



State of West Virginia  
Agency Request for Quote

<b>Proc Folder:</b> 1299021		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Equipment and Systems Maintenance and Repairs Contract CRJCF		Addendum No. 2:	
<b>Proc Type:</b> Agency Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-10-17	2023-10-23 10:30	ARFQ 0608 DCR2400000043	3

**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** 10/23/2023

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 Central Regional Jail and Correctional Facility located at 1255 Dyer Hill Road, Sutton, WV 26601 in Braxton County.

INVOICE TO		SHIP TO	
CENTRAL REGIONAL JAIL 1255 DYER HILL RD		CENTRAL REGIONAL JAIL 1255 DYER HILL RD	
SUTTON US	WV	SUTTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Overall Cost				24,100.00

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.	2023-10-05
2	Deadline for Questions Due is 2:00 PM E.S.T.	2023-10-13
3	Bid Due By 10:30 AM E.S.T.	2023-10-23

ARFQ 0608 DCR2400000043  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
CENTRAL REGIONAL JAIL AND CORRECTIONAL FACILITY

Addendum No. 2

Questions:

Q1: Can you please clarify what you are looking for on the extended section of the pricing?

A1: 1. Preventative maintenance:

a. Equipment and systems:

1) The contractor must take the “preventative maintenance number of times per year,” “2,” and multiple it by the “preventative maintenance unit price per each time” that the contractor enters to calculate the “preventative maintenance extended amount.”

2) Subtotal A:

a) The contractor must take the amount that was entered for the “preventative maintenance extended amount” and write it in the box out from “subtotal A.”

2. Correction maintenance hourly rates:

a. Regular labor rate:

1) The contractor must take the “corrective maintenance estimated annual hours \*,” “100” and multiple it by the “corrective maintenance unit price” that the contractor enters to calculate the “corrective maintenance extended maintenance” for the regular labor rate.

b. Overtime labor rate:

1) The contractor must take the “corrective maintenance estimated annual hours \*,” “16” and multiple it by the “corrective maintenance unit price” that the contractor enters to calculate the “corrective maintenance extended maintenance” for the overtime labor rate.

c. Holiday labor rate:

- 1) The contractor must take the “corrective maintenance estimated annual hours \*,” “8” and multiple it by the “corrective maintenance unit price” that the contractor enters to calculate the “corrective maintenance extended maintenance” for the holiday labor rate.

d. Emergency labor rate:

- 1) The contractor must take the “corrective maintenance estimated annual hours \*,” “8” and multiple it by the “corrective maintenance unit price” that the contractor enters to calculate the “corrective maintenance extended maintenance” for the emergency labor rate.

e. Subtotal B:

- 1) The contractor must take the cost that were entered for the “corrective maintenance extended amount” for the “regular labor rate,” “overtime labor rate,” “holiday labor rate,” “emergency labor rate,” and add them up. The contractor must write the sum in the box out from “subtotal B.”

3. New equipment, devices, and parts markup percentage quote:

a. Parts:

- 1) The contract must take the “estimated new equipment, devices, and parts markup percentage cost \*\*,” “\$5,000.00,” and multiply it by the new equipment, devices, and parts markup percentage” that the contractor enters to calculate the “new equipment, devices, and parts markup percentage extended amount.”

2) Subtotal C:

- a) The contractor must take the amount that was entered for the “new equipment, devices, and parts markup percentage extended amount” and write it in the box out from “subtotal C.”

4. Overall cost:

- a. The contract must add “subtotal A,” “subtotal B,” and “subtotal C” to calculate the “overall cost.” The contractor must write it in the box out from the “overall cost.”

Clarifications:

C1: The bid closing time and date remains the same: 10:30 AM E.S.T. on October 23, 2023

C4: The public bid opening time and date remains the same: 11:00 AM E.S.T. on October 23, 2023



State of West Virginia  
Agency Request for Quote

<b>Proc Folder:</b> 1299021		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Equipment and Systems Maintenance and Repairs Contract CRJCF		Addendum No. 1:	
<b>Proc Type:</b> Agency Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-10-12	2023-10-23 10:30	ARFQ 0608 DCR2400000043	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** 10/23/2023

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**ADDITIONAL INFORMATION**

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Overall Cost				24,100.00

Comm Code	Manufacturer	Specification	Model #
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**Extended Description:**  
Equipment and Systems Maintenance and Repairs Contract

**SCHEDULE OF EVENTS**

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CENTRAL 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. The contractor would be responsible for providing and installing new air filters at the facility.

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 23, 2023

C4: The public bid opening date has changed: 11:00 AM E.S.T. on October 23, 2023



# Pre-Bid Sign-In Sheet

Solicitation Number: ARFQ 0608 DCR2400000043

Date of Pre-Bid Meeting: October 13, 2023

Location of Prebid Meeting: CRJ&CF

**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>
Mountain Heating & Air			304-651-5039		al.mtnheat@outlook.com
Powell, Inc.			304-621-7494		powellinco@yahoo.com
Rich Refrigeration, Inc.			304-765-5883		richs@richsac.com

**\*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.



State of West Virginia
Agency Request for Quote

Proc Folder: 1299021
Doc Description: Equipment and Systems Maintenance and Repairs Contract CRJCF
Reason for Modification:
Proc Type: Agency Master Agreement
Date Issued: 2023-09-26
Solicitation Closes: 2023-10-20 10:30
Solicitation No: ARFQ 0608 DCR2400000043
Version: 1

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 [Signature] FEIN# 20-8844160 DATE 10/23/2023
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**ADDITIONAL INFORMATION**

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Central Regional Jail and Correctional Facility

ARFQ 0608 DCR2400000043 - 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	Biannual	2	2,200.00	4,400.00

Subtotal A: 4,400.00

Correction Maintenance Hourly Rates	Correction Maintenance Unit of Measure	Correction Maintenance Estimated Annual Hours *	Correction Maintenance Unit Price	Correction Maintenance Extended Amount
Regular Labor Rate	Hour	100	100.00	10,000.00
Overtime Labor Rate	Hour	16	100.00	1,600.00
Holiday Labor Rate	Hour	8	100.00	800.00
Emergency Labor Rate	Hour	8	100.00	800.00

Subtotal B: 13,200.00

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) 24,100.00

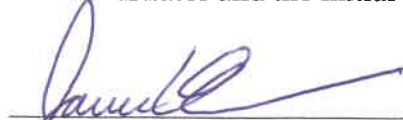
**Bidder/Vendor Information:**

Name: Nitro Construction Services  
 Address: 4700 First Ave  
 Nitro Wv 25143  
 Phone No.: 304-204-1555  
 Fax No.: 304-204-1550  
 Email Address: j.kuhn@nitrocs.com  
 Authorized Signature: *[Signature]*

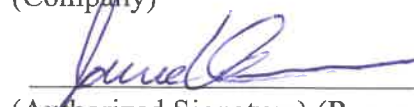
**NOTES:**  
 \* Quantities are estimated for bid evaluation purposes only.  
 \*\* Estimated cost for bid evaluation purposes only.



**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.

 HVAC Comm. Serv. Manager  
(Name, Title)  
Jamie Kuhn HVAC Comm. Serv. Manager  
(Printed Name and Title)  
4300 First Ave N. Dr WU 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)  
10/23/2023  
(Date)  
304-204-1555 304-204-1350  
(Phone Number) (Fax Number)  
jkuhn@nitrocs.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 checked="" 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.

Auto Construction Services

Company

[Signature]

Authorized Signature

10/23/23

Date

NOTE: This addendum acknowledgment 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: D. Tro Construction Services

Authorized Signature: [Signature] Date: 10/23/2023

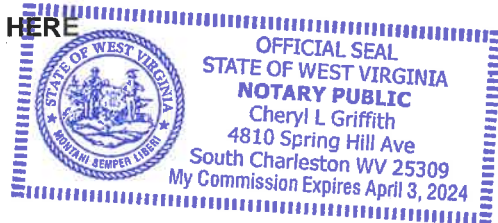
State of West Virginia

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 23 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 Nitro Construction Services; and,  
(Company Name)
2. I do hereby attest that Nitro 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: [Handwritten Signature]

Title: HVAC Comm. Serv. Manager

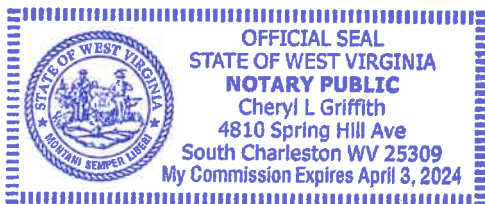
Company Name: Nitro Construction Services

Date: 10/23/2023

Taken, subscribed and sworn to before me this 23 day of October, 2023.

By Commission expires April 3, 2024

(Seal)



[Handwritten Signature]  
(Notary Public)

ARFQ 0608 DCR2400000043  
REQUEST FOR QUOTATION  
EQUIPMENT AND SYSTEMS MAINTENANCE AND REPAIRS CONTRACT  
Central 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**



# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV042601

**CLASSIFICATION:**

ELECTRICAL  
GENERAL BUILDING  
HEATING, VENTILATING & COOLING  
PIPING  
SPECIALTY  
LOW VOLTAGE SYSTEMS  
SPRINKLER AND FIRE PROTECTION

NITRO CONSTRUCTION SERVICES INC  
DBA NITRO MECHANICAL SERVICES  
4300 1ST AVE #2  
NITRO, WV 25143-1001

DATE ISSUED

JUNE 13, 2023

EXPIRATION DATE

JUNE 13, 2024

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.

