

**REQUEST FOR QUOTATION
HVAC SERVICES**

SPECIFICATIONS

1. PURPOSE AND SCOPE: West Virginia University at Parkersburg is soliciting bids to establish a contract for **HVAC Services**.

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 Journeyman level hourly labor rate for HVAC services, as more fully described in these specifications.

2.2 “Pricing Page” means the pages, attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

2.3 “Solicitation” means the official notice of an opportunity to supply the West Virginia University at Parkersburg with goods or services that is published by the Purchasing Division.

3. QUALIFICATIONS: Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

3.1. Journeyman/Licensed/Certified

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 Deliver HVAC Technician at an hourly rate provided within the award of this contract for small repairs on an on call basis. This is not to include large jobs that would otherwise be put out to bid.

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5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide West Virginia University at Parkersburg with a purchase price for the Contract Services from July 1st, 2018 to June 30th, 2020. 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 attached Pricing Page by **August 13, 2018 and mail to:**

**West Virginia University at Parkersburg
C/O Jeannine Ratliffe
300 Campus Drive
Parkersburg WV, 26104**

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.

- 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.
- 7. PAYMENT:** Agency shall pay hourly, 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.
- 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:

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10. VENDOR RESPONSIBILITY:

- 10.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 10.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 10.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 10.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 10.5.** Vendor shall inform all staff of Agency's security protocol and procedures.

11. VENDOR DEFAULT:

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

- 11.1.1.** Failure to perform Contract Services in accordance with the requirements contained herein.
- 11.1.2.** Failure to comply with other specifications and requirements contained herein.
- 11.1.3.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 11.1.4.** Failure to remedy deficient performance upon request.

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

- 11.2.1.** Immediate cancellation of the Contract.
- 11.2.2.** Immediate cancellation of one or more release orders issued under this
- 11.2.3.** Contract.
- 11.2.4.** Any other remedies available in law or equity.

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12. MISCELLANEOUS:

12.1. 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: _____

PRICING PAGE

1.01 FOR:

A. Service: HVAC Services

1.02 DATE: _____

1.03 SUBMITTED BY:

- A. Vendor Name _____
1. Address _____
 2. City, State, Zip _____
 3. Representative _____

1.04 PRICES

A. The following are Hourly Labor Prices for the Work as listed. The following is the list of Hourly Labor Prices:

B. DAYS OF THE WEEK – HOURS – RATE

1. _____
2. _____
3. _____
4. _____

1.05 RESPONSE TIME & AVAILABILITY

A. Describe expected response time and availability on nights and weekends.

B. _____

1.06 VENDOR REGISTRATION

A. WV Vendor Registration # _____

1.07 SIGNATURE(S)

(Authorized signing officer)

(Print Authorized signing officer, Title)

(Date)