



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
GSD126772

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/21/2012				

BID OPENING DATE: 05/31/2012 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (GSD126772),						
2.) PROVIDE REVISED BID FORM PER THE ATTACHED,						
3.) EXTEND THE BID OPENING DATE:						
BID OPENING DATE IS EXTENDED TO 05/31/2012						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	EA		962-23		
MONTHLY WATER TREATMENT SERVICES						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

GSD126772 Technical Questions, Answers and Clarifications

Q1. On page #4, RFQ number mentioned under Bid envelop label (GSD126746) is different from that mentioned on top of all RFQ pages. Please confirm the correct RFQ number is #GSD126772.

A1. The bid envelope label should read #GSD126772.

Q2. Indicative schedule for contract award.

A2. Contract award cannot be determined at this time.

Q3. Is supply of Softener salt for Building #5 included in this RFQ? If yes, please provide indicative salt usage per year.

A3. Softener salt for Building 5 shall not be included in this RFQ.

Clarifications

Bidders must use the amended bid form. Unit pricing is being added to the bid form. Unit pricing is established to add buildings by change order in the future when necessary.

Standard Testing and Treatment

LOCATION	Monthly Cost	Qty	Yearly Cost
<u>Capitol Complex Campus</u>			
Bldg. 1 Main Capitol Bldg	\$ _____	12	\$ _____
Bldg. 2 DMV Bldg	\$ _____	12	\$ _____
Bldg 4 112 California Avenue	\$ _____	12	\$ _____
Bldg. 5 Highways	\$ _____	12	\$ _____
Bldg. 6 Education	\$ _____	12	\$ _____
Bldg. 8 Governor's Mansion	\$ _____	12	\$ _____
Bldg. 11 Chilled Water Plant	\$ _____	12	\$ _____
Bldg. 17 Finance(2101 Wash St.)	\$ _____	12	\$ _____
<u>Off Campus</u>			
Bldg. 22 Tax & Revenue	\$ _____	12	\$ _____
Bldg. 23 Beckley (407 Nevill St)	\$ _____	12	\$ _____
Bldg. 25 Parkersburg (5th & Avery)	\$ _____	12	\$ _____
Bldg. 36 One Davis Square	\$ _____	12	\$ _____
Bldg. 37 DEP (Kanawha City)	\$ _____	12	\$ _____
Bldg. 86 Greenbrooke (Smith St)	\$ _____	12	\$ _____
TOTAL ANNUAL STANDARD			\$ _____ (A)

Legionella Testing

LOCATION	# of Tests	Price per Test Per Facility	Quarterly Cost	Qty.	Yearly Cost
<u>Capitol Complex Campus</u>					
Bldg. 4 (112 California Avenue)	1	\$ _____	\$ _____	4	\$ _____
Bldg. 5 Highways	1	\$ _____	\$ _____	4	\$ _____
Bldg. 6 Education	1	\$ _____	\$ _____	4	\$ _____
Bldg. 11 Chilled Water Plant	6	\$ _____	\$ _____	4	\$ _____
Bldg. 17 Finance(2101 Wash St.)	2	\$ _____	\$ _____	4	\$ _____
<u>Off Campus</u>					
Bldg. 22 Tax & Revenue	2	\$ _____	\$ _____	4	\$ _____
Bldg. 23 Beckley (407 Nevill St)	1	\$ _____	\$ _____	4	\$ _____
Bldg. 25 Parkersburg (5th & Avery)	2	\$ _____	\$ _____	4	\$ _____
Bldg. 36 One Davis Square	3	\$ _____	\$ _____	4	\$ _____
Bldg. 37 DEP (Kanawha City)	3	\$ _____	\$ _____	4	\$ _____
Bldg. 86 Greenbrooke (Smith St)	1	\$ _____	\$ _____	4	\$ _____
TOTAL ANNUAL LEGIONELLA					\$ _____ (B)
TOTAL BID (A + B) = C					\$ _____ (C)

Unit Pricing:

Statewide Buildings may be added to this list during the life of the Contract only by mutual agreement of both the Agency and the Contractor, through formal change order. For the purposes of processing any change orders to this contract at a later date, please provide the following Unit Prices:

Item 1 - Cold Water Loop: Unit Price is based on standard testing and treating per month.

Cost of standard testing per month for cold water loop: \$ _____

Item 2- Hot Water Loop: Unit Price is based on standard testing and treating per month.

Cost of standard testing per month for cold water loop: \$ _____

Item 3- Cooling Tower: Unit Price is based on standard testing and treating per month.

Cost of standard testing per month for cooling tower: \$ _____

Item 4- Condensate line supply: Unit Price is based on standard testing and treating per month.

Cost of standard testing per month for condensate line supply: \$ _____

Item 5- Condensate line return: Unit Price is based on standard testing and treating per month.

Cost of standard testing per month for condensate line supply: \$ _____

Item 6- Legionella testing: Unit Price is based on a single legionella test.

Cost of legionella test: \$ _____

It is expressly understood that the Unit Prices are for the purposes of change orders only, and that their value does not need to correlate to, nor will it be factored into, calculation or evaluation of the Total Contract Bid.