft sleeve and drive collar assembly on end and place assembly aid spacer around shaft sleeve. Position against drive collar.
15. Place seal housing with carbon over the end of the sleeve against assembly aid spacer.
16. Lubricate O-ring in rotating seal assembly with silicone grease or soapy water. DO NOT USE PETROLEUM LUBRICANT! Slip rotating seal assembly on the end of the sleeve and place against carbon.



17. Compress rotating seal assembly to a 1/4" space between the seal parts that house the compression springs. Tighten set screws.
18. Apply anti-seize compound only to the area of the shaft that will be under the sleeve. Place seal housing gasket in position and slide complete assembly over pump shaft.
19. Slide bearing cover on shaft. Replace snap rings (if used) clean and regrease bearings. Place on shaft. Lock in place with lockwasher and locknut. Install bearing bracket and bearing cover.
20. Push on the drive collar until the seal housing is against the coverplate. Bolt into place.
21. Tighten down collar set screws in undercut of shaft. Remove assembly aid spacer and connect flush tubing to seal housing.
22. Replace drain plug.
23. Install coupler and align, following the instructions located in the section titled "Coupler Alignment."
24. Install coupler guard. Refer to separate instructions titled "Hex Coupler Guard Removal/Installation."
25. Open isolation valves and check pump for leaks. If not leaking, return pump to service.

SPECIAL INSTRUCTIONS FOR PUMPS (VSCS-S & VSCS-D) 8 x 10 x 17**TO REPLACE THE SEAL OR SHAFT SLEEVE:**

4. Remove bearing cover and release bearing cam lock.
5. Remove bearing housing capscrews. Pull housing and bearing from pump shaft using capscrews in jackscrew holes.

 **WARNING: Excessive Pressure Hazard**
Make certain internal pressure is relieved before continuing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

6. Remove seal plate capscrews and flush tube.
7. Remove outer two screws in shaft sleeve drive collar and loosen two inner set screws one turn.
8. Pull entire sleeve and seal assembly from shaft.
9. To assemble the pump, clean shaft sleeve and pump shaft. Replacer shaft sleeve if pitted or scored. If replacing the seal, remove shaft O-ring and replace (Included in seal kit).
NOTE: If installing -D seals refer to steps 10-12 on -D instructions, then skip to step 15.
10. Lubricate O-ring on stationary seal seat (carbon) with silicone grease or soapy water. **DO NOT USE PETROLEUM LUBRICANT!** Position in seal housing.
11. Place shaft sleeve in drive collar and tighten the two dog point set screws in holes provided.
12. Set shaft sleeve and drive collar assembly on end and place assembly aid spacer around shaft sleeve. Position against drive collar.
13. Place seal housing with carbon over the end of the sleeve against assembly aid spacer.
14. Lubricate O-ring in rotating seal assembly with silicone grease or soapy water. **DO NOT USE PETROLEUM LUBRICANT!** Slip rotating seal assembly on the end of the sleeve and place against carbon.

15. Compress rotating seal assembly to a 1/4" space between the seal parts that house the compression springs. Tighten set screws.
16. Apply anti-seize compound only to the area of the shaft that will be under the sleeve. Place seal housing gasket in position and slide complete assembly over pump shaft.

IMPORTANT! When working on the seal on the non-coupler end, it is necessary to force the pump shaft back from the coupler end as far as possible and to hold it in this position while installing and locking the bearing to the shaft. Also, when replacing both seals, the seal on the non-coupler end of the pump should be installed first.


17. Install the bearing housings. Clean and regrease the bearings and insert into bearing housings. Push the pump shaft back from the motor end as far as possible, using a lever if necessary. Hold the shaft in this position. On the outboard bearing tap inner race until it is properly positioned against the shaft shoulder. Install and lock the cam lock into position. If the shaft and bearing are properly positioned, the cam lock set screw will fall in the center of the shaft undercut. Release the shaft. Install the outboard bearing cap. Install the inboard bearing by tapping the inner race until it contacts the shaft shoulder, lock the bearing in place with the cam lock. Install the inboard bearing cap.
18. Push on the drive collar until the seal housing is against the coverplate, bolt into place.
19. Tighten down collar set screws in undercut of shaft. Remove assembly aid spacer and connect flush tubing to seal housing.
20. Replace drain plug.
21. Install coupler and align, following the instructions located in the section titled "Coupler Alignment."
22. Install coupler guard. Refer to separate instructions titled "Hex Coupler Guard Removal/Installation."
23. Open isolation valves and check pump for leaks. If not leaking, return pump to service.

SERVICE INSTRUCTIONS FOR PUMPS WITH FLUSH PACKING (VSC-PF, VSCS-PF)

(See special instructions for pumps 10 x 12 x 17, 12 x 14 x 12 1/2 and 8 x 10 x 17)

TO REPLACE THE PACKING OR SHAFT SLEEVE:

4. Remove bearing cover and release cam lock.
5. Remove bearing housing capscrews. Pull housing and bearing from pump shaft using capscrews in jackscrew holes.

 **WARNING: Excessive Pressure Hazard**
Make certain internal pressure is relieved before continuing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

6. Remove flush tube and capscrews from the stuffing box.
7. Remove packing gland and packing rings from stuffing box.
8. Loosen outer two set screws in shaft sleeve drive collar and pull entire shaft sleeve with stuffing box from the pump shaft.
9. To assemble, clean out stuffing box thoroughly and assemble to volute coverplate.

10. Apply anti-seize compound only to the area of the shaft that will be under the sleeve. Install shaft sleeve on shaft. Position sleeve drive collar outer holes over undercut in shaft and tighten set screws. If sleeve is pitted or scored, the sleeve should be replaced.
11. Insert two packing rings into the stuffing box, staggering the joints 90°.
12. Install the lantern ring and then the other two packing rings, staggering them 90°.
13. Install, but do not tighten packing gland.

IMPORTANT! When working on the packing on the non-coupler end, it is necessary to force the pump shaft back from the coupler end as far as possible and to hold it in this position while installing and locking the bearing to the shaft. Also, when replacing both packings, the packing on the non-coupler end of the pump should be installed first.

14. Install the bearing housings. Clean and regrease the bearings and insert into bearing housings. Push the pump shaft back from the motor end as far as possible, using a lever if necessary. Hold the shaft in this position. On the outboard bearing tap inner race until it is properly positioned against the shaft shoulder. Install and lock the cam lock into position. If the shaft and bearing are properly positioned, the cam lock set screw will fall in the center of the shaft undercut. Release the shaft. Install the outboard bearing cap. Install the inboard bearing by tapping the inner race until it contacts the shaft shoulder, lock the bearing in place with the cam lock. Install the inboard bearing cap.
15. Connect flush tubing to seal housing.
16. Replace drain plug.
17. Install coupler and align, following instructions located in the section titled "Coupler Alignment."
18. Install coupler guard. Refer to separate instructions titled "Hex Coupler Guard Removal/Installation."
19. Open isolation valves and check pumps for leaks. If not leaking, return pump to service using the -PF Start-up Instructions.

SPECIAL INSTRUCTIONS FOR PUMPS (VSCS-PF) 10 x 12 x 17 and 12 x 14 x 12½

TO REPLACE THE PACKING:



WARNING: Excessive Pressure Hazard

Make certain internal pressure is relieved before continuing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

4. Remove flush tube and tube fitting from inside bearing bracket.
5. Remove bearing bracket capscrews and bearing cover capscrews inside the bracket.
6. Remove bearing bracket using capscrews in jackscrew holes. DO NOT PULL BEARING COVER.
7. Remove bearing locknut by straightening tab of lockwasher from notch in locknut and turning locknut counterclockwise.
8. Remove lockwasher and pull bearing from shaft.
9. Remove retainer ring from shaft.
10. Remove bearing cover.
11. Remove packing gland capscrews and packing gland.
12. Using a packing puller, remove packing rings and lantern ring.
13. Remove and replace the shaft sleeve. Apply anti-seize compound only to the area of the shaft that will be under the sleeve. Install new sleeve on shaft. Position sleeve drive collar outer holes over undercut in shaft and tighten set screws.
14. Insert two packing rings, staggering the joints 90°.
15. Install the lantern ring and then the other two packing rings, staggering them 90°.
16. Install, but do not tighten the packing gland.
17. Slide bearing cover on shaft. Replace snap rings (if used). Clean and regrease bearings. Place on shaft, lock in place, with lockwasher and locknut. Install bearing bracket and bearing cover.
18. Replace drain plug.
19. Install coupler and align, following the instructions located in the section titled "Coupler Alignment."
20. Install coupler guard. Refer to separate instructions titled "Hex Coupler Guard Removal/Installation."
21. Open isolation valves and check pump for leaks. If not leaking, return pump to service, using the -PF Start-up Instructions.

SPECIAL INSTRUCTIONS FOR PUMPS (VSCS-PF) 8 x 10 x 17

TO REPLACE THE PACKING:



WARNING: Excessive Pressure Hazard

Make certain internal pressure is relieved before continuing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

4. Remove flush tube and tube fitting from inside bearing bracket.
 5. Remove bearing cover and release bearing cam lock.
 6. Remove capscrews that hold the bearing housing to the volute coverplate and release, using capscrews in jackscrew holes.
 7. Pull housing and bearing from shaft.
 8. Remove packing gland capscrews and packing gland.
 9. Using a packing puller, remove packing rings and lantern ring.
 10. Remove and replace the shaft sleeve. Apply anti-seize compound only to the area of the shaft that will be under the sleeve. Install new sleeve on shaft. Position sleeve drive collar outer holes over undercut in shaft and tighten set screws.
 11. Insert two packing rings, staggering the joints 90°.
 12. Install the lantern ring and then the other two packing rings, staggering them 90°.
 13. Install, but do not tighten the packing gland.
- IMPORTANT!** When working on the packing on the non-coupler end, it is necessary to force the pump shaft back from the coupler end as far as possible and to hold it in this position while installing and locking the bearing to the shaft. Also, when replacing both packings, the packing on the non-coupler end of the pump should be installed first.

14. Install the bearing housings. Clean and regrease the bearings and insert into bearing housings. Push the pump shaft back from the motor end as far as possible, using a lever if necessary. Hold the shaft in this position. On the outboard bearing tap inner race until it is properly positioned against the shaft shoulder. Install and lock the cam lock into position. If the shaft and bearing are properly positioned, the cam lock set screw will fall in the center of the shaft undercut. Release the shaft. Install the outboard bearing cap. Install the inboard bearing by tapping the inner race until it contacts the shaft shoulder, lock the bearing in place with the cam lock. Install the inboard bearing cap.
15. Connect flush tubing to seal housing.
16. Replace drain plug.
17. Install coupler and align, following the instructions located in the section titled "Coupler Alignment."
18. Install coupler guard. Refer to separate instructions titled "Hex Coupler Guard Removal/Installation."
19. Open isolation valves and check pump for leaks. If not leaking, return pump to service, using the -PF Start-up Instructions.

-PF START-UP INSTRUCTIONS

Prior to start-up, back off packing glands or screws until glands are loose. Re-tighten with fingers until glands are just snug against the first packing ring. **WHEN PUMP IS STARTED, WATER MAY RUN FREELY FROM PACKING.** This is normal and should be allowed to continue for a period of time before further tightening the glands. Tighten the gland bolts uniformly, one flat at a time.

An adequate leakage rate is NOT ONE SINGLE VALVE FOR ALL pumps and installations, but is the amount required to provide adequate cooling and lubrication. The required leakage will be largely influenced by operating pressures, fluid temperature, shaft speed, etc.

For fluid temperatures in the range of 32° to 190°F average leakage rates of 60 to 80 drops per minute are recommended. However, each individual pump and installation will have unique operating conditions that will result in broadly variable leakage rate requirements.

At fluid operating temperatures near the upper limit of 190°F, the maximum temperature rise of the leakage is particularly important. A packed pump should never operate with steam forming at the gland. This necessarily limits the temperature rise to a maximum of about 20°F. If the formation of steam persists at higher leakage rates, cooling water must be provided by means of an external supply, or a heat exchanger used to cool the by-pass flush.

HEX COUPLER GUARD REMOVAL/INSTALLATION



WARNING: Unexpected Startup Hazard
Disconnect and lockout power before servicing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

NOTE: Do not spread the inner and outer guards more than necessary for guard removal or installation. Over spreading the guards may alter their fit and appearance.

REMOVAL

1. Remove the two capscrews that hold the outer (motor side) coupler guard to the support bracket(s).
2. Spread the outer guard and pull it off the inner guard.
3. Remove the capscrew that holds the inner guard to the support bracket.
4. Spread the inner guard and pull it over the coupler.

INSTALLATION

1. Check coupler alignment before proceeding. Correct if necessary.
2. Spread the inner guard and place it over the coupler.

3. With the inner guard straddling the support bracket, install a capscrew through the hole (or slot) in the support bracket and guard located closest to the pump. Do not tighten the capscrew.

4. Spread the outer guard and place it over the inner guard.

5. Install the outer guard capscrews by following the step stated below which pertains to your particular pump:

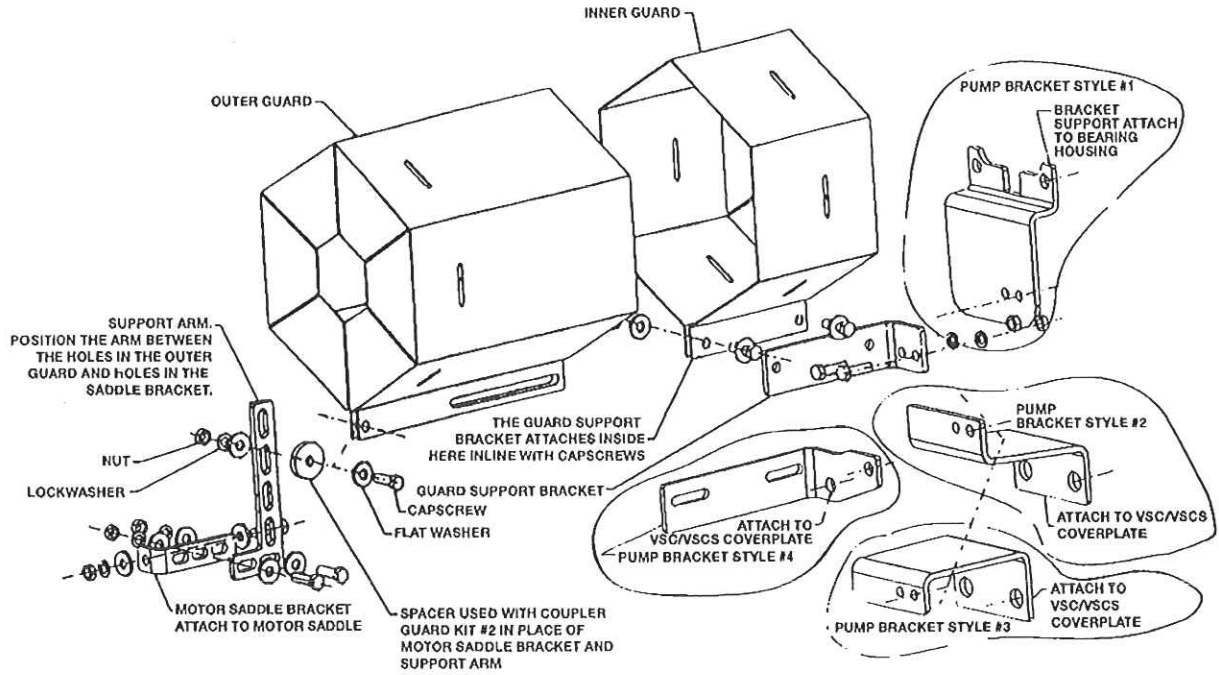
a) *For pumps with a motor saddle support bracket:* Ensure the outer guard is straddling the support arm, and install but do not tighten the two remaining capscrews.

b) *For pumps without a motor saddle support bracket:* Insert the spacer washer between the holes located closest to the motor in the outer guard, and install but do not tighten the two remaining capscrews.

6. Position the outer guard so it is centered around the shaft, and so that there is less than a 1/4" of the motor shaft exposed. On guards that utilize a slotted support bracket, the inner guard will have to be positioned so there is only a 1/4" of the pump shaft exposed.

7. Holding the guard in this position, tighten the three capscrews.

**HEX GUARD EXPLODED VIEW FOR
TYPICAL VSC/VSCS PUMP INSTALLATION**



CAPSCREW TYPE	HEAD MARKING	CAPSCREW TORQUE (FOOT-POUND)								
		CAPSCREW DIAMETER								
		1/4	5/16	3/8	7/16	1/2	5/8	3/4	7/8	1
SAE Grade 2		6	13	25	38	60	120	190	210	300
Brass Stainless Steel	or	4	10	17	27	42	83	130	200	300
SAE Grade 5		10	20	35	60	90	180	325	525	800

DEALER SERVICING

If trouble occurs that cannot be rectified contact your local B&G representative, He will need the following information in order to give you assistance.

1. Complete nameplate data of pump and motor.
2. Suction and discharge pipe pressure gauge readings.
3. Ampere draw of the motor.
4. A sketch of the pump hook-up and piping.



ITT Industries

Bell & Gossett

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**ISO 9001
Certified**

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Cable: BELGOSSETT

CANADA
Fluid Products Canada
55 Royal Road
Guelph, Ontario,
N1H 1T1, Canada
Phone: (519) 821-1900

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____
_____ of _____, _____, as Principal, and _____
_____ of _____, _____, a corporation organized and existing under the laws of the State of _____
_____ with its principal office in the City of _____, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of _____ (\$ _____) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this
_____ day of _____, 20____.

Principal Corporate Seal

(Name of Principal)

By _____

(Must be President or
Vice President)

(Title)

Surety Corporate Seal

(Name of Surety)

Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals
must be affixed, a power of attorney must be attached.**

BID BOND PREPARATION INSTRUCTIONS

AGENCY (A)
RFQ/RFP# (B)

Bid Bond

- (A) WV State Agency
(Stated on Page 1 "Spending Unit")
Request for Quotation Number (upper
right corner of page #1)
(C) Your Company Name
(D) City, Location of your Company
(E) State, Location of your Company
(F) Surety Corporate Name
(G) City, Location of Surety
(H) State, Location of Surety
(I) State of Surety Incorporation
(J) City of Surety Incorporation
(K) Minimum amount of acceptable bid
bond is 5% of total bid. You may state
"5% of bid" or a specific amount on
this line in words.
(L) Amount of bond in figures
(M) Brief Description of scope of work
(N) Day of the month
(O) Month
(P) Year
(Q) Name of Corporation
(R) Raised Corporate Seal of Principal
(S) Signature of President or Vice
President
(T) Title of person signing
(U) Raised Corporate Seal of Surety
(V) Corporate Name of Surety
(W) Signature of Attorney in Fact of the
Surety

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,
(C) of (D), (E)
as Principal, and (F) of (G),
(H), a corporation organized and existing under the laws
of the State of (I) with its principal office in the City of
(J), as Surety, are held and firmly bound unto The State
of West Virginia, as Obligee, in the penal sum of (K)
(\$ (L)) for the payment of which, well and truly to be made,
we jointly and severally bind ourselves, our heirs, administrators, executors,
successors and assigns.

The Condition of the above obligation is such that whereas the Principal
has submitted to the Purchasing Section of the Department of Administration
a certain bid or proposal, attached hereto and made a part hereof to enter into a
contract in writing for

(M)

NOW THEREFORE.

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted and the Principal shall enter into a
contract in accordance with the bid or proposal attached hereto and shall furnish
any other bonds and insurance required by the bid or proposal, and shall in all
other respects perform the agreement created by the acceptance of said bid then
this obligation shall be null and void, otherwise this obligation shall remain in full
force and effect. It is expressly understood and agreed that the liability of the
Surety for any and all claims hereunder shall, in no event, exceed the penal
amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the
obligations of said Surety and its bond shall be in no way impaired or affected by
any extension of time within which the Obligee may accept such bid: and said
Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their
hands and seals, and such of them as are corporations have caused their corporate
seals to be affixed hereto and these presents to be signed by their proper officers,
this (N) day of (O), 20 (P).

Principal Corporate Seal

(R)

(Q)
(Name of Principal)
By (S)
(Must be President or
Vice President)
(T)
Title

(U)
Surety Corporate Seal

(V)
(Name of Surety)
(W)
Attorney-in-Fact

NOTE: Dated, Power of Attorney with Raised
Surety Seal must accompany this bid
bond.

IMPORTANT - Surety executing bonds must be licensed in West Virginia to
transact surety insurance. Raised Corporate Seals must be affixed and a Power of
Attorney must be attached.



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

STATE OF _____

COUNTY OF _____, TO-WIT:

I, _____, after being first duly sworn, depose and state as follows:

- 1. I am an employee of _____; and,
(Company Name)
2. I do hereby attest that _____
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with West Virginia Code §21-1D-5.

The above statements are sworn to under the penalty of perjury.

_____,
(Company Name)

By: _____

Title: _____

Date: _____

Taken, subscribed and sworn to before me this ____ day of _____.

By Commission expires _____

(Seal)

_____,
(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____