



State of West Virginia  
Agency Request for Quote

<b>Proc Folder:</b> 1608365			<b>Reason for Modification:</b>
<b>Doc Description:</b> Equipment and Systems Maintenance and Repairs			
<b>Proc Type:</b> Agency Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-01-17	2025-02-11 10:30	ARFQ 0608 DCR2500000072	1

**BID RECEIVING LOCATION**

**VENDOR**

**Vendor Customer Code:** 000000 189985  
**Vendor Name :** DSO Mechanical  
**Address :** 515 Third Ave  
**Street :**  
**City :** South Charleston  
**State :** West Virginia  
**Country :** USA  
**Zip :** 25303  
**Principal Contact :** Jeffrey Kelley  
**Vendor Contact Phone:** 304-744-8479  
**Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Philip K Farley  
(304) 549-1050  
philip.k.farley@wv.gov

Vendor  
Signature X

FEIN#

46-1525016

DATE

02/11/2025

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

The West Virginia Division of Corrections and Rehabilitation (DCR) is soliciting bids to establish an open-ended contract to provide preventative maintenance and inspections, corrective maintenance, repairs, replacement parts, and installation of new devices and equipment for the Equipment and Systems Maintenance and Repairs Contract at the Saint Marys Correctional Center and Jail (SMCC&J), 2880 N. Pleasants Highway, Saint Marys, West Virginia 26170 in Pleasants County.

INVOICE TO			SHIP TO		
ST MARYS CORRECTIONAL CENTER 2880 N PLEASANTS HWY			DIVISION OF CORRECTIONS  ST MARYS CORRECTIONAL CENTER 2880 N PLEASANTS HWY		
ST MARYS	WV		ST MARYS	WV	
US			US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Overall Cost				47,920

Comm Code	Manufacturer	Specification	Model #
72151201			

**Extended Description:**

Equipment and Systems Maintenance and Repairs Contract

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Optional Pre-Bid Meeting at 10:00 AM E.S.T.	2025-01-28
2	Deadline for Questions Due is 2:00 PM E.S.T.	2025-02-04
3	Bid Due By 10:30 AM E.S.T.	2025-02-11

	Document Phase	Document Description	Page 3
DCR2500000072	Final	Equipment and Systems Maintenance and Repairs	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

	Document Phase	Document Description	Page 4
DCR2500000072	Final	Equipment and Systems Maintenance and Repairs	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## SAINT MARYS CORRECTIONAL CENTER AND JAIL

## ARFQ 0608 DCR2500000072 - Equipment and Systems Maintenance and Repairs Contract Pricing Page

Preventative Maintenance	Preventative Maintenance Unit of Measure	Preventative Maintenance Number of Times Per Year	Preventative Maintenance Unit Price Per Each Time	Preventative Maintenance Extended Amount
Equipment and Systems				
Equipment and Systems	Biannual	2	4,800	9,600

Subtotal A: 9,600

Correction Maintenance Hourly Rates	Corrective Maintenance Unit of Measure	Corrective Maintenance Estimated Annual Hours *	Corrective Maintenance Unit Price	Corrective Maintenance Extended Amount
Regular Labor Rate	Hour	100	100	10,000
Overtime Labor Rate	Hour	16	135	2,160
Holiday Labor Rate	Hour	8	135	1,080
Emergency Labor Rate	Hour	8	135	1,080

Subtotal B: 14,320

New Equipment, Devices, and Parts Markup Percentage Quote	Estimated New Equipment, Devices, and Parts Markup Percentage Cost **	New Equipment, Devices, and Parts Markup Percentage	New Equipment, Devices, and Parts Markup Percentage Extended Amount
Parts	\$20,000.00	20 %	24,000

Subtotal C: 24,000

OVERALL COST (by adding subtotals A, B, and C) 47,920

<b>Bidder/Vendor Information:</b>
Name:
West Virginia Contractors License
Address:
Phone No.:
Fax No.:
Email Address:
Authorized Signature

## NOTES:

\* Quantities are estimated for bid evaluation purposes only.

\*\* Estimated cost for bid evaluation purposes only.





# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV050370

CLASSIFICATION:

HVAC  
PLUMBING  
SPECIALTY

DSO MECHANICAL LLC  
515 THIRD AVENUE  
SOUTH CHARLESTON, WV 25303

DATE ISSUED

EXPIRATION DATE

JANUARY 21, 2025

JANUARY 21, 2026

Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

**Subcontractor List Submission (Construction Contracts Only)**

**Bidder's Name:** DSO Mechanical

☒ Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.



**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

 *Project Manager*  
(Name, Title) Mike Laughlin / Project Manager  
(Printed Name and Title)  
515 Third Ave., South Charleston, WV 25303  
(Address)  
304-744-8479 / 304-744-8491  
(Phone Number) / (Fax Number)  
mlaughlin@dsomech.com  
(Email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration..

DSO Mechanical  
(Company)  
 *Project Manager*  
(Authorized Signature) (Representative Name, Title)  
Mike Laughlin / Project Manager / 02/11/2025  
(Printed Name and Title of Authorized Representative) (Date)  
02/11/2025  
(Date)  
304-744-8479 / 304-744-8491  
(Phone Number) (Fax Number)  
mlaughlin@dsomech.com  
(Email Address)



ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

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 checked="" 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.

DSO Mechanical

\_\_\_\_\_  
Company

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

02/11/2025

\_\_\_\_\_  
Date

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

ARFQ 0608 DCR2500000072  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
SAINT MARYS CORRECTIONAL CENTER AND JAIL

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- 1) Failure to perform Contract Services in accordance with the requirements contained herein.
- 2) Failure to comply with other specifications and requirements contained herein.
- 3) Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 4) Failure to remedy deficient performance upon request.

**1.16 CONTRACT MANAGER:**

- A. During its performance of this Contract, Contractor must designate and maintain a primary contract manager responsible for overseeing Contractor'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. Contractor should list its contract manager and his or her contact information below. The previously specified information must be submitted prior to award of contract.

Contract Manager: Mike Laughlin  
Telephone Number: 304-744-8479  
Fax Number: 304-744-8491  
Email Address: mlaughlin@dsomech.com

END OF SPECIFICATIONS