



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

Solicitation

NUMBER
DNR214093

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
DEAN WINGERD 304-558-0468

RFQ COPY

TYPE NAME/ADDRESS HERE

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DIVISION OF NATURAL RESOURCES
 JOBSITE
 SEE SPECIFICATIONS

DATE PRINTED
04/23/2014

BID OPENING DATE: 05/07/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM IS ISSUED:						
1. TO CHANGE THE BID OPENING DATE TO MAY 7, 2014 AT 1:30PM.						
2. TO PROVIDE A COPY OF THE PRE-BID MEETING SIGN-IN SHEETS.						
3. TO PROVIDE MINUTES FROM THE PRE-BID MEETING.						
4. TO MODIFY TERMS AND CONDITIONS TO ADD LIQUIDATED DAMAGES IN THE AMOUNT OF \$250.00 PER DAY. SEE ATTACHMENT FOR DETAILS.						
5. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.						
***** END OF ADDENDUM NO. 1 *****						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

SOLICITATION NUMBER: DNR214093
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“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:

1. To move the bid opening date to May 7, 2014 at 1:30pm.
2. To provide a copy of the pre-bid meeting sign-in sheet(s).
3. To provide a copy of the minutes for the pre-bid meeting see attached.
4. To modify the Terms and Conditions to include Liquidated Damages. See attachment.
5. To provide Addendum Acknowledgment form.

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 A

Belleville Field Station
 Roofing Project
 RFQ DNR 214093

Attendance Sheet

Pre-Bid Conference
 April 16, 2014
 10:00 AM

Name	Representing	Address	Telephone/Fax	Email
JP HUSHION	TRI-STATE ROOFING & SHEET METAL	PO Box 1890, 100 S. Meadows Rd Martinsburg WV	304 485 6523 304 485 2641	jhushion@tri-state-service.com
Allegheny Restoration & Bld Inc. PO Box 18032 Morgantown, WV 26507 Blair Lee 304 573 1290 Fax 304 594 2810 Blair@alleghenyrestoration.com		Blair Lee		
SCOTT MORRISON	WV DNR	2311 Ohio Ave Parkersburg WV 26103	420-4550	SCOTT.F.MORRISON@WV.GOV

Belleville Field Station
 Roofing Project
 RFQ DNR 214093

Attendance Sheet

Pre-Bid Conference
 April 16, 2014
 10:00 AM

Name	Representing	Address	Telephone/Fax	Email
Brenda Pack	A.J. Smith, Inc. dba Capital Builders	4008 5th Street Road Huntington, WV 25717	304-697-5002 304-597-5004	bpack@capitalbuilders.us
Cliff Bowman	Par Roofing Co., Inc.	543 Washington Avenue Huntington, WV 25701	304-525-9710 304-525-9760	cbpar924@hotmail.com
Dave Powell	Garland Company	135 Corporate Center Drive. Ste 542 Scott Depot, WV 25560	304-757-4743	dpowell@garlandind.com
JP Hushion	Tri-State Roofing & Sheet Metal	PO Box 188, 100 South Meadville Rd. Davisville, WV 26142	304-485-6593 304-485-2041	jhushion@tri-stateservicegroup.com
Blair Lee	Allegheny Restoration & Bid Inc.	PO Box 18032 Morgantown, Wv 26507	304-573-1290 304-594-2810	Blair@alleghenyrestoration.com
Scott Morrison	WV Department of Natural Resources	2311 Ohio Avenue Parkersburg, WV 26133	304-420-4550	scott.f.morrison@wv.gov

Belleville Field Station
Roofing Project
Requisition DNR 214093

Pre-Bid Conference Notes
April 16, 2013

The Pre-Bid meeting was conducted on site by Dale Withrow, Manager Architecture at Chapman Technical Group.

1. Sign-in sheets are attached.
2. Introductions of key personnel were made:
 - Scott Morrison, WVDNR, Site Supervisor/Director
 - Dale Withrow, Chapman Technical Group Project Manager
 - Bret Preston, WVDNR (Not in attendance)
 - Joe Bird, Chapman Technical Group, Project Officer (Not in attendance)
 - Dean Wingerd, WV Purchasing Division (Not in attendance)
3. The State Solicitation / Request for Quotation was discussed.
 - a. Interested bidders must obtain the RFQ from WV Purchasing. The RFQ contains pertinent information regarding the bidding of the project including the Form of Proposal, Bid Bond, and other requisite forms and information that must accompany the bids to be considered as responsive.
 - b. All questions pertaining to the project shall be directed to Dean Wingerd via fax at 304-558-4115 or email at dean.c.wingerd@wv.gov.
 - c. Subsequent to the pre-bid meeting there can be no questions of Scott Morrison or Chapman Technical Group. Any questions about the bidding process or technical questions pertaining to the project must be directed to Mr. Wingerd for consideration.
 - d. The last day for all questions is April 21, 2014 at 5:00 PM.
4. Reviewed the bidding process:
 - a. Bid opening date is April 29, 2014 at 1:30 PM at WV Purchasing Division in Charleston.
 - b. This is a mandatory pre-bid. Sign in sheets were distributed and gathered and copies accompany these notes.
 - c. Bidders must be a registered contractor with the State.
 - d. The bid form in the RFQ is to be used unaltered. It was explained that the unit prices call for one cost to be added to or deleted from the contract amount in the event the actual documented quantities of work completed is more or less than indicated. It was emphasized that this is *one price per unit*; alteration of the bid to indicate a different price to be added than deducted could render the bid unresponsive.
 - e. This is a prevailing wage job. The applicable wage rates are available on the state website. Information is contained in the RFQ.
 - f. Time of full completion for this project is 150 days.
 - g. Liquidated damages will be addressed by addendum.

Belleville Field Station
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 Requisition DNR 214093

Pre-Bid Conference Notes
 April 16, 2013

- h. Addenda: there will be at least one addendum for the project which will include notes of this meeting along with copies of the sign in sheet. Other addenda will be issued if needed to address questions that arise during the bidding process, up to 5:00 PM April 21, 2014.
1. Any statement made by anybody during this pre-bid meeting that materially alters the work described in the plans and specifications is not to be considered unless documented by addendum.
 2. Questions and answers today will be in addendum.
 3. Bidders must acknowledge receipt of all addenda as directed in RFQ.
- i. The basis of award for the contract will be the Base Bid only. The unit prices discussed are to be used only after the contract sum has been established and the work has commenced as explained in the project manual and on the Form of Proposal.
5. Miscellaneous Project Information.
- a. Access to work site is unrestricted; there are no gates or check points to enter the site. There should be sufficient clear space around the buildings for scaffolding or lifts as needed for the work. The owner's representative on site will work with the contractor as needed for access within the buildings.
 - b. Work hours – there are no restrictions on work hours for the project. The facility is open from 8:30 to 4:30 and the Lock Building function will continue as normal. The Lockmaster's Residence is not normally occupied.
 - c. Pay requests by the Contractor should be submitted on a monthly basis using the standard AIA Forms G702 and G703, Application and Certificate for Payment and Continuation Sheet.
 - d. The Contractor shall be responsible for maintaining security and safety at the construction site?

6. Questions and Answers:

1. *What is the amount of time for the construction?*

The entire project is to be completed within the 150 days indicated in the RFQ. Note: This is full completion, not to Substantial completion as stated on site.

2. *Any idea of the amount of Liquidated Damages?*

The amount of Liquidated Damages will be discussed with the Purchaser and indicated in the addendum.

3. *What type of warranty is required for the shingle roof at the Lockmaster's Residence?*

In addition to the manufacturer's warranty and the installer's warranty listed in the Project Manual, the State requires a two year Maintenance Bond and is addressed in the RFQ.

4. *Will the spindle for the ball finial be reused or would a cap of some sort be used in its place?*

The decorative ball finial that was knocked from the top of the Tower Roof on the Lock Building is intact and currently situated on the roof of the Lock Building. This ball finial is to be reset. For purposes of bidding it should be assumed that the ball finial and spindle can be reused and reset.

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Pre-Bid Conference Notes
April 16, 2013

5. *Will any type of underlayment be used over the rough cut decking of the Lockmaster's House? There is a concern that the rough lumber will telegraph through the new shingle roof.*

The entire roof of the Lockmaster's House shall receive 7/16 inch CDX (Grade C-D, exterior glue) plywood as an underlayment / roof sheathing. The plywood shall be screwed to the existing rafters in accordance with the fastening schedule manufacturer's recommended fastening. This is a change to the design.

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

- 12. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount \$250.00 per day for every day past full completion date.

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

- 13. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.

- 14. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.

- 15. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

- 16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

- 17. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."

- 18. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

- 19. DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.

- 20. INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.

- 21. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DNR214093

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 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 acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012