



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Miscellaneous

Proc Folder: 1413232

Doc Description: Large Print Materials

Reason for Modification:

To post Addendum 05

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2024-08-08	2024-08-15 13:30	CRFQ 0432 DCH2400000008	6

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON WV 25305

US

RECEIVED

2024 AUG 15 AM 10:50

WV PURCHASING
DIVISION

VENDOR

Vendor Customer Code: VS0000039918

Vendor Name : Follett Content Solutions, LLC

Address : 1340

Street : Ridgeview Dr.

City : McHenry

State : IL

Country : US

Zip : 60050

Principal Contact : Sarah Eisenhauer

Vendor Contact Phone: 888-511-5114

Extension:

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell

304-558-2063

larry.d.mcdonnell@wv.gov

Vendor
Signature X 
Signed: 8/9/2024

FEIN# 87-2968865

DATE 8/9/24

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

ADDITIONAL INFORMATION

Addendum 05

To post answers to vendor questions.

To extend bid opening date from 8/13/2024 to 8/15/2024.

Bid opening time still remains at 1:30PM EST

No other changes

INVOICE TO

DIVISION OF CULTURE &
HISTORY
CULTURAL CENTER
1900 KANAWHA BLVD E
CHARLESTON WV
US

SHIP TO

DIVISION OF CULTURE &
HISTORY
CULTURAL CENTER
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Library Print Materials	1.00000	EA		

Comm Code**Manufacturer****Specification****Model #**

60102300

Extended Description:

The commodity line should reflect the overall total including the renewal years. See attached documentation for further details.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Question Due by 2:00PM EST	2024-06-11

SOLICITATION NUMBER: CRFQ DCH24*08
Addendum Number: 5

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ | Modify bid opening date and time
- ☐ | Modify specifications of product or service being sought
- ☒ | Attachment of vendor questions and responses
- ☐ | Attachment of pre-bid sign-in sheet
- ☐ | Correction of error
- ☐ | Other

Description of Modification to Solicitation:

To post answers to vendor questions.

To extend bid opening date from 8/13/2024 to 8/15/2024.

Bid opening time still remains at 1:30PM EST

No other changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Vendor Question 01:

Should we submit this quote for multiple years of books or just one year? Also, should it be for one copy of each book or 1000 of each?

Agency Answer 01:

While "Initial Contract - Year 1" is the only year guaranteed under the contract, Optional Renewal Years 2, 3, and 4 allow vendors to anticipate possible price increases, and give the agency an opportunity to continue working with the same vendor for multiple years versus having to re-bid the contract every year.

You need to fill out the pricing pages to reflect one (1) copy of each.

Vendor Question 02:

For this bid, we noticed the excel documentation asks for pricing on the library books for the next several years out. Is this pricing that needs to be guaranteed or locked in?

Agency Answer 02:

Optional Renewal Years 2, 3, and 4 allow vendors to anticipate possible price increases, and give the agency an opportunity to continue working with the same vendor for multiple years versus having to re-bid the contract every year. The pricing for optional years 2, 3, and 4 will be for the life of the contract.

Vendor Question 03:

Also, another question. We were confused about the total quantity of these items. We worked up a quote for the first year, but only included 1 copy of each book. Should it be higher that at 1000 copies of each item?

Agency Answer 03:

You need to fill out the pricing pages to reflect one (1) copy of each.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DCH24*08

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 checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input checked="" 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.

Follett Content Solutions, LLC

Company



Signed: 8/9/2024

Authorized Signature

8/9/24

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

Record of Signing

For
Name
Title



Signed on 2024-08-09 16:20:22 GMT

Secured by Concord™
DocumentID: 02xM9kk1QZ0CibEPHXvOg
SigningID: 02xM9kkqvNrXWkBqEJXxf
Signing date: 8/9/2024
IP Address: 66.9.164.92
Email: seisenhauer@follettcontent.com



Signed with www.concordnow.com