



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Solicitation

NUMBER
COR61516

PAGE
1

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

LAKIN CORRECTIONAL FACILITY  
  
 11264 OHIO RIVER ROAD  
 WEST COLUMBIA, WV  
 25287 304-558-2036

DATE PRINTED
10/25/2012

BID OPENING DATE: 11/07/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		031-03		
ADDENDUM NO. 2 SEE ATTACHED PAGES. END OF ADDENDUM NO. 2 AIR CONDITIONING SYSTEM INSTALL/CONSTRUCTION						
***** THIS IS THE END OF RFQ COR61516 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

Addendum Number: 2

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The purpose of this addendum is to modify the solicitation identified as COR61516 ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

To move the bid opening date, respond to additional questions and provide further clarification.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT AQuestions:

Q1: As far as the job not having a specific size unit specified. It is the responsibility of contractor to properly size unit. My question is: What if 5 out of 6 bidders bid a 25 ton unit, but the other bidder bids a 10 ton unit and is the low bidder. Will he still be awarded the job?

A1: It will be the responsibility of the contractor to size the new HVAC unit correctly. The HVAC system **MUST** be able to maintain a temperature inside the gymnasium between sixty-eight (68) and seventy-two (72) degrees Fahrenheit. Please use the number of one hundred fifty (150) people to calculate the load for the new HVAC unit.

Clarifications:

C1: The existing heating unit will be sold by Surplus Property. The contractor will not be required to haul the heating unit offsite. Whenever the contractor removes the heating unit from the roof, they will need to coordinate with the Facility where to place it on the ground.

C2: It is recommended that the contractor use the revised bid form (attached below) to submit their bid. If not, please include the following breakdown on the bid:

- A) Total contract bid:
- B) Size of HVAC unit (tons):
- C) Replacing existing ductwork:

**The bid opening has moved from 10/31/2012 to 11/07/2012. The bid opening time remains at 1:30 pm.**

RFQ # COR61516

**ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY TO DESIGN  
AND INSTALL AIR CONDITIONING SYSTEM IN THE GYMNASIUM LAKIN  
CORRECTIONAL CENTER**

**MASON COUNTY**

**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, 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.)

SIZE OF HVAC UNIT (TONS): \_\_\_\_\_

REPLACING EXISTING DUCT WORK (YES/NO): \_\_\_\_\_

The Bidder understands that to the extent allowed by the West Virginia Code, the OWNER reserves the right to waive any informality or irregularity in any Bid, or Bids, and to reject any or all Bids in whole or in part; to reject a bid not accompanied by the required bid security or by other data required by the Bidding Documents; to reject any conditions of the bid by the Bidder that is in any way inconsistent with the requirements, terms, and conditions of the Bidding Documents; or to reject a bid that is in any way incomplete or irregular.

It is recommended to submit the bid using this bid form.

RESPECTFULLY SUBMITTED:

DATE: \_\_\_\_\_

WV VENDOR NO.: \_\_\_\_\_

CONTRACTOR LICENSE NO.: \_\_\_\_\_

BY: \_\_\_\_\_  
(SIGNATURE, IN INK)

TITLE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_ (CORPORATE SEAL  
IF APPLICABLE)

ADDRESS: \_\_\_\_\_

END OF BID FORM

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: COR61516**

C00006

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

\_\_\_\_\_  
Company

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

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.