



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

Solicitation

NUMBER
PSC1017

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

PUBLIC SERVICE COMMISSION
 OF WEST VIRGINIA
 1116 QUARRIER ST
 CHARLESTON, WV
 25301 340-0323

DATE PRINTED
05/05/2014

BID OPENING DATE: 05/14/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM ISSUED TO:						
1. PROVIDE RESPONSES TO QUESTIONS SUBMITTED REGARDING THE ORIGINAL SOLICITATION. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. TO PROVIDE COPY OF THE MANDATORY PRE-BID MEETING SIGN-IN SHEET.						
3. TO REVISE SPECIFICATIONS, PER ATTACHED						
NO OTHER CHANGES						
C001	1	HR		910-06		
ELECTRICAL MAINTENANCE WORK, PER HOUR						
C002	1	HR		910-06		
PLUMBING MAINTENANCE WORK, PER HOUR						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0003	1	HR		910-06		
				GENERAL UNSKILLED MAINTENANCE WORK, PER HOUR		
0004	1	HR		910-06		
				GENERAL SKILLED MAINTENANCE WORK, PER HOUR		
***** THIS IS THE END OF RFQ PSC1017 ***** 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'

SOLICITATION NUMBER: PSC1017

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:

Addendum #1 issued to provide responses to vendor-submitted questions and to revise specifications, and to attach Mandatory Pre-Bid Meeting Sign In Sheet.

Bid Opening Remains May 14, 2014, at 1:30pm.

NO OTHER CHANGES

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

PSC1017 Vendor Questions and Public Service Commission Responses

Vendor Question 1

3.4 The successful vendor must have a valid commercial pesticide applicator's certification from the WV Department of Agriculture.

Vendors Response: The PSCWV has had a vendor with pesticide applicators certification from the Department of Agriculture for over 10 years. We see no purpose for another cost to the PSC.

PSC Answer: The scope of services is revised to exclude the application of pesticides and herbicides by the vendor awarded this contract. Remove this reference from Definitions 2.1 and Qualifications 3.4 and Mandatory Requirements 4.1.7.10

Public Service Commission revision request

The Public Service Commission wishes to omit the requirement for HVAC certification from this contract as stated in Qualifications 3.3.3 and Mandatory Requirements 4.1.7.19. The Public Service Commission has a separate HVAC contract and will remove any heating and cooling requirements from the scope of work required in PSC1017.

REQUEST FOR QUOTATION
PSC1017 Building Maintenance Services for Public Service Commission Offices

SPECIFICATIONS (REVISED)

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the Agency, the Public Service Commission (hereafter also "PSCWV"), to establish an open-end contract for the services of a vendor to perform certain maintenance, upkeep and emergency and/or temporary repairs to the Commission's buildings (all property currently owned by the PSCWV), and the buildings' offices, equipment and contents.

The scope of work covered by this contract will be generally restricted to "odd-job" maintenance services, and the successful vendor will provide these services for an all-inclusive hourly rate (assigned to four categories), meaning the hourly rate will include providing all labor, services, and any required tools to complete any and all assignments. The PSCWV will provide all parts, materials and supplies and utilities, but will not provide fuel for vehicles or equipment used by the successful Vendor, nor replacement parts or accessories for any of the Vendor-provided equipment.

The PSCWV is a state agency responsible for the regulation and oversight of all public and private utilities operating within the State of West Virginia. The PSCWV is housed in two (2) office buildings in downtown Charleston, WV. The first is located at 201 Brooks Street. The facility is a three-story, flat-roofed, brick and glass building of approximately 56,000 square feet with approximately 200 offices, one small and one large hearing room, 10 restrooms, two elevators and three (3) three-story atriums. Approximately 95% of the building is carpeted; the balance of floor space is covered in either finished oak or marble. The internal walls are constructed of drywall on aluminum studs with standard grid drop ceilings. There is significant electrical and communications wiring within the building's walls and above the drop ceiling; all employees have personal computers, network and telephony connections.

The second building covered by this contract is located at 1116 Quarrier Street. It is a three-story, flat-roofed, brick building of approximately 15,000 square feet which houses approximately 30-40 employees. The building is carpeted. The internal walls are constructed of drywall and standard grid drop ceilings

Maintenance of the heating and cooling system for these buildings is covered by a separate contract for maintenance and is NOT covered by this contract. However, the successful vendor may sometimes be required to assist in emergencies and in the replacement of filters, so they must acquire a general knowledge of the layout and operation of the chiller and boiler rooms and the equipment therein.

The on-site parking lot has a three-story parking garage (which will require maintenance not covered by warranty, including its lighting, plumbing and electrical systems), and a surface parking lot which will accommodate approximately 50 vehicles.

REQUEST FOR QUOTATION
PSC1017 Building Maintenance Services for Public Service Commission Offices

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
- 2.1 **“Contract Services”** means scheduled and unscheduled, as-needed services to maintain the buildings noted herein (plus their contents and grounds), to include, but not be limited to, preventive and predictive maintenance tasks, cleaning, general plumbing and electrical work, minor carpentry work and “touch-up” painting, moving furniture and other building contents, landscaping services (eg, snow removal, weeding, etc), and miscellaneous building equipment repairs. No renovations to existing buildings, offices, systems or contents are covered by this contract; no work shall be performed under this contract which would result in an increase to the size or extent of the facilities, nor which would change their general nature or type.
- 2.2 **“Pricing Page”** means the pages upon which Vendor should list its proposed price for the Contract Services. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A.
- 2.3 **“RFQ”** means the official request for quotation published by the Purchasing Division and identified as PSC1017
3. **QUALIFICATIONS:** Vendor shall have the following minimum qualifications:
- 3.1. Successful vendor must be properly licensed and hold the appropriate basic level of certification to perform the plumbing, electrical and mechanical work required of this contract. Copies of certifications must be supplied to the Agency prior to performing any work.
- 3.2. Successful vendor must be able to supply at least one (1) reference (with their bid – See Pricing Page) that they have successfully performed, under contract, office building maintenance services for a facility or facilities of equal or greater square footage, for at least one-year prior to bidding. The reference should include the name and telephone contact information for the building(s) owner or manager, the name or number of the contract under which the referenced services were performed (if any), the dates that contract was held (demonstrating the aforementioned minimum one year’s duration), and a general description of the tasks performed under the contract. For expediency, the reference may be included WITH THE BID, but will only be required of the bidder to whom the contract is to be awarded. If not included with the bid, it will be requested when all other post-bid, pre-award documentation is requested by the Purchasing Division.

REQUEST FOR QUOTATION
PSC1017 Building Maintenance Services for Public Service Commission Offices

3.3. Notwithstanding the General Conditions requirement for a WV Contractor's License (including the requirement for the WV Contractor's License number to appear ON THE BID), the successful vendor must also be able to document that they have successfully tested for the following classifications of Contractor's License:

- 3.3.1 **A: Electrical**
- 3.3.2 **B: General Building**
- 3.3.3 **G: Plumbing**

A copy of the successful vendor's Contractor's license, denoting or including an attachment denoting these classifications, will be required prior to award of Contract.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

- 4.1.1 The successful Vendor will be on-call 24 hours a day, seven days a week, and shall be prepared to respond within 24 hours of any request by the PSCWV for Contract Services. In the event of a request being deemed by the PSCWV to be an "Emergency" request, the successful Vendor must respond to the premises within 30 minutes of the request. The successful Vendor must call into the Building Manager or designee every day, unless instructed otherwise by the Agency.
- 4.1.2 Vendor must be capable of overseeing all jobs/requests and/or have adequate staff. No subcontracting will be permitted.
- 4.1.3 Most requests will be for evening (after 5:00pm EST) and/or weekend work, including work to be done on State holidays (with the intent to minimize interference with operations of the PSCWV. There will be no overtime pay – all work performed will be at the flat rates quoted by the successful Vendor.
- 4.1.4 All work performed by the successful Vendor will be inspected by the PSCWV prior to authorizing payment.
- 4.1.5 All hours of work performed by the successful Vendor will fall into one of the four categories of Contract Services bid on the Pricing Page. The successful Vendor will agree with the PSCWV as to which categories of hours apply to each request prior to beginning any work under this Contract.
- 4.1.6 Invoices from the successful Vendor must clearly indicate:

REQUEST FOR QUOTATION
PSC1017 Building Maintenance Services for Public Service Commission Offices

- 4.1.6.1 The description of the work performed (eg, “Unstopped drains in janitors’ closets”);
 - 4.1.6.2 The quantities of each type of hour being billed (eg, “Plumbing maintenance, 2 hours”);
 - 4.1.6.3 The date(s) upon which the work was performed;
 - 4.1.6.4 Any other information deemed relevant by the Vendor or the PSCWV (for each request).
- 4.1.7 Prior to beginning any work (upon the award of this Contract), the successful Vendor will coordinate a routine maintenance schedule or program (Exhibit B provides a sample) with the PSCWV, which will include, but not be limited to, these activities:
- 4.1.7.1 Changing light bulbs in three buildings, and replacing blown breakers as needed;
 - 4.1.7.2 Replacing ballasts when bad, end clips, heat sensors, and pinging;
 - 4.1.7.3 Restroom maintenance, including certain unskilled maintenance activities like changing deodorizers, replacing batteries in hand dispensers, and cleaning floor drains with chemicals (eg, “Drano”); but also plumbing maintenance activities like repairing sinks, toilets and urinals, repairing hand dispensers, repairing broken stalls, mirrors and faucets, and replacing wax rings on toilets.
 - 4.1.7.4 Snack room maintenance, including unstopping and cleaning floor drains; shutting down, cleaning and changing filter on ice machine; sanitizing sink and faucets; and checking hot water dispenser.
 - 4.1.7.5 Janitor Closets maintenance, including cleaning and unstopping drains.
 - 4.1.7.6 Water fountain maintenance, including cleaning chillers out, changing out water control valves, and sanitizing.
 - 4.1.7.7 Transportation Building sewage pump requires occasional manual pumping.
 - 4.1.7.8 Hearing Room maintenance, including repairing theater seating when necessary; repairing/replacing dimmer control lights; checking heater where intercoms are located to keep panel

REQUEST FOR QUOTATION
PSC1017 Building Maintenance Services for Public Service Commission Offices

- boxes from getting cold and causing speakers to crackle and ceiling lights to blink;
- 4.1.7.9 Replacement or repainting of bad ceiling tiles, as needed.
 - 4.1.7.10 Grounds Maintenance, including weeding, pressure washing walkways, driveways and parking garage (**vendor must provide own equipment**); and cleaning storm drains.
 - 4.1.7.11 Assist in snow removal by shoveling and salt (large jobs are contracted out); this will generally only cover breeze way and surrounding area, the ADA ramp and sidewalk areas that cannot be done by truck.
 - 4.1.7.12 Touch-up painting of stairwells, breeze ways, hand rails, steel door jambs, support brackets, and walls.
 - 4.1.7.13 Removal, moving, repair and assembly of furniture owned or purchased by the PSCWV; disposal and transportation of items appropriately disposed of by the PSCWV. Note: Vendor must take items, as required, to WV State Agency for Surplus Property in Dunbar, WV. Note: Vendor must abide by all Agency regulations for the disposal of any materials or equipment owned by the Agency with which or upon which any work is performed under this Contract.
 - 4.1.7.14 Installing/hanging of common office equipment such as bulletin boards, coat hooks, clocks, and installed keyboard trays.
 - 4.1.7.15 General electrical maintenance, including replacing or repairing receptacles, switches, sockets, light timers, breakers, panels and emergency lights.
 - 4.1.7.16 Mechanical Room maintenance, including general cleaning and touch-up painting of floors.
 - 4.1.7.17 Resetting electric timers on automatic lighting, and resetting time clock for outside pole lights, and hanging timer boxes when time changes during the year.
 - 4.1.7.18 Cleaning doors slides of elevator doors.
 - 4.1.7.19 Picking up supplies as ordered and authorized by the PSCWV. When picking up supplies for the PSCWV, Vendor will be responsible for insuring all delivery tickets/invoice documentation be given to the appropriate Agency personnel.
 - 4.1.7.20 Vendor must assist PSCWV in operating and maintain stock inventory of parts and supplies required for Contract Services.
 - 4.1.7.21 Vendor must respond to all fire alarm calls for the building.

REQUEST FOR QUOTATION
PSC1017 Building Maintenance Services for Public Service Commission Offices

4.1.8 The successful Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under WV Code §21-5A-1 (et seq) and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall Total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page by providing an hourly rate for each of the four categories of potential Contract Services: Electrical Maintenance Work, Plumbing Maintenance Work, General Unskilled Maintenance Work, and General Skilled Maintenance Work. The quantities listed on the Pricing Page are estimates only, used only to evaluate bids. No guarantee of actual hours which will be requested by the PSCWV of the successful Vendor is provided for or implied. Successful vendor will bill only for actual hours requested and worked.

5.3 Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

REQUEST FOR QUOTATION
PSC1017 Building Maintenance Services for Public Service Commission Offices

7. **PAYMENT:** Agency shall pay only the hourly rates as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Successful Vendor will coordinate billing cycle with PSCWV upon award of Contract, but may most frequently bill every two weeks.

8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
 - 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

REQUEST FOR QUOTATION
PSC1017 Building Maintenance Services for Public Service Commission Offices

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Cancellation of the Contract.

10.2.2. Cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____

Electrical- - Main Office Building

There are 560 - 4' florescent bulbs on the Third Floor alone.

There are 185 - Par 38 flood bulbs.

There are 19 - 70 watt bulbs.

There are 10 - 60 watt bulbs.

There are 20 - Par 36 low volt bulbs.

There are 30 – U-bulbs.

There are 15 - 40 watt elevator bulbs.

There are 8 - 250 watt Metal Halide bulbs in the foyer.

There are 8 - Par 40 bulbs in the Main Foyer.

There are 2 - 150 watt gas bulbs on the patio.

There are 4 - 100 watt gas bulbs in the stair wells.

There are 11 - 100 watt Metal Halide bulbs in the entrance ceilings.

There are 5- 450 watt Metal Halide bulbs on the roof.

There are approximately 1,000 bulbs on each floor. That's over 3,000 bulbs in this one building.

Regular Electrical Maintenance

We change anywhere from 50 to 200 bulbs every month.

We also change 6 or 7 ballast a month or more.

We have to change or repair approximately 12 sockets each month.

We have to remove heat sensors weekly.

We average running at least one new circuit a month.

We change at least a dozen receptacles and switches each month. (There are over 2,000)

We have 13 different types of bulbs on the Third Floor alone. We have to stock replacement

bulbs and ballast. We have to stock lights, switches, receptacles, ballast, light sockets, batteries, contactors.

All the offices that have system furniture which have special bulbs under the wall cabinets. We replace blown breakers every week.

We have to work on then sewage and sump pumps when they break down.

We change at least a dozen florescent end clips quarterly.

Will get called out two or three times a month for a fire alarm call at 2 or 3 a.m. All though usually nothing is wrong, must respond to the call.

The elevator jams and will need to cut the power off and check these out. The doors slides have to be kept clean at all times on all four elevators in all three buildings (2 buildings and garage).

There are approximately 250 offices in the Main Building. Two hearing rooms, and several meeting rooms and storage rooms.

Emergency lights may need to be replaced as they go out.

Plumbing Maintenance

Three times every week all toilets and seats, sinks and traps, urinals, faucets, floor drains, hand dispensers, ice machines, water dispensers, etc. are inspected and repaired if needed. (Sometimes we have to order parts, but we do stock all basic repair parts)

*Seats, faucets, and wax rings on the toilets are repaired when needed.

The soap and antibacterial dispensers are reloaded once a month or as needed.

We use a lot of Drano Cleaner, at least once every two weeks we pour down drains and we still have many drains that stop up and have to be taken apart and cleaned or replaced frequently.

Simple things like faucet drips or trap leaks are an everyday occurrence.

Water fountains have to be cleaned biweekly where the chillers stop up with dust. We have had to tear out walls and ceiling areas to replace drains that were stopped up.

We have a sump pump and a sewage pump that have to be worked on often in the Transportation Building.

We pressure spray all walks and driveways yearly. We use a special pressure wash nozzle and wash windows two times a year. We spray down all three floors of the

Parking Garage every three months.

We have to clean out everyone of the outside storm drains where leaves and other debris cause them to stop up. We average about a truck load of mud removal.

We have had to flush dead birds off the window ledges where they hit the glass. We have had to go on the roof and keep the drains cleaned out, and flush out the plumbing vents.

We try to wash the building down once a year.

In the winter, we take care of shoveling the snow and salting all walk ways. keep everything in good shape.

Seven days a week, even if we're not working, someone walks through both buildings and the garage to make sure everything is all right. We even do this on Christmas Day and New Year's day.

Hearing Rooms

The First Floor Hearing Rooms have to be inspected almost every day. We never know when the Chairman is going to have a meeting or a hearing is scheduled and everything must be in working order (speakers, lights, air, etc)

The lights are special dimmer control lights and take different ballast and bulbs.

Sometimes the seating has to have new anchors in the floor where they break loose.

We keep it cleaned, polished, and even vacuum if we're not sure whether the janitors have done it.

The room that the intercoms are controlled from has a heater in it that has to be set on a certain control to keep the panel boxes from getting cold and causing the speakers to crackle and the ceiling lights to blink.

It is very important that the sound system is kept working properly.

Painting and Miscellaneous

We used a quality Semi-Gloss Paint so it can be washed at times. We try to keep all the hallways and steel door jambs painted often. We do them completely every four years. The paint we use can be used to touch up the frames and hallway walls at any time because it blends in and you can't tell it has just been spotted. The offices are all painted on as needed basis.

We go over the hallways once a month and anything that can't be washed off is painted over.

We keep all the metal support brackets in the Parking Garage painted four or five times a year.

Going in the ceiling areas so often due to wiring or plumbing, a lot of ceiling tiles get broke or dirtied up. We save a lot of tile by using this paint We do a lot of drywall and patching work on the office walls and hallways.

Wood Doors and Furniture

In the winter and sometimes in the summer when the air conditioning is on a lot, the wood doors (which are solid) will swell and make the doors hard to open and close. We use a power sander or a hasp to keep the doors in good shape.

A lot of furniture is moved around in the Main Office Building. Two or three times a week we are always moving something, especially file cabinets.

We assemble a lot of furniture and if any furniture get broken, we try to repair it rather than purchase new. We deliver furniture or items to surplus property or the landfill as directed.

Miscellaneous work

Make minor repairs to roof – temporary patches, etc.

We change furnace filters wherever we see one is needed.

We pick up all our supplies as needed.

The PSC has no tools or equipment for the maintenance work, must furnish own tools/gas.

We have to reset our Tork Time Clocks several times a year.

We do all the outside work, keep weeds cut out, trim trees, clean all storm drains.

We have a problem in the second building with the hand rails up the steps pulling loose.

We hang all bulletin boards, coat hooks, and install keyboard trays.

We replace a lot of ceiling tiles.

We remove all ice and snow from the breeze way and surrounding area. We clean and salt the rear Handicap ramp and across the sidewalk to the garage side door.

This is just a basic description of most of the work to be done. We have eight complete electrical panels on each floor that need constant care. Maintenance is a must and must be done on a daily

The restrooms alone are a full time job. Several hundred times a day, they are used and must be kept up.

We have constant power surges which will cause a dozen lights or more to burn out at once.

The plumbing has constant problems from the water storm drains belonging to the city, they can't handle a big rain and it throws the water in our drains, which causes sand and grit to plug valves, toilets, sinks, urinals, etc.

All the work we do is strictly maintenance work, not construction/building work.

Request for Proposal No.

PSC1017

SIGN IN SHEET

PLEASE PRINT

Page _____ of _____

Date:

4/30/14
10 AM

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

Company:	WILLIAMS & SONS CONTRACTING INC 2980 E DUPONT AVE	PHONE 304-595-5001
Rep:	DALLAS W. WILLIAMS	TOLL FREE CELL 804-437-0816
Email Address:	TAYLOR HUNLEY 1993 @yahoo.com	FAX FAX 304-340-3759
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: PSC1017

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 acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012