



State of West Virginia  
Agency Request for Quote

Proc Folder: 1299320  
 Doc Description: Equipment and Systems Maintenance and Repairs TVRJCF  
 Reason for Modification: Added Addendum No. 1  
 Proc Type: Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2023-10-24	2023-10-25 10:30	ARFQ 0608 DCR2400000050	2

**BID RECEIVING LOCATION**

**VENDOR**

Vendor Customer Code:  
 Vendor Name : Nitro Construction Services  
 Address : 4300 First Ave  
 Street :  
 City : Nitro  
 State : WV Country : USA Zip : 25143  
 Principal Contact : Jamie Kuhn  
 Vendor Contact Phone: 304-204-1555 Extension:

**FOR INFORMATION CONTACT THE BUYER**

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

Vendor Signature X

FEIN#

20-8844160

DATE

10/25/2023

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

**ADDITIONAL INFORMATION**

The West Virginia Division of Administrative Services (DAS) is soliciting bids on behalf of the Division of Corrections and Rehabilitation (DCR) 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 Tygart Valley Regional Jail and Correctional Facility located 400 Abbey Road, Belington, WV 26250 in Randolph County.

INVOICE TO		SHIP TO	
TYGART VALLEY REGIONAL JAIL 400 ABBEY RD		TYGART VALLEY REGIONAL JAIL 400 ABBEY RD	
BELINGTON	WV	BELINGTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Overall Cost			\$ 23,040.00	

Comm Code	Manufacturer	Specification	Model #
72151201			

**Extended Description:**  
Equipment and Systems Maintenance and Repairs Contract

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Non-Mandatory Pre-Bid Meeting at 10:00 AM E.S.T.	2023-10-11
2	Deadline for Questions Due is 2:00 PM E.S.T.	2023-10-18
3	Bid Due By 10:30 AM E.S.T.	2023-10-25

ARFQ 0608 DCR2400000050  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
TYGART VALLEY REGIONAL JAIL AND CORRECTIONAL FACILITY

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Addendum No. 1

Questions:

Q1: Are filters included in the contract price?

A1: If the facility wants the contractor to provide and replace the filters, it is done as a corrective maintenance hourly labor rate cost and a material percentage markup as stated in the specifications.

Clarifications:

C1: Please see attached non-mandatory pre-bid sign-in sheet.

C2: A bid bond will not be required on this contract.

C3: The bid closing date has changed: 10:30 AM E.S.T. on October 25, 2023

C4: The public bid opening date has changed: 11:00 AM E.S.T. on October 25, 2023

# Pre-Bid Sign-In Sheet

Solicitation Number: ARFQ 0608 DCR 2400000050  
 Date of Pre-Bid Meeting: 10-11-23  
 Location of Prebid Meeting: TVRJ

*Please Note:*

Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting.  
 Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid.  
 For further verification, please also provide a business card if possible.

<u>Firm Represented:*</u>	<u>Rep Name (Printed):</u>	<u>Firm Address:</u>	<u>Telephone #:</u>	<u>Fax #:</u>	<u>Email:</u>
Powell Inc	Kristin Howell	1705 Stringtown Rd Belington WV 26025	304-621-7494	MA	Powellinc@yahoo.com
Powell Inc	Carl Allen	Same	↑		↑

*\*One Vendor Per Representative - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.*



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2023-09-26	2023-10-25 10:30	ARFQ 0608 DCR2400000050	1

**BID RECEIVING LOCATION**

**VENDOR**

**Vendor Customer Code:**

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**Street :**

**City :** Nitro

**State :** WV **Country :** USA **Zip :** 25143

**Principal Contact :** Jamie Kuhn

**Vendor Contact Phone:** 304-204-1555 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

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

**Vendor Signature X** 

**FEIN#** 20-8844160 **DATE** 10/25/2023

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**ADDITIONAL INFORMATION**

The West Virginia Division of Administrative Services (DAS) is soliciting bids on behalf of the Division of Corrections and Rehabilitation (DCR) 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 Tygart Valley Regional Jail and Correctional Facility located 400 Abbey Road, Belington, WV 26250 in Randolph County.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Overall Cost				\$ 23,040.00

Comm Code	Manufacturer	Specification	Model #
72151201			

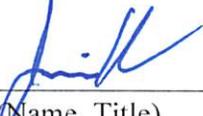
**Extended Description:**  
Equipment and Systems Maintenance and Repairs Contract

**SCHEDULE OF EVENTS**

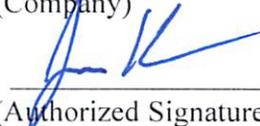
Line	Event	Event Date
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3	Bid Due By 10:30 AM E.S.T.	2023-10-25



**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.

  
(Name, Title) HVAC Comm. Serv. Manager  
Jamie Kuhn HVAC Comm. Serv. Manager  
(Printed Name and Title)  
4300 First Ave Nitro, WV 25143  
(Address)  
304-204-1555 304-204-1350  
(Phone Number) / (Fax Number)  
jkuhn@nitrocs.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 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 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 Vendor in a contractual relationship; and that to the best of my knowledge, Vendor has properly registered with any State agency that may require registration.

Nitro Construction Services  
(Company)  
 HVAC Comm. Serv. Manager  
(Authorized Signature) (Representative Name, Title)  
Jamie Kuhn HVAC Comm. Serv. Manager  
(Printed Name and Title of Authorized Representative) (Date)  
10/25/2023  
(Date)  
304-204-1555 304-204-1350  
(Phone Number) (Fax Number)  
jkuhn@nitrocs.com  
(Email Address)

Handwritten text, possibly a name or title.

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.

Ntro Construction Services

Company

[Signature]

Authorized Signature

10/25/2023

Date

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

STATE OF WEST VIRGINIA  
**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §15A-3-14, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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 exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Astro Construction Services

Authorized Signature: [Signature] Date: 10/25/2023

State of West Virginia

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 25 day of October, 2023

My Commission expires April 3, 2024

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]

*Purchasing Affidavit (Revised 03/09/2019)*



**State of West Virginia**  
**DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT**  
**West Virginia Code §21-1D-5**

STATE OF WEST VIRGINIA,

COUNTY OF Putnam, TO-WIT:

I, Jamie Kuhn, after being first duly sworn, depose and state as follows:

1. I am an employee of Natro Construction Services and,  
(Company Name)
2. I do hereby attest that Natro Construction Services  
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code** §21-1D.

The above statements are sworn to under the penalty of perjury.

Printed Name: Jamie Kuhn

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

Title: HVAC Conn. Serv. Manager

Company Name: Natro Construction Services

Date: 10/25/2023

Taken, subscribed and sworn to before me this 25 day of October, 2023.

By Commission expires April 3, 2024



Cheryl L Griffith  
(Notary Public)

ARFQ 0608 DCR240000050  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
Tygart Valley Regional Jail and Correctional Facility

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**1.15 CONTRACTOR DEFAULT:**

- A. The following shall be considered a Contractor default under this Contract.
- 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: Jamie Kuhn  
Telephone Number: 304-204-1555  
Fax Number: 304-204-1350  
Email Address: jkuhn@nitrocs.com

**END OF SPECIFICATIONS**

TYGART VALLEY REGIONAL JAIL AND CORRECTIONAL FACILITY

ARFQ 0608 DCR240000050 - 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	2,000.00	4,000.00

Subtotal A: 4,000.00

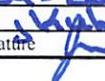
Correction Maintenance Hourly Rates	Corrective Maintenance Unit of Measure	Corrective Maintenance Estimated Annual Hours *	Corrective Maintenance Unit Price	Corrective Maintenance Extended Amount
Regular Labor Rate	Hour	100	95.00	9,500.00
Overtime Labor Rate	Hour	16	95.00	1,520.00
Holiday Labor Rate	Hour	8	95.00	760.00
Emergency Labor Rate	Hour	8	95.00	760.00

Subtotal B: 12,540.00

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	\$5,000.00	1.30 %	6,500.00

Subtotal C: 6,500.00

OVERALL COST (by adding subtotals A, B, and C) 23,040.00

<b>Bidder/Vendor Information:</b>	
Name:	A. Tro Construction Services
Address:	9300 First Ave A. Tro, WA 25143
Phone No.:	204-204-1355
Fax No.:	204-204-1350
Email Address:	kybn@a-trocs.com
Authorized Signature:	

NOTES:

- \* Quantities are estimated for bid evaluation purposes only.
- \*\* Estimated cost for bid evaluation purposes only.

