



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 |
| HUT990     |

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| PAGE |
| 1    |

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| ADDRESS CORRESPONDENCE TO ATTENTION OF: |
| TARA LYLE<br>304-558-2544               |

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HUTTONSVILLE CORRECTIONAL  
 CENTER  
 ATTENTION: KEN HOLBROOK  
 ROUTE 250 SOUTH  
 HUTTONSVILLE, WV  
 26273 335-2291

|              |               |          |        |               |
|--------------|---------------|----------|--------|---------------|
| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
| 04/11/2012   |               |          |        |               |

BID OPENING DATE: 05/29/2012 BID OPENING TIME 01:30PM

| LINE  | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| 0001  | 1        | LS  |        | 936-67      |            |        |
| REFRIGERATION EQUIPMENT MAINTENANCE AND REPAIR  |          |     |        |             |            |        |
| OPEN-END CONTRACT   |          |     |        |             |            |        |
| THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV DIVISION OF CORRECTIONS - HUTTONSVILLE CORRECTIONAL CENTER, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH AN OPEN-END CONTRAT FOR MAINTENANCE, TESTING AND INSPECTION SERVICES FOR REFRIGERATION EQUIPMENT AT THE HUTTONSVILLE CORRECTIONAL CENTER, PER THE ATTACHED SPECIFICATIONS. |          |     |        |             |            |        |
| INQUIRIES:  |          |     |        |             |            |        |
| WRITTEN QUESTIONS WILL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 05/08/2012. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:                             |          |     |        |             |            |        |
| TARA LYLE<br>DEPARTMENT OF ADMINISTRATION<br>PURCHASING DIVISION<br>2019 WASHINGTON STREET, EAST<br>CHARLESTON, WV 25305  |          |     |        |             |            |        |
| FAX: 304-558-4115<br>EMAIL: TARA.L.LYLE@WV.GOV  |          |     |        |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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| SIGNATURE | TELEPHONE | DATE                              |
| TITLE     | FEIN      | ADDRESS CHANGES TO BE NOTED ABOVE |

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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](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

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

### INSTRUCTIONS TO BIDDERS

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



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 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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# Request for Quotation

RFQ NUMBER  
**HUT990**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**TARA LYLE  
 304-558-2544**

VENDOR

**RFQ COPY**  
 TYPE NAME/ADDRESS HERE

SHIP TO

**HUTTONSVILLE CORRECTIONAL  
 CENTER  
 ATTENTION: KEN HOLBROOK  
 ROUTE 250 SOUTH  
 HUTTONSVILLE, WV  
 26273 335-2291**

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 04/11/2012   |               |          |        |               |

BID OPENING DATE: **05/29/2012** BID OPENING TIME **01:30PM**

| LINE   | QUANTITY | UOP | CAT NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|---------|-------------|------------|--------|
| <p>THERE WILL BE AN OPTIONAL PRE-BID MEETING HELD ON MAY 1, 2012 AT 10:00 AM AT THE FACILITY LOCATED ON US ROUTE 219/250 SOUTH HUTTONSVILLE, WV 26273. DUE TO SECURITY REASONS, PLEASE PRE-REGISTER WITH LANCE YARDLEY AT 304-335-2291 EXT. 202 PRIOR TO THE OPTIONAL PRE-BID MEETING.</p> <p>EXHIBIT 1</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE</p> |          |     |         |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**TARA LYLE  
 304-558-2544**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**HUTTONSVILLE CORRECTIONAL  
 CENTER  
 ATTENTION: KEN HOLBROOK  
 ROUTE 250 SOUTH  
 HUTTONSVILLE, WV  
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|  |          |     |          |             |            |        |
| <p>RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 9/98</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</p> |          |     |          |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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PAGE  
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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**TARA LYLE**  
**304-558-2544**

RFQ COPY  
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**HUTTONSVILLE CORRECTIONAL  
 CENTER**  
**ATTENTION: KEN HOLBROOK**  
**ROUTE 250 SOUTH**  
**HUTTONSVILLE, WV**  
**26273 335-2291**

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
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|---|----------|-----|----------|-------------|------------|--------|
| <p>AGENCIES THAT MAY REQUIRE REGISTRATION.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</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<br/>         PURCHASING DIVISION<br/>         BUILDING 15<br/>         2019 WASHINGTON STREET, EAST<br/>         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:-----TL/32-----</p> <p>RFQ. NO.:-----HUT990-----</p> <p>BID OPENING DATE:-----05/29/2012-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p> |          |     |          |             |            |        |

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|---|----------|-----|----------|-------------|------------|--------|
| PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY<br>TO CONTACT YOU REGARDING YOUR BID:<br>-----<br>CONTACT PERSON (PLEASE PRINT CLEARLY):<br>-----<br><br>***** THIS IS THE END OF RFQ HUT990 ***** TOTAL: _____ |          |     |          |             |            |        |

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**HUT990**  
**Huttonsville Correctional Center**

**Part 1: DEFINITIONS**

- A. The "Agency" shall be defined as the Division of Corrections, Huttonsville Correctional Center located at US Route 219/250, South Huttonsville, WV 26273.
- B. "Contractor" shall be defined as the successful bidder or vendor.
- C. "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. "Preventative Maintenance" shall be defined as the scheduled inspections and the replacement of parts, components, and materials on the refrigeration equipment prior to the failure or wear-out period of the parts, components or materials. The planned inspections and replacements shall be in accordance with the equipment manufacturer's specifications and recommendations. No Preventive Maintenance shall be performed without authorization from the Agency, in the form of an approved release order.
- E. "Corrective Maintenance" shall be defined as maintenance performed as requested to correct a malfunction or failure in the kitchen equipment. No repair shall be performed without authorization from the Agency, in the form of an approved release order.
- F. "Agency Representative" shall be defined as the person designated by the Division of Corrections as having authority to act on behalf of the Agency.
- G. "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).
- H. "Testing" shall be defined as a function test upon the completion of an ordered Corrective Maintenance, Preventive Maintenance, and Overhaul services to ensure equipment is returned to normal operating mode or to determine if additional repairs are required.

## **PART 2: SCOPE OF WORK**

The objective of this solicitation is to provide the Division of Corrections with a contract to cover the Preventative Maintenance, Corrective Maintenance, Testing and Inspection for various refrigeration systems in the identified buildings owned and operated by the West Virginia Division of Corrections. See Attachment A.

It is the intent of the Agency to have these services provided only as requested, meaning that the Agency will contact the successful bidder, by issuance of an Agency release order, prior to having any service or repair work performed. Preventive maintenance, Corrective Maintenance, Testing and Inspection service must be conducted to keep all equipment operating in accordance with manufacturer's specifications. Examples of work include but are not limited to:

1. Troubleshoot a variety of problems in the field with diagnostic devices to return equipment to service.
2. Repair or replace broken components of various refrigeration equipment including, but not limited to, motors, fans, blowers, controllers, relays, valves, control wiring, to return equipment to full function.
3. **The resulting contract shall no cover the addition of new refrigeration equipment, electrical or plumbing work, or any other construction. This contract covers existing equipment only.**

### **2.1 Required Services:**

All preventive maintenance, corrective maintenance and testing performed hereunder shall be billed to the Agency at a single hourly rate regardless of the dated and time such services are performed.

**Labor Warranty:** The Contractor will furnish a warranty of 12 months for all labor performed under this contract.

### **2.2 Parts:**

The Contractor shall provide and install all parts, components and materials to keep equipment operating in accordance with manufacturer's specifications. The Contractor shall supply all tools, tool accessories, personal safety equipment, and supplies necessary to execute the responsibilities of the contract. Non-reusable parts, components, and materials used in the scope of performing under this contract shall be supplied by the Contractor at no cost to the Agency. Such items may included grease, cleaning supplies, rate, etc.

The Contractor shall be required to receive approval from an authorized Agency representative(s) for replacement parts, components, or material prior to its purchase or requisition. Part(s) must be shipped in the most expedioutous manner offered by the manufacturer unless the Agency, in its sole discretion, requires otherwise.



**Parts Warranty:** The Contractor shall provide a copy of the manufacturer's warranty on parts with the invoice.

### 2.3 Costs:

**Maintenance, Testing and Inspection Services:** The Contractor shall provide an all inclusive hourly rate for all services to be included under this contract. This hourly rate shall include all maintenance (corrective or preventive), testing and inspections. No overtime, weekend/holiday or additional emergency charges will be permitted. The Contractor will be responsible for all mileage and travel costs, including travel time, associated with the performance of this contract.

**Parts:** The contract shall provide parts to the Agency at the lowest possible cost. The Contractor shall price parts to the state based on his cost (list minus any discounts) multiplied by any mark-up required. The Contractor may be required to provide any and all price lists for audit purposes.

**Freight:** For Corrective Maintenance services parts orders authorized by the Agency, the Contractor may invoice for freight charges provided that it be given as a pass through cost to the Agency. No mark-up shall be permitted for expedited delivery. (See Section 4.2 for more information).

The Contractor will be responsible for all mileage and travel costs, including travel time, associated with the performance of this Contract.

## **PART 3: MINIMUM QUALIFICATIONS**

The Contractor shall have the minimum qualification outlined below to perform the services under this contract.

Vendor must be an authorized dealer for refrigeration systems. Vendor must have trained/certified technicians providing service on all equipment listed below. Vendor needs to provide license/certifications of technician providing service prior to beginning work on the equipment.

The qualified vendor shall have at least three years experience performing maintenance on refrigeration equipment. Bidders should supply with their bid, at least three references indicating their capabilities to perform such work. References should include name, location, ownership and used of the building.

By submitting a response to this RFQ, Contractor certifies that its employees that will perform services under the contract meet the minimum qualifications outlined above.

Huttonsville Correctional Center will provide assistance with a heavy load if needed to eliminate the need for an additional certified technician/helper. A Maintenance Supervisor will accompany all vendor employees throughout their work call at this facility.

If two certified technicians are needed to complete the call it needs to be approved by the Associate Warden of Operations or his designee to assure payment of invoice will be made.

## **PART 4: ORDERING AND INVOICING**

### **4.1 Release Orders**

The Agency shall define the scope of each job to be performed under this Contract. Prior to the beginning any work, the Contractor shall be required to provide a cost estimate detailing the intended scope of work, itemized by item and materials to the Agency. If approved, the Agency will issue a written release order to the Contractor. This release order shall have a unique number and reference the master contract number for the master contract. The release order shall indicate the scope of work for the job for which the release is used. Issuance of the release order to the Contractor shall be considered notice to proceed. No work other than that specified on the individual release order shall be undertaken by the Contractor.

The Contractor shall provide the Agency with valid email addresses and fax numbers to which release orders may be communicated.

### **4.2 Invoices**

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

1. Copies of all service orders or inspection reports signed and dated by the Agency Representative (prior to their submittal with invoices for payment).
2. Copy of suppliers' price list or invoice for each part, component, or material provided. Freight charges must be in accordance with Section 2.3. An expedited delivery charges for emergency repair service calls must be clearly indicated on the invoice and must be submitted to the Agency as a pass through cost. If third party freight, the Contractor must provide a copy of the freight invoice in order to receive payment.
3. The manufacturer's list price of the part(s), the discount applied, the total charge being requested, and the supplier's invoice number or page number of the attached price list. Copies of the supplier's price list or invoices must match, in order, the order by which parts appear on the Contractor's invoice.
4. FEIN number, complete address of Contractor, release order number, and master contract number.

Should the Contractor be requested by the Agency or volunteer to submit invoices electronically, invoices must meet the digital requirements of the WV State Auditor's Office.

## **PART 5: ADDITIONAL TERMS AND CONDITIONS**

5.1 The relationship of the Contractor to the State of West Virginia 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 shall be deemed to be employees of 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. The Contractor shall hold harmless the State of West Virginia and the Agency and shall provide the State of West Virginia and the 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 shall 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 express written consent of the Agency.

5.2 Indemnification: The Contractor agrees to indemnify, defend, and hold harmless the State and the Agency, 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; and (3) any failure of the Contractor, its officers, employees or sub-contractors to observe state and federal laws, including but not limited to labor and wage laws.

5.3 The Contractor further agrees to comply with the Civil Rights Act of 1964 and all other applicable federal, state and local government regulations.

5.4 All work, materials, and equipment shall comply with the rules and regulations of all codes and ordinances of local, state and federal authorities. At a minimum, the services and repairs shall comply with the current editions in effect 30 days prior to precept of bids of the following codes:

1. National Electric Code (NEC)
2. International Building Code (IBC)
3. International Mechanical Code (IMC)
4. Underwriters Laboratories: Products shall UL-916-PAZX listed.
5. ANSI/ASHRAE Standard 135-2004 (BACnet)
6. ANSI/EIA/CEA-709.1 (LonTalk)

7. NFPA (National Fire Protection Association)
8. Americans with Disabilities Act (ADA)

5.5 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.

5.6 The Contractor shall 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.

5.7 There will be an optional pre-bid meeting on May 1, 2012 at 10:00 am. Due to security reasons, Vendors should pre-register with Lance Yardley at 304-335-2291 ext. 202.

#### **PART 6: AWARD CRITERIA**

Award shall be based on the lowest combination of hourly rate and parts mark-up per the attached bid scenario below. The amounts of hours and the aggregate expenditures on both types of supplied parts are estimates, used only as a basis for award of the Contract. Actual amounts required during the life of the contract may be greater or lower.

Following is a sample bid tabulation for reference purposes only:

|  |                         |
|--|-------------------------|
| Flat Hourly Rate \$ <u>60.00</u> X 300 hours = | \$ <u>18,000.00</u> (A) |
|--|-------------------------|

|   |                        |
|---|------------------------|
| Cost for parts \$6,000 X Mark-up ( <u>25%</u> ) <u>1.25</u> = | \$ <u>7,500.00</u> (B) |
|---|------------------------|

\*NOTE: The multiplier listed above is derived by taking the parts mark-up listed and converting it to a multiplier factor. For example, a 25% mark-up would equal a multiplier of 1.25.

|                       |                         |
|-----------------------|-------------------------|
| Sample Total Bid Cost | \$ <u>25,500.00</u> (C) |
|-----------------------|-------------------------|

**HUT990**  
**Attachment B – Bid Form**

Flat Hourly Rate \$ \_\_\_\_\_ X 200 hours = \_\_\_\_\_ (A)

Cost for Parts \$3,000 X Mark-up (%) 1. \_\_\_\_ = \_\_\_\_\_ (B)

TOTAL BID: \_\_\_\_\_ (C)

Contact Information:

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



**HUT990**  
**ATTACHMENT A**

Inventory List:

There are two (2) walk in freezers and six (6) walk in refrigerators located in the kitchen that all have the same compressor as listed below. Each cooler has a compressor mounted on the roof with evaporator units in all walk-in freezers and refrigerators.  
Compressors:

“Copeland” compressors  
208-230V – 3 PH  
Model #: LACA-032E-TAC-800  
Refrigerants: R-134A, R404A, R408A, R414A & R416A

There are several “Scottsman” ice makers: (4) located in the crossover, (11) inmate housing units, (1) staff dining hall.

Model: CME 1656AS and CME 1056AS

The Inmate Store has the following:

- (1) “Master-Bilt Products” Commercial Chest Type Ice Cream Freezer
- (2) “Victory” Double Door Commercial Freezers  
Model: FS-20-S7 115 Vac R404A
- (1) “Victory” Double Door Commercial Refrigerator  
Model” RIS-20S5 115 Vac R-12
- (1) “Whirlpool” Refrigerator  
Model: ET18TKXDW85
- (1) “Frigidaire” Chest Type Freezer
- (1) “Frigidaire” Commercial Upright Freezer  
Model: FFU12K1CW1
- (1) “Frigidaire” Upright Freezer  
Model: FFU14FC4CW1

RFQ No. \_\_\_\_\_

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** \_\_\_\_\_

# State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**

- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

- 4. **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**

- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**

- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_ Title: \_\_\_\_\_

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.