



WALTON F. MITCHELL, III
CHIEF EXECUTIVE OFFICER
YAD M. JABBARPOUR, M.D.
CHIEF OF STAFF/MEDICAL DIRECTOR

**Department of Behavioral Health
And Development Services**

POST OFFICE BOX 200
CATAWBA, VIRGINIA 24070
(540) 375-4200
(540) 375-4385 V/TDD

CATAWBA HOSPITAL

AWARD NOTICE

Contract #724-11007

For your bid dated March 17, 2011 in response to solicitation #724-11007, to provide Elevator Preventive Maintenance and Repair services to Catawba Hospital during the period of April 1, 2011 through March 31, 2012 hereby is accepted at prices and terms stated, subject to all conditions and requirements of the solicitation, purchase specifications, and other stipulations, if any. The solicitation, your bid and this notice of acceptance constitute the contract.

CONTRACT: ELEVATOR PREVENTIVE MAINTENANCE AND REPAIR SERVICES

USING FACILITIES: Catawba Hospital

CONTRACTOR: Southern Elevator Co., Inc.
3797 Peters Creek Road, SW
Roanoke, Virginia 24018
Phone: 540-725-1275
FAX: 540-725-1277
Contact: Jeffrey Racow
FIN: 56-1733838

CONTRACT PERIOD: April 1, 2011 through March 31, 2012 (Renewable)

TERMS: Net 30

CONTRACT RENEWAL: Four renewal period exist.

Please contact the Purchasing and Contracting at 540-375-4360 if you have any questions or wish to report any problems regarding this contract.

By: 
Walton F. Mitchell, III
Chief Executive Officer

Date: April 1, 2011

**INVITATION FOR BIDS
(IFB)
SET-A-SIDE FOR SMALL BUSINESSES**

Issue Date: March 3, 2011 **IFB#** 724-11007

Title: **SET-A-SIDE FOR SMALL BUSINESSES – Elevator Preventive Maintenance and Repair Services**

Commodity code: **902-15**

Issuing/Using Agency: Commonwealth of Virginia
Catawba Hospital
P. O. Box 200
5525 Catawba Hospital Drive
Catawba, Virginia 24070-0200

Period of Contract: From April 1, 2011 through March 31, 2012 *(Renewable).

Sealed Bids Will Be Received Until 1:00 p.m., March 22, 2011 For Furnishing Services Described Herein And Then Opened in Public (in the Purchasing Office, Building 16). All Inquiries For Information Should Be Directed To The: Office of Purchasing & Contracting. Phone: 540-375-4360. IF BIDS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF BIDS ARE HAND DELIVERED, DELIVER TO: CATAWBA HOSPITAL, OFFICE OF PURCHASING & CONTRACTING, BUILDING 16, 5525 CATAWBA HOSPITAL DRIVE, CATAWBA, VIRGINIA 24070-0200

Submit Comments Questions	Interested parties may submit written comments or questions on any aspect of this IFB on or before 2:00 p.m., Friday, March 11, 2011. Please submit your comments and questions to Robyn J. Wright by email: robyn.j.wright@dbhds.virginia.gov A list of questions and answers will be posted to the DBHDS website by March 15, 2011. No questions will be answered in any other format.
Copies of IFB and Answers to submitted Questions	May be obtained at www.dbhds.virginia.gov (Administrative Services; Procurement)

In Compliance With This Invitation For Bids And To all The Conditions Imposed Therein, The Undersigned Offers and Agrees To Furnish Services At The Price(s) Indicated In Section IV, Pricing Schedule.

LICENSED CLASS: <u>A</u>		VA CONTRACTOR #: <u>27010005245A</u>		SPECIALTY: <u>EEC</u>	
Name and Address of Firm:			Date:	<u>3/17/2011</u>	
<u>SOUTHERN ELEVATOR Co., INC.</u>			By:		
<u>3797 PETERS CREEK ROAD SW</u>			Printed Name	<u>JEFFREY K. RACOW</u>	
<u>ROANOKE, VA</u>			Signature in Ink:	<u>[Signature]</u>	
Zip Code:	<u>24018</u>	Title:	<u>REGIONAL BUSINESS DEVELOPER</u>		
FBI/FIN No¹:	<u>56-1733838</u>	Telephone No.:	<u>(540) 7251275 FAX (540) 7251277</u>		
Are You A Registered eVA Procurement Vendor? <u>(Yes)</u>			Date Completed: <u>CURRENT</u> No		
Are You A Certified Small, Woman, or Minority Vendor? <u>(Yes)</u>			Certification No.: <u>654038</u> No <u>4p6/25/11</u>		

SEE COPY OF SWAM VENDOR INFORMATION

¹ Contractor is REQUIRED to provide a Federal Employer Identification Number, a Federal Identification Number or, in the absence of these numbers, his Social Security Number. This information is being collected for IRS reporting.

IV. PRICING SCHEDULE:

The Bidder agrees to provide the services in compliance with the scope of work and terms and conditions at the following price:

PART 1. - Total full service maintenance (testing, inspections and repairs) as detailed for all elevators listed in this Invitation For Bids. This price shall include all labor, travel time and expenses, materials, supplies, and equipment needed for this job for Catawba Hospital.

Full service for one year (April 1, 2011 through March 31, 2012). \$ 14,818.80

PART 2. - Work falling outside full service maintenance and repair:

Work performed Monday-Friday, 8 A.M. - 5 P.M. shall be paid at regular rate.

Work performed Monday-Friday, 5 P.M. - 8 A.M.; Saturday and Sunday shall be paid at regular rate plus one-half rate.

Technician Regular Rate \$ 118.00 per hour per technician.

Technician Asst. (helper) Regular Rate \$ 60.30 per hour per technician.

NOTE: For special repairs/replacements/upgrades all chargeable elevator parts shall be billed at the Contractor's supplier's actual invoice cost.

V. METHOD OF PAYMENT: The Contractor shall be paid on the basis of invoices submitted. All invoices shall be submitted to:

Catawba Hospital
Attention: Julie Adkins
P. O. Box 200
Catawba, Virginia 24070

Catawba Hospital is exempt from federal excise and all state and local taxes. Such taxes shall not be included in the contract price. A tax exemption certificate will be furnished on request of the Contract Officer.