



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

**Request for
 Quotation**

RFQ NUMBER
BCF10012

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR



**STUART DESIGN
 GROUP**
 SMART STORAGE SOLUTIONS

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SHIP TO

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB:	FREIGHT TERMS
08/19/2009				
BID OPENING DATE: 09/01/2009		BID OPENING TIME: 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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ADDENDUM NO. 1

- QUESTIONS AND ANSWERS ARE ATTACHED.
- ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.

EXHIBIT 10

REQUISITION NO. : BCF10012

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC

ADDENDUM NO. S:

- NO 1
- NO 2 Drawing A101
- NO 3
- NO 4
- NO 5

RECEIVED

2009 AUG 31 P 12:36

PURCHASING DIVISION
 STATE OF WV

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
	724-325-4566 x2	08-31-09
TITLE	FERN	ADDRESS CHANGES TO BE NOTED ABOVE
	25-1498417	

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S H I P T O

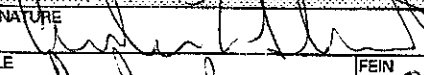
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<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">  SIGNATURE STUART DESIGN GROUP COMPANY 08-31-09 DATE </p> <p>REV. 11/96</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		425-68		# 30,575.97
MOBILE, LATERAL, HIGH DENSITY FILING SYSTEM						
***** THIS IS THE END OF RFO BCF10012 ***** TOTAL:						# 30,575.97

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**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia
2. The State may accept or reject in part, or in whole, any bid
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30
6. Payment may only be made after the delivery and acceptance of goods or services
7. Interest may be paid for late payment in accordance with the *West Virginia Code*
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy "

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications
3. Complete all sections of the quotation form
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered FOB destination unless alternate shipping terms are clearly identified in the quotation
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P O Box 50130, Charleston, WV 25305-0130

- 1 **Question:** Please make it clear that all static or fixed ranges of shelving must be attached to a steel base frame similar and complimentary to the base frame used for movable carriages. Also make it clear that this base frame should be attached/anchored to the rails that are common to the movable carriages

Response: All static or fixed shelving must be attached to a steel base frame similar and complimentary to the base frame used for the movable carriages and this from should be attached/anchored to the rails common to the movable carriages

- 2 **Question:** We really need a drawing/floor plan with dimensions, doors, columns, etc , for the file room at Barbour County so that we can manage any surprises

Response: Floor plan is attached

- 3 **Question:** The specified footprint per Item 1.2.3 is 16' deep X 24' long. Please make it clear that the total installed depth of the system including the hand crank cannot come out more than 16' from the buildings wall.

Response: The hand crank shall not be included in the total footprint of the installed system.

- 4 **Question:** Please define "approximate" as used in Item 1.1: The system must be manually operated and accommodate the approximate stated amount of linear filing inches is there a +/- amount?

Response: The total available file inches in the installed shall not be greater than 250 linear inches less than the specified 16,800 linear inches. The upper limit shall be constrained by the available shelves and footprint of the installed system.

- 5 **Question:** Item 2.1 mentions that the modular tracks will be leveled adjusting built in glides Please make it clear that we are to furnish track/rails that are adjustable and not attached to the floor, so that they may be adjusted in the future in the event the building were to settle and cause a slight unlevel condition

Response: Track assemblies shall have built in leveling guides allowing for adjustment in the future.

- 6 **Question:** Based on a Bid opening date of 9/1/2009 plus some agency review time, then time for the successful bidder to procure wage and performance bonds, add in manufacturing lead times of 4 to 6 weeks, it would be supernatural for this to be installed before November 1, 2009 That being said, it should be no problem to complete the job within 70 days of the notice to proceed. The agency just may be in the new building before the file system

Response: This is correct

- 7 **Question:** Section 1.2.3 Size of the system

Would it be acceptable to use 16' long carriages and have the handles and face panels extend past the 16' area?

Response: This is acceptable See also the reply to question #3.

8 Question: Section 2.2 carriages

Based on the potential length of the carriages being 14' to 15' long, should we assume that it is acceptable to splice each carriage for shipping purposes and "nut & bolt" them together at the installation site? This is generally the procedure for all High Density manufacturers. The number of splices and locations vary from one manufacturer to another. With that said, should it be the responsibility of each manufacturer to provide the best way in which to accomplish this task?

Response: This assumption appears to be in contradiction with the specifications in section 2.2 that "Each seam will be fully welded.", and should not be considered acceptable.

9 Question: Section 2.6 working height

Please clarify by stating, that you want 6 openings high plus a top Also, it does not state that we have an overall height limit Suggestion, you might say, "system to have 6 opening plus a top not to exceed an overall height of 77".

Response: The specification in section 2.6 is correct. The height of the top shelf shall not be higher than 76" with a 2" variance.

10 Question: Section 2.5

Should we assume that the DHHR will provide the floor covering and we (bidder) will be responsible for installing it (carpet or tile) on top of the system's sub-floor?

Response: Providing the floor covering will be the responsibility of the bidder.



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304-558-0067



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0001	1	JB		425-68		# 30575.97
***** BID BOND AND DRUG FREE WORKPLACE AFFIDAVIT ARE REQUIRED WITH BID SUBMISSION. *****						
MOBILE, LATERAL, HIGH DENSITY FILING SYSTEM						
INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON AUGUST 13, 2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED ADDRESS INQUIRIES TO ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	800-989-4566	08-31-09
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<p>CONTRACT</p> <p>PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO INSTALL A COMPLETE LOCKABLE KARDEX KOMPAKT MOBIL, LATERAL, HIGH DENSITY FILING SYSTEM FOR THE DHHR, BARBOUR COUNTY OFFICE, PER THE SPECIFICATIONS.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>EXHIBIT 5</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 70 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT</p>						

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<p>HERE IN</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR BARBOUR COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A PERFORMANCE AND LABOR & MATERIAL BOND WILL</p>						

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<p>ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPCTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN</p>						

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<p>PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA.</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p>						

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BID OPENING DATE: 09/01/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	QAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION AND THE STATE AUDITOR'S OFFICE. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS. :</p> <p>NO. 1 ✓</p> <p>NO. 2 ✓ Drawing K101</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 800-989-4566 DATE: 08-31-09

TITLE: *[Signature]* FEIN: 25-1493417 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
 BCF10012

PAGE
 7

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067



STUART DESIGN GROUP

SMART STORAGE SOLUTIONS

P.O. Box 710 • Greensburg, PA 15601
 1 800 989 4566 • www.stuartdesigngroup.com

SHIP TO

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
07/30/2009				

BID OPENING DATE: 09/01/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SIGNATURE</p> <p>COMPANY</p> <p>DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: Stuart Design Group</p> <p>CONTRACTORS LICENSE NO: WV031242</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p>APPLICABLE LAW</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFO NUMBER
BCE10012

PAGE
8

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067



STUART DESIGN GROUP
 SMART STORAGE SOLUTIONS

P.O. Box 710 • Greensburg, PA 15601
 1 800 989 4566 • www.stuertdesigngroup.com

S H I P T O

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
07/30/2009				

BID OPENING DATE: 09/01/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</p> <p style="text-align: center;">NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	800-989-4566	08-31-09
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
<i>[Signature]</i>	25-1493417	

PLEASE REPLY TO REQ. INSERT NAME AND ADDRESS IN SPACE ABOVE I AM THE VENDOR

PART 1 GENERAL

1.1 Request for Quotation to provide all labor, material and anything incidental to the acquisition and installation of a fully complete Kardex Kompakt or equal, mobile, lateral, high density filing system as defined herein for the Barbour County office location of the Department of Health & Human Resources. The system must be manually operated and accommodate the approximate stated amount of linear filing inches as specified for 8 1/2" x 11" documents and be off-white in color. All work will be in compliance with Fire Marshall regulations and all other building codes and industry standards. The award will be made to the overall low bid that complies with the specifications.

1.2 The following is information regarding the installation location and the system size:

<p>1.2.2 Barbour County DHHR Phillippi Industrial Park Phillippi, WV 26416 Phone: (304) 457 – 2780</p>	<p>16,800 linear file inches</p>
---	----------------------------------

1.2.3 The above-mentioned building is currently under construction with an anticipated completion date of September 2009. The file system will be installed during the final stages of construction. The floor plan allows for a footprint of 16' deep x 24' long and the system being bid cannot exceed those dimensions.

1.3 It is the bidder's responsibility to verify all field conditions and building weight limitations prior to bidding. It is also the bidder's responsibility to notify the West Virginia Department of Health & Human Resources in writing, of conditions detrimental to proper and timely completion of the installation. Do not proceed until nonconforming conditions have been corrected.

1.4 The intent of this Request for Quotation is to provide the using office with a high quality, mobile lateral filing system. The foregoing specifications are to be considered nominal and approximate. Minor deviations from the stated specifications are acceptable to facilitate a competitive bid atmosphere provided the intent of the Request for Quotation or the effectiveness of the system is not compromised. No deviation is permitted on the space or configuration requirements. **ALL VENDORS PLEASE NOTE: This system is to be 100% complete. All braces, dividers or any other component necessary to properly utilize the filing system will be included with the initial installation at the offered price. This is not negotiable and payment will not be made to the vendor if they should fail in any way to meet this requirement.**

PART 2 TECHNICAL SPECIFICATIONS

2.1 TRACKS: Each modular track assembly will consist of two 14 gauge (minimum) formed steel rails. The rail assembly will be welded to a minimum of 4 corresponding 14 gauge steel (minimum) support channels. Track assemblies are leveled by adjusting built-in leveling glides found in the support channel located every 12 inches on center. End stops are installed at each end of the rail assembly to provide a safe,

cushioned stop for the mobile carriage. All track assemblies will include a stainless steel decorative cap. This cap will be attached to the front of the track assembly giving it a finished profile.

2.2 CARRIAGES: Carriages consist of sections of "U" shaped formed cold roll steel 13 gauge and 14 gauge stringers and cross members, all electrically welded to form a strong and durable frame. **Each seam will be fully welded. Occasional spot welds that allow the sheet metal surface to bow between welds is unacceptable.**

2.3 WHEELS: Carriage wheels will be 5" in diameter (+/- 1" acceptable) with each wheel having heavy-duty, double sealed, permanently lubricated, ball bearings. There are a minimum of four wheel assemblies per carriage.

2.4 FINISH: All steel parts are thoroughly cleaned in a three stage iron phosphate washer. Each steel component is then coated with an epoxy powder coat finish using an electrostatic paint system. This paint system ensures a long lasting and durable finish. Finish system that exceeds these specifications and achieves the same long lasting and durable finish is acceptable.

2.5 DECKING: Decking will be installed so the tracks will be level with the floor surface. The decking will be as recommended by the filing system manufacturer and will be covered with a finish flooring material. If the filing system manufacturer does not provide a covering, the decking will be covered consistent with surrounding flooring.

2.6 WORKING HEIGHT: This shall be a file system comprised of 6 shelves with each shelf being appropriately sized to accommodate 8 1/2" x 11" documents.

2.7 REFERENCE SHELF: There shall be one retractable reference shelf located approximately 38" above the floor surface on each side of each aisle at a point towards the aisle center. The shelf should be capable of holding ten pounds of weight at a fully open position.

2.8 INSTALLATION LOCATION: The system shall be installed in the location known as the file room unless otherwise specified.

2.9 CONTROLS: The system shall be designed so that the entire file system can be closed by turning the handle on the last shelf unit. The last shelf unit will push all open shelf units to a closed position. This prevents having to close each shelf unit individually.

2.10 UNDERCARRIAGE ANTI-TIP: For safe operation of the system, an anti-tip device shall be provided and bolted to the carriage which has a lip riding in the flange on each rail, (2 per wheel). Anti-tip angles must be constructed of no less than 11 gauge steel and must have a bottom flange (interlocking with rail) of no less than 7/8" wide. Overhead mounted products are unacceptable.

2.11 AISLES: Aisle requirements are minimum distances from a fully open position. The system shall have two 36" aisles.

Floor
Covering

3

2 12 SHELF DIVIDERS: A minimum of two shelf dividers shall be provided with each shelf opening.

★ 2 13 WARRANTY AND RESPONSE TIME: A response time of 48 hours is requested and shall have a minimum one year warranty

PART 3 SPECIAL CONDITIONS

3 1 The contractor shall coordinate all site activities with a designated representative from the physical location

3 2 The contractor shall be adequately bonded and insured to fully indemnify and hold harmless the property owner and/or the Department of Health & Human Resources from and against any and all claims arising from the performance of this contract.

3.3 The contractor shall complete all work within 70 calendar days after receiving the notice to proceed

3.4 A payment shall be made as the location is 100% complete and accepted by the Department of Health and Human Resources.

3 5 The contractor shall pay the higher of the U S Department of Labor minimum wage rates for all labor performed on site as established for Barbour County pursuant to West Virginia Code § 21-5-1, et. seq.



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

STATE OF PA
COUNTY OF Westmoreland TO-WIT:

I, Amos L. Stuart, after being first duly sworn, depose and state as follows:

- 1. I am an employee of Stuart Design Group and,
(Company Name)
- 2. I do hereby attest that Stuart Design Group
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D-5**.

The above statements are sworn to under the penalty of perjury.

Stuart Design Group
(Company Name)
By: [Signature]
Title: [Signature]
Date: 08-27-09

Taken, subscribed and sworn to before me this 27 day of August 2009

By Commission expires 11/09/10

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Sharon R. Jack, Notary Public
Munysville Boro, Westmoreland County
My Commission Expires Nov. 9, 2010
Member, Pennsylvania Association of Notaries

[Signature]
(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

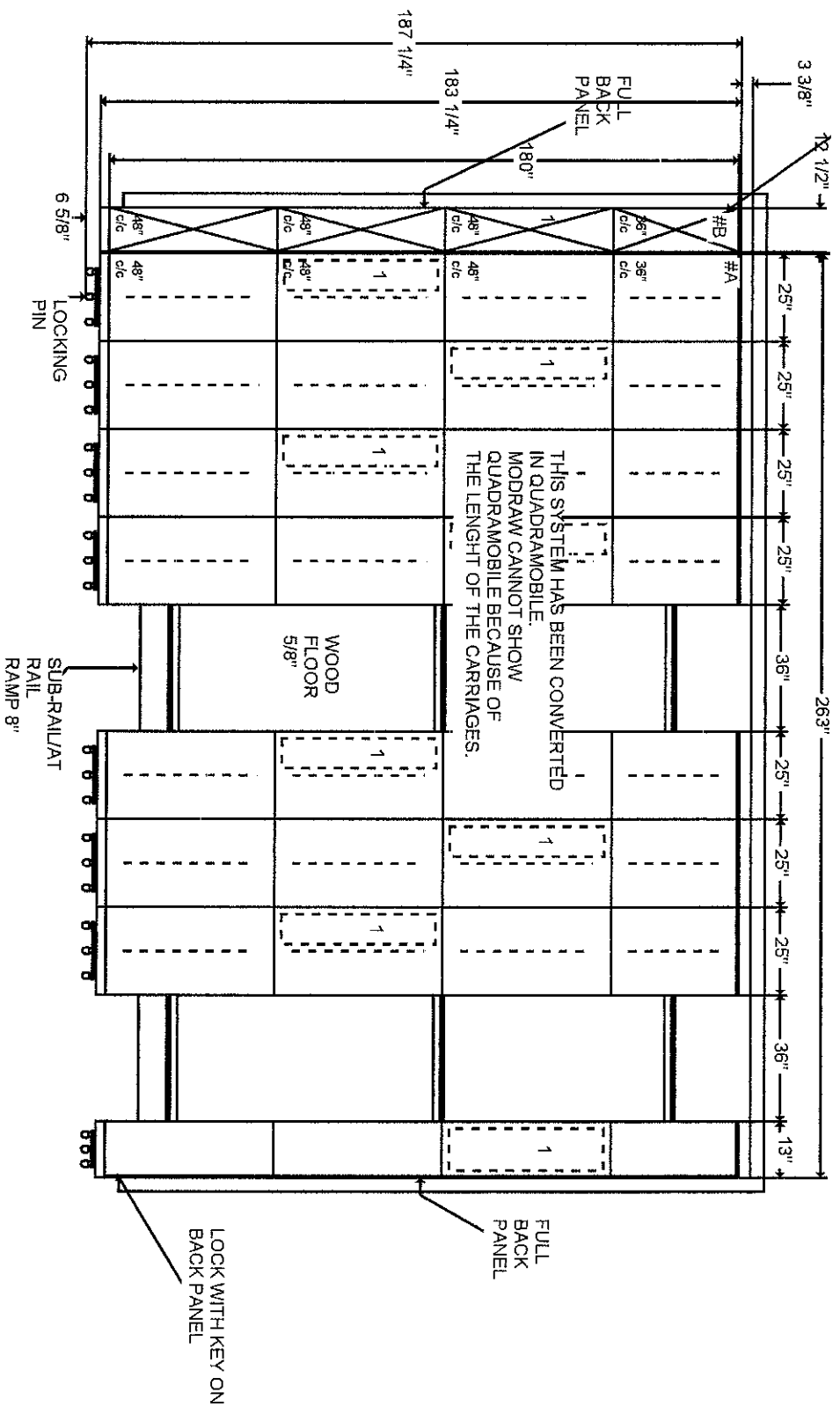
The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: STUART DESIGN GROUP
Authorized Signature: [Signature] Date: 08-31-09

THIS SECTION IS
75" TO MATCH
THE QUADRAMOBILE
HEIGHT

*** 3 UPRIGHT ATTACHMENTS PER FRAMES ***



LEGEND

- SINGLE FACE FIXED ON FLOOR
- DOUBLE FACE FIXED ON FLOOR
- FIXED SINGLE FACE SHELVING
- FIXED DOUBLE FACE SHELVING
- MOBILE SINGLE FACE SHELVING
- MOBILE DOUBLE FACE SHELVING
- DOUBLE FACE FULL BACK
- SWAY BRACE
- HANDLE FOR MECHANICAL SYSTEM

Project Description :
WEST VIRGINIA DHHR

Address :
**STUART DESIGN GROUP
ANDREW STUART**

SDG JOB # : 6449A0809
*** PA 2128 - EXPIRES : 2009-09-30

Project Name : LD090315-1
Distributor : MONTEL
View : GENERAL VIEW

* Comments : *VERIFY DIMENSION ON SITE



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1-877-995-0236 (USA)
1-800-995-0236 (CAN)

ONLY DRAWINGS BEARING THE
NUMBER OF THE ACKNOWLEDGEMENT
OF ORDER ARE BINDING FOR THE
EXECUTION

Room : #1
ModDraw User : Ldaigneault
Printed : 2009-08-21
Last Modified : 2009-08-21
Expiration : 2009-09-20
ModDraw Version : 3.6.61

Page : 2/8

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Agency _____
REQ P.O.# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Stuart Design Group, Inc.
of Greensburg, PA, as Principal, and Western Surety Company
of Sioux Falls, SD, a corporation organized and existing under the laws of the State of
South Dakota with its principal office in the City of Sioux Falls, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five percent of (\$ 5%) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns
amount bid

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
Install High Density Fire Systems

NOW THEREFORE,

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this
1st day of September, 2009.

Principal Corporate Seal

Stuart Design Group, Inc.
(Name of Principal)
By [Signature]
(Must be President or
Vice-President)
[Signature]
(Title)

Surety Corporate Seal

Western Surety Company
(Name of Surety)

[Signature]
Attorney-in-Fact
James C. Carlins

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals
must be affixed, a power of attorney must be attached.

POWER OF ATTORNEY

Know All Men by These Presents:

(Irrevocable)

No. SP-

22772462

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired. That Western Surety Company a corporation does hereby make constitute and appoint the following

FIVE 5 authorized individuals:

AUTHORIZED INDIVIDUALS	AUTHORIZED INDIVIDUALS
ANTHONY P LEKSE JAMES C CARLINS RICHARD J TAYLOR	CHRISTOPHER J RUCK LINDA L CARROLL

in the City of PITTSBURGH, State of PENNSYLVANIA, with limited authority, its true and lawful Attorney(s) in fact with full power and authority hereby conferred to sign, execute acknowledge and deliver for and on its behalf as Surety the following described bond:

BID, PERFORMANCE, AND/OR PAYMENT BOND, IN ADDITION THE RELATED TRANSACTIONS SUCH AS CONSENTS OF SURETY, RIDERS, AND LETTERS OF INTENT, MAINTENANCE AND WARRANTY BONDS, PROVIDING THE BOND PENALTY DOES NOT EXCEED FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (*)500,000.00).**

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon this Company as if such bond had been executed and acknowledged by the regularly elected officers of this Company.

All authority hereby conferred shall expire and terminate, without notice, unless used before midnight of

MAY 31 2014, but until such time shall be irrevocable and in full force and effect.

WESTERN SURETY COMPANY further certifies that the following is a true and exact copy of Section 7 of the By-Laws of Western Surety Company, duly adopted and now in force, to-wit: "Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

The penal amount of the bond herein described may be increased if there is attached to this Power, written authority so authorizing in the form of an endorsement letter or telegram signed by the Underwriting Manager, Underwriting Consultant, Underwriting Specialist, Underwriter, President, Vice President, Assistant Vice President, Treasurer, Secretary or Assistant Secretary of Western Surety Company specifically authorizing said increase.

IN WITNESS WHEREOF, Western Surety Company has caused these presents to be executed by its Senior Vice President with its corporate seal affixed this 11th day of December 2006

STATE OF SOUTH DAKOTA }
 } ss
COUNTY OF MINNEHAHA }

WESTERN SURETY COMPANY

By Paul T. Bruffat
Senior Vice President

On this 11th day of December in the year 2006 before me a Notary Public personally appeared Paul T. Bruffat, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



D. Krell

Notary Public, South Dakota

My Commission Expires November 30 2012

I, the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore that Section 7 of the By-Laws of the company as set forth in the Power of Attorney is now in force.

In testimony whereof I have hereunto set my hand and the seal of Western Surety Company this * 1st day of September 2009

WESTERN SURETY COMPANY

By Paul T. Bruffat
Senior Vice President

***IMPORTANT: This date must be filled in before it is attached to the bond and it must be the same date as the bond.**

Form 749-12-2006

NOTICE: This border must be BLUE. If it is not BLUE this is not a certified copy →