



STATE OF WASHINGTON  
**Department Of Corrections**  
**REQUEST FOR QUOTATION**  
THIS IS NOT AN ORDER

The quotation process is the State's informal purchasing procedure for obtaining goods and services. To assure consideration, your quotation must be in the return office by the "Return Date/Time" shown above. If inadequate competition is received or the prices are considered excessive, all quotes may be rejected and additional vendors be asked to quote.

DEPT. REQUISITION NUMBER **310- 1107370** RETURN DATE/TIME **2/16/2012 4:00 P.M. PST**  
 RETURN QUOTATION TO **DEPARTMENT OF CORRECTIONS**  
 Email: **ldshenefelt@doc1.wa.gov**  
**1717 W. Broadway**  
**Spokane, WA 99201**  
 CONTRACT ADMINISTRATOR **Lauri Shenefelt** DATE **2/1/2012**  
**TEL:(509) 324-8386**  
**FAX:(509)568-3136**

(VENDOR NAME AND ADDRESS)  
 TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PRICES F.O.B. DESTINATION  
**Washington State Penitentiary**  
**1313 N. 13<sup>th</sup> Ave**  
**Walla Walla, WA 99362**  
**Attn: Douglas James**

REQ. ITEM NO.	COMMODITY CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1.		Chemically Clean and Flush, AHU Heating Coils and Hydronic piping on the Air Handler Hot Deck Coils for two buildings, WC Adams Unit and WC Bakers Unit  See attached specification and drawings.	1	Lot		

**SUPPLIER NOTICE:** Faxed or scanned/emailed quotations will be accepted. Unsigned or late quotations will neither be accepted nor returned to the vendors. Please quote net prices at which you agree to furnish any or all of the above goods and services F.O.B. destination, freight prepaid and included. The State reserves the right to accept or reject quotations on each items separately or as a whole. By signing below the vendor affirms having read the conditions noted above and on the reverse; agrees thereto, and has stated hereon the prices at which he will furnish and deliver. **Quotation results will NOT be given over the telephone. A copy of the final purchase order(s) will be sent to any vendor sending a stamped, self-addressed envelope.** Alternately, the file may be reviewed at the Return Office above after award.

VENDOR GUARANTEES DELIVERY F.O.B. DESTINATION WITHIN ..... DAYS AFTER RECEIPT OF ORDER AT ADDRESS SHOWN	Supplier Will Allow ..... %	PRINT NAME/TITLE TELEPHONE
SHIPMENT WILL BE MADE FROM ..... VIA .....	Discount for payment within 30 days Net 30	SIGNATURE DATE

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		<p><b>Prevailing Wages:</b> This bid is subject to prevailing wage requirements (reference RCW 39.12 and WAC 296-127). Wages to be paid workers, laborers or mechanics, pursuant to this contract shall not be less than the prevailing rate of wage in the same trade or occupation in the locality within the state where the labor is performed. By submission of a properly signed and completed bid, bidder agrees to comply with all provision of these chapters.</p> <p>Effective date 2-1-2012</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">County</th> <th style="text-align: center;">Trade</th> <th style="text-align: center;">Job Classification</th> <th style="text-align: center;">Wage</th> <th style="text-align: center;">Holiday</th> <th style="text-align: center;">Overtime</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Walla</td> <td style="text-align: center;"><a href="#">Boilermakers</a></td> <td style="text-align: center;">Journey Level</td> <td style="text-align: center;">\$57.99</td> <td style="text-align: center;"><u>5N</u></td> <td style="text-align: center;"><u>1C</u></td> </tr> <tr> <td style="text-align: center;">Walla</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The contractor must submit to the Department of Labor and Industries a "Statement of Intent to Pay Prevailing Wages" and a copy of the approved intent statement must be submitted to the Department of Corrections with the invoice in order to receive the first monthly payment. Contractor must submit to the Department of Labor and Industries an "Affidavit of Wages Paid" and a copy of an approved affidavit must be submitted to the Department of Corrections at the end of the contract before they are authorized to release the last payment or any retained funds.</p>	County	Trade	Job Classification	Wage	Holiday	Overtime	Walla	<a href="#">Boilermakers</a>	Journey Level	\$57.99	<u>5N</u>	<u>1C</u>	Walla									
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		<p>All questions regarding this RFQ must be submitted via email to <a href="mailto:ldshenefelt@doc1.wa.gov">ldshenefelt@doc1.wa.gov</a> no later than February 13, 2012 by 4:00 pm PST. Answers will be posted on WEBS on or before February 14, 2012 by 2:00 pm PST.</p>																						
		<p><b>Mandatory Site Visit:</b> A mandatory pre-bid site visit has been scheduled for one day only.</p> <p>Date: February 9, 2012 Time: 10:00 am pst Location: Washington State Penitentiary 1313 N. 13<sup>th</sup> Ave. Walla Walla, WA 99362</p> <p>Note: it will be the bidder's responsibility to make a thorough survey of the item to be bid.</p>																						
		<p><b>Mandatory Security Background Clearance:</b> All individuals attending the pre-bid site visit must successfully pass a security back ground clearance in order to obtain access to the site. Contact Germaine Brown at 509-526-6567 with the following information, email forms to: <a href="mailto:gbbrown@doc1.wa.gov">gbbrown@doc1.wa.gov</a> No later than 2-3-2012 in order to provide adequate time for the clearance process. See attached document for clearance.</p> <ul style="list-style-type: none"> <li>• Full Legal Name (including middle name)</li> <li>• Date of Birth</li> <li>• Social Security Number</li> </ul>																						

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		<p><u>Security Briefings at DOC Facilities:</u> All Contractor's employees or subcontractors who provide service at LCC may be required to attend a brief "DOC Security Briefing" prior to being allowed to work inside the facility for the first time. The briefing will consist of, but not be limited to, tool control, key control, association with offenders, staff escorts, use of cell phones, pagers, cameras, tobacco products, alcohol, weapons, ammunition, contraband management, vehicle(s) and parking, searches, and emergency procedures.</p> <p><u>Searches:</u> All persons, vehicles, tool kits, etc. entering LCC are subject to search. Items such as explosives, deadly weapons, drugs, controlled substances, and cell phones are considered contraband and will not be permitted in LCC. Illegal substances found on any person(s) will be reported to the local authorities.</p> <p><u>Working Hours and Unscheduled Delays:</u> There may be situations that require the Contractor to work other than normal hours, and to suspend, postpone, or reschedule work. These situations are normal for a DOC institution on this contract and the Contractor shall reschedule the work to <i>minimize the disruption, this may require performing the work at times other than normal duty hours.</i></p> <p><u>Security/Safety Breaches:</u> Failure to comply with any security and/or safety requirements during the term of the contract will be considered a breach and may result in the immediate termination of the contract by DOC.</p>				
		<p><b>Mandatory Security Background Clearance:</b> All individuals entering the institution must successfully pass a security background clearance in order to obtain access to the site. The following information must be faxed to provide adequate time for the clearance process.</p> <ul style="list-style-type: none"> <li>• Full Legal Name (including middle name)</li> <li>• Date of Birth</li> <li>• Social Security Number</li> <li>• Home Address</li> </ul>				
		<p style="color: red;"><b><u>PLEASE SUBMIT BIDS VIA EMAIL DIRECTLY TO THE CONTRACT ADMINISTRATOR LISTED ABOVE. ALL BIDS MUST BE RECEIVED ON OR BEFORE THE DUE DATE/TIME. UNSIGNED OR LATE BIDS WILL NOT BE ACCEPTED.</u></b></p> <p style="color: red;"><b><u>PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE (310-1107370) IN THE SUBJECT LINE.</u></b></p>				
<b>TOTAL</b>						

Bidders are required to read and understand all information contained within this entire Request for Quotation (RFQ) package. The Standard Terms and Conditions, which are referred to in this RFQ are not automatically printed or sent out with this RFQ. By responding to this RFQ the Bidder agrees to read and understand these documents. For a copy of the Standard Terms and Conditions, contact the Contract Administrator of this RFQ.

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In support of the state's economic and environmental goals, we encourage you to consider the following elements in responding to our bids. These are not a factor of award (unless specified in this document):

- Using environmentally preferable products and products that exceed EPA Guidelines
- Supporting a diverse supplier pool, including small, minority, and women-owned firms
- Featuring products made or grown in Washington

Requests for award results can be accommodated if the Bidder furnishes a self-addressed stamped envelope with their Bid or sends an email to the Contract Administrator of this RFQ requesting the bid results. After award a copy of the Purchase Order(s)/Contract award document(s) will be emailed to the lowest responsive/responsible Bidder. Bidders requiring additional information may choose to attend the Public Bid Opening or call for appointment to review the file after award. **Award results will not be given over the phone.**

To assure compatibility and/or for efficiency and economy, award will be made on an "All-or-None" basis.

Bids for brands/standards other than specified herein will be considered in accordance with Paragraph 26 of the Standard Terms and Conditions.

**Request for Samples, Competitive Demonstrations, and/or Descriptive Literature:**

The Department of Corrections reserves the right to ask for samples, competitive demonstrations, and/or descriptive literature at Bidder's expense. If not destroyed in testing or required for quality control, Bidders may request return of the samples at their expense. Samples will not be returned via U.S. Mail unless the Bidder includes the exact postage with the sample submitted. Samples must be labeled with Bidder's name, stock number, bid number, and method of returning if desired. Failure to provide the sample(s) within five (5) days after request may result in bid rejection. Bidders desiring notification when samples are ready for pickup must include a self-addressed, stamped postcard or envelope.

**\*NOTE TO BIDDERS: Failure to complete the attached specification sheet may be cause to find your Bid/Quote non-responsive.**

**Bidders shall include the following information with their bid response:**

Duration of warranty coverage - Parts: \_\_\_\_\_ (days)                      Labor: \_\_\_\_\_ (days)

Supplier Contact: \_\_\_\_\_.

Telephone: (        ) \_\_\_\_\_.

Facsimile: (        ) \_\_\_\_\_.

Email Address: \_\_\_\_\_.

Please provide a toll-free telephone number or one which may be called collect regarding your Bid/Quote:

(        ) \_\_\_\_\_.

Bidders are encouraged to offer a discount for prompt payment of invoice which will be utilized in determining the lowest responsive/responsible Bidder. To be considered in the state's evaluation, period of entitlement must be thirty (30) calendar days or greater.

Attention Supplier: Prompt payment discount must be referenced on invoice submitted to the Agency.

**Minority and Women's Business Enterprises (OMWBE):**

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the State of Washington encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a bidder/proposer. However, unless required by federal statutes, regulations, grants or contract terms referenced in the bid/proposal document, no preference will be included in the evaluation of bids/proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. Bidders may contact OMWBE at (360)753-9693 to obtain information on certified firms for potential subcontracting arrangements.

FEDERAL TAX IDENTIFICATION NUMBER (T.I.N.) FROM IRS FORM W-9 IS REQUIRED ON ALL INVOICES. INDICATE T.I.N.

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Bidding Opportunities:

Washington state Department of Corrections will post bidding opportunities for purchased goods and services to the state of Washington Department of General Administration's WEBS system. Bidders will be able to download bids and amendments through the WEBS system. If your firm is not currently registered and would like to receive future bidding opportunities you will need to register (no charge) with the WEBS system. You can register by going to [www.ga.wa.gov](http://www.ga.wa.gov) and selecting Vendors & businesses "Register as a state vendor".