



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
SYSFURN10

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JO ANN ADKINS
304-558-8802

VENDOR

***709040519 304-343-7551**
CAPITOL BUSINESS INTERIORS
711 INDIANA AVENUE

CHARLESTON WV 25302

SHIP TO

ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/04/2010				

BID OPENING DATE: **12/14/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION THE PURCHASING DIVISION IS SOLICITING BIDS FOR A BLANKET OPEN-END STATEWIDE CONTRACT FOR SYSTEMS FURNITURE AND ALL OTHER TYPES OF OFFICE FURNITURE. *****NOTICE***** MANDATORY PRE-BID MEETING ON 11/15/2010 AT 10:00AM LOCATED IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED IN BUILDING 15, 2019 WASHINGTON ST.E., CHARLESTON, WV. ***** INQUIRIES WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON THURSDAY, NOVEMBER 11, 2010. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO ONE VENDOR RECEIVED AN UNFAIR ADVANTAGE, NO SUBSTANTICE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO: JO ANN ADKINS DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305 FAX: 304.558.4115 E-MAIL: JO.A.ADKINS@WV.GOV ATTACHMENTS:						

RECEIVED

2010 DEC 21 AM 11:59

WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Kevin D. Pragg</i>	TELEPHONE 304.343.7551	DATE 12/20/10
TITLE Sales Mgr.	FEIN 55-0422766	ADDRESS CHANGES TO BE NOTED ABOVE

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

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
 4. 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.
 5. Payment may only be made after the delivery and acceptance of goods or services.
 6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
 7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
 10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
 12. **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.
 13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
 14. **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>.
 15. **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, and the West Virginia Insurance Commission. 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.
 16. **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 material, 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.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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0001	1	JB		425-94		
<p>1. SYSFURN10 SPECIFICATIONS</p> <p>2. EXHIBIT A - VENDORS MUST USE THIS EXHIBIT TO LIST ALL CATALOGS BEING BID AND THE DISCOUNT FOR EACH. VENDORS SHOULD COMPLETE ALL INFORMATION REQUESTED. THE DESIGN FEE AND LABOR RATE FOR ANY REARRANGEMENT MUST BE SHOWN. THESE RATES CANNOT EXCEED \$50.00/HOUR.</p> <p>3. CERTIFICATION PAGE - SHOULD BE SIGNED AND RETURNED WITH BID. NO AWARD WILL BE DONE WITHOUT THIS CERTIFICATION.</p> <p>4. AFFIDAVIT - SHOULD BE SIGNED AND RETURNED WITH BID. NO AWARD WILL BE MADE WITHOUT THE AFFIDAVIT.</p> <p>*****</p> <p>THIS TO PROVIDE FURNITURE TO ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS. THE STATE OF WEST VIRGINIA DEPARTMENT OF CORRECTIONS IS AUTHORIZED TO FURNISH AND SUPPLY OFFICE FURNITURE TO THE STATE AGENCIES. IT IS NOT THE INTENT OF THIS CONTRACT TO SUPERCEDE THE RIGHTS OF THE DEPARTMENT OF CORRECTIONS. ALL STATE AGENCIES ARE TO CONTACT THE WV DEPARTMENT OF CORRECTIONS, PRISON INDUSTRIES TO DETERMINE IF THE SAME OR SIMILAR ITEM IS AVAILABLE FROM THE DEPARTMENT OF CORRECTIONS.</p> <p>*****</p> <p>OFFICE FURNITURE, PANEL SYSTEMS, CHAIRS, ETC.</p> <p>*****</p> <p>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</p>						

SIGNATURE _____ TELEPHONE _____ DATE _____

TITLE _____ FEIN _____ ADDRESS CHANGES TO BE NOTED ABOVE

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<p>COVERAGE REQUIRED IS \$1,000,000. *****</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE OF WORKER'S COMPENSATION IF SUCCESSFUL.</p> <p>THE DISCOUNT PRICES INCLUDE DELIVERY AND INSTALLATION. ALL ITEMS ARE TO BE FULLY ASSEMBLED AND INSTALLED ON-SITE IN THE LOCATION DETERMINED BY THE AGENCY. THE VENDOR SHALL CHECK FOR DAMAGE, CLEAN AND ADJUST ALL FURNITURE SYSTEMS, AND MUST REMOVE ALL DEBRIS FROM THE PREMISES. ANY ITEM FOUND TO BE DAMAGED OR OTHERWISE UNACCEPTABLE SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE AGENCY. DEBRIS AND PACKING MATERIALS ARE TO BE PROPERLY DISPOSED OF BY THE VENDOR AT ITS EXPENSE AND SHALL NOT BE LEFT AT THE JOB SITE.</p> <p>ALL ITEMS FURNISHED IN CONJUNCTION WITH THIS CONTRACT SHALL BE NEW. REFURBISHED AND/OR REFINISHED ITEMS SHALL NOT BE ACCEPTABLE. AN INSTALLATION SHALL MEAN ALL COMPONENTS, TOOLS, HARDWARE, LABOR, ETC. NECESSARY TO PROVIDE A COMPLETE INSTALLATION.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ONAND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS</p>						

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<p>WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p>						

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<p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</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>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>EXHIBIT 10</p> <p style="text-align: right;">REQUISITION NO.: SYSFURN10</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 NO.'S:</p> <p>NO. 1 12/01/10</p> <p>NO. 2 12/02/10</p>						

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NO. 3	✓				
NO. 4					
NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <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: right;"> <i>Kelli D. Bragg</i> SIGNATURE <i>Capitol Business Interiors</i> COMPANY 12/20/10 DATE </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON NOVEMBER 15, 2010 AT 10:00 A.M. IN THE PURCHASING DIVISION CONFERENCE ROOM</p>						

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BIDDING

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<p>LOCATED IN BUILDING 15, 2019 WASHINGTON STREET, EAST, CHARLESTON, WV. INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER'S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA</p>						

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<p>CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE: HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</p> <p>NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>BOTH BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: FILE 42</p> <p>RFQ. NO.: SYSFURN10</p> <p>BID OPENING DATE: 12/14/2010</p>						

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PURCHASER

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BID OPENING TIME: PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- ***** THIS IS THE END OF RFQ SYSFURN10 ***** TOTAL: _____					1:30 PM	
				304.346.3350		
				Kelli D. Bragg		

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SIGNATURE <i>Kelli D. Bragg</i>	TELEPHONE 304-343-7551	DATE 12/20/10
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***** ADDENDUM NO. 1 *****						
1.				MANDATORY PRE-BID SIGN-IN SHEETS ATTACHED.		
2.				SYSFURN10 QUESTIONS AND ANSWERS ATTACHED.		
3.				SYSFURN10 SPECIFICATIONS REVISED AND ATTACHED.		
***** END OF ADDENDUM NO. 1 *****						
0001	1	JB	425-94	OFFICE FURNITURE, PANEL SYSTEMS, CHAIRS, ETC.		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Kellie D. Pragg</i>	TELEPHONE 304-343-7551	DATE 12/20/10
TITLE <i>Sales Mgr.</i>	FEIN 55-0422766	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
SYSFURN10

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
JO ANN ADKINS 304-558-8802

VENDOR	*709040519 304-343-7551
	CAPITOL BUSINESS INTERIORS
	711 INDIANA AVENUE
	CHARLESTON WV 25302

SHIP TO	ALL STATE AGENCIES
	AND POLITICAL SUBDIVISIONS
	VARIOUS LOCALES AS INDICATED
	BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/01/2010				

BID OPENING DATE: 12/14/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ SYSFURN10 ***** TOTAL:						

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

RFQ NUMBER
 SYSFURN10

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 JO ANN ADKINS
 304-558-8802

*709040519 304-343-7551
 CAPITOL BUSINESS INTERIORS
 711 INDIANA AVENUE
 CHARLESTON WV 25302

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

Bid related

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/02/2010				

BID OPENING DATE: 12/21/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM #2 *****						
1. ELECTRONIC VERSION OF SYSFURN10 PRICING PAGE CAN BE FOUND AT : WWW.STATE.WV.US/ADMIN/PURCHASE/NEWBUL.HTM						
THE PAPER COPY SHALL PREVAIL IF ANY DIFFERENCE EXISTS BETWEEN THE ELECTRONIC COPY AND THE PAPER BID SUBMITTED.						
***** END OF ADDENDUM #2 *****						
0001	1	JB		425-94		
OFFICE FURNITURE, PANEL SYSTEMS, CHAIRS, ETC.						
***** THIS IS THE END OF RFQ SYSFURN10 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Kelli D. Maye* TELEPHONE 304.343.7551 DATE 12/20/10
 TITLE Sales Mgr. FEIN 53-0422766 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
SYSFURN10

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**JO ANN ADKINS
 304-558-8802**

RFQ COPY
 TYPE NAME/ADDRESS HERE

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/08/2010				

BID OPENING DATE: **12/21/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 3 ***** 1. TO PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS: 1Q. DO WE ACTUALLY NEED TO SUBMIT A BIFMA TESTING CERTIFICATION OR IS THE SHEET INCLUDED IN THE BID THAT SAYS WE AGREE THAT EVERYTHING MEETS SPECS? 1A. SIGNING THE CERTIFICATION LETTER WILL BE ACCEPTABLE. 2Q. CAN WE LIST TWO CONTRACT CONTACTS? 2A. YES 3Q. WE (MANUFACTURER) DID NOT PUBLISH OUR MOST RECENT PRICELIST - CAN WE JUST PROVIDE THEM ON CD? 3A. YES 2. BID OPENING DATE HAS BEEN MOVED TO 12/21/2010. ***** END OF ADDENDUM NO. 3 *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Kenn D. Brown</i>	TELEPHONE 304-343-7551	DATE 12/20/10
TITLE <i>Sales Mgr</i>	FEIN 55-0422766	ADDRESS CHANGES TO BE NOTED ABOVE

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

A	B	C	D	E
Vendor/Contact Information	Manufacturer	Model/Line/Product	Catalog Identifier	Discount %
1	ARNOLD	RECEPTION DESK	1/1/2009	40.0%
2	ARNOLD	COURTROOM FURNITURE	1/1/2009	40.0%
3	ARNOLD	BOOKCASES	1/1/2008	40.0%
4	ARNOLD	CASEGOODS	1/1/2009	40.0%
5	ARNOLD	GEOMETRIC	1/1/2009	40.0%
6	ARNOLD	GLASS TOP TABLES	1/1/2009	40.0%
7	ARNOLD	LIBRARY FURNITURE	1/1/2009	40.0%
8	ARNOLD	POWER AND DATA	1/1/2009	40.0%
9				
10	INDIANA	INDIANA PRICE LIST 3	3/15/2009	52.0%
11	INDIANA	SUPPL. ELEVATE/ BLISS/ CHARW/ MARQUEE	6/1/2010	52.0%
12	INDIANA	INDIANA SUPPLEMENT - CANVAS	12/1/2010	52.0%
13	INDIANA	INDIANA SUPPLEMENT - DELPHI AND CICCERO	6/1/2009	52.0%
14				
15				
16				
17	GLOBAL	LAMINATE DESKS, MOD FURN, TABLES AND FILES	1/1/2011	52.0%
18	GLOBAL	SEATING	1/1/2011	52.0%
19	GLOBAL	EVOLVE	1/1/2009	52.0%
20	GLOBAL	GLOBALCARE	4/1/2009	52.0%
21	GLOBAL	IN STOCK PROGRAM	1/1/2011	52.0%
22	GLOBAL	WOOD VENEER DESKS AND STORAGE	1/1/2011	52.0%
23	GLOBAL	EVOLVE SUPPLEMENTAL PRICE LIST	1/1/2011	52.0%
24				
25	ST. TIMOTHY	ST. TIMOTHY + 5%	12/1/2010	50.0%
26	ST. TIMOTHY	SUPPLEMENTAL 1, 2 & 3 +5%	12/1/2010	50.0%
27	ST. TIMOTHY	ASAP QUICK SHIP + 5%		50.0%
28				
29	LACASSE	UNITED CHAIR	1/1/2009	50.0%
30	LACASSE	VISION	5/1/2010	50.0%
31	LACASSE	QUORUM MULTICONFERENCE	4/1/2010	45.0%
32	LACASSE	RECEPTION FURNITURE	1/1/2009	45.0%
33	LACASSE	C.I.T.E. FURNITURE SYSTEM	6/1/2010	45.0%
34	LACASSE	OFFICE FURNITURE SOLUTIONS	4/1/2009	45.0%

A	B	C	D	E
35	LACASSE	ERRATUM	8/10/2009	45.0%
36	LACASSE	THINK SMART	1/1/2011	45.0%
37				
38	MAGNUSON GROUP	ADDENDUM	7/1/2010	30.0%
39	MAGNUSON GROUP	MAGNUSON GROUP	7/1/2009	30.0%
40	RIGHT ANGLE	ERGONOMIC PRODUCTS	9/1/2010	50.0%
41				
42	HON	GROUP PRICE LIST	1/1/2011	45.0%
43	HON	ABOUND	7/1/2010	45.0%
44				
45	HAWORTH	CASTELL	2/1/2010	40.0%
46	HAWORTH	LIM	9/1/2010	40.0%
47	HAWORTH	BRAZO ADDENDUM	4/1/2009	40.0%
48	HAWORTH	LOCKS	8/30/2008	30.0%
49	HAWORTH	STEEL CASEGOODS AND FILES	10/1/2008	57.0%
50	HAWORTH	ORLANDO LS	2/1/2010	45.0%
51	HAWORTH	SEATING	8/30/2008	57.0%
52	HAWORTH	** WOOD/LOUNGE SEATING IN SEATING PRICE LIST	8/30/2008	45.0%
53	HAWORTH	**ZODY SEATING IN SEATING PRICE LIST	8/30/2008	52.0%
54	HAWORTH	VERY SEATING	10/1/2010	45.0%
55	HAWORTH	COMPOSE SYSTEMS	10/1/2009	65.0%
56	HAWORTH	PREMISE SYSTEMS	8/30/2008	70.0%
57	HAWORTH	RACE	8/30/2008	57.0%
58	HAWORTH	UNIGROUP TOO	8/30/2008	70.0%
59	HAWORTH	ERGONOMIC WORK TOOLS	4/1/2010	45.0%
60	HAWORTH	TABLES	8/30/2008	45.0%
61	HAWORTH	EXECUTIVE WOOD TABLES	3/1/2010	45.0%
62	HAWORTH	WOOD CASEGOODS AND TABLES	8/30/2008	45.0%
63	HAWORTH	MASTERS SERIES WOOD	7/1/2010	45.0%
64	HAWORTH	MASTERS SERIES LAMENA	7/1/2010	45.0%
65	HAWORTH	TRIPOLI	9/1/2010	45.0%
66	HAWORTH	VANCOUVER	7/1/2010	45.0%
67	HAWORTH	YORK ENHANCEMENTS	12/1/2009	45.0%
68	HAWORTH	VOICE DATA	8/30/2008	45.0%

	A	B	C	D	E
69		HAWORTH	HEALTHCARE	4/1/2009	40.0%
70		HAWORTH	SEATING ADDENDUM	5/1/2009	57.0%
71		HAWORTH	PATTERNS	11/1/2009	45.0%
72		HAWORTH	TECRETE	10/30/2010	LIST
73		HAWORTH	COMPOSE WOOD STORAGE	10/1/2010	65.0%
74		HAWORTH	POWER BASE	8/1/2010	70.0%
75		HAWORTH	6-2.2 POWER	10/1/2010	70.0%
76		HAWORTH	POWER BASE A1		LIST
77		HAWORTH	RUSH - AS NOTED IN ABOVE PRICE LISTS	6/7/2010	50.0%
78					
79		NEUTRAL POSTURE	NEUTRAL POSTURE RETAIL PRICE LIST	1/1/2010	45.0%
80					
81		TENNSCO	LOCKER PRICE LIST	4/1/2009	30.0%
82		TENNSCO	OFFICE PRODUCTS PRICE LIST	4/1/2009	30.0%
83		TENNSCO	SHOP EQUIPMENT PRICE LIST	4/1/2010	30.0%
84		TENNSCO	LOGIC PRICE LIST	4/1/2009	30.0%
85		TENNSCO	SHELVING PRICE LIST	4/1/2009	30.0%
86		TENNSCO	TECHNICAL WORKSTATION PRICE LIST	4/1/2009	30.0%
87					
88		LEGACY	LEGACY PRICE LIST + 3.5%	1/1/2010	40.0%
89					
90		HUMANSCALE	SEATING	11/1/2010	40.0%
91					
92					
93		WRIGHTLINE	WRIGHTLINE PRICE LIST	7/2/1905	LIST
94					
95		SPACESAVER	SPACESAVER	2010	LIST
96					
97		SYSTEM 290	SYSTEM 290 PRICE LIST	5/1/2008	30.0%
98					
99		CHROME CRAFT	CHROME CRAFT PRICE LIST	3/1/2010	50.0%
100					
101		STANCE	STANCE HEALTHCARE	8/1/2010	30.0%
102					

A	B	C	D	E
103	FURNITURE LAB	FURNITURE LAB PRICE LIST	2010	40.0%
104				
105	RT. LONDON	RT LONDON PRICE LIST	2010	30.0%
106				
107	NOVA	NOVA PRICE LIST	11/1/2009	40.0%
108				
109	SOUTHCO	SOUTHCO SPREAD SHEET	2010	30.0%
110				
111	SIMO	EVO	2010	40.0%
112	SIMO	IMT	2010	LIST
113	SIMO	SEATING AND OCCASSIONAL TABLES	2010	40.0%
114	SIMO	CONFERRER	2010	40.0%
115	SIMO	WORKS CASEGOODS	2010	40.0%
116				
117	NEVERS	AMERICANA ADDENDUM COLORCOAT BASES	7/1/2010	40.0%
118	NEVERS	AMERICANA CONTEMPORARY OFFICE	1/1/2010	40.0%
119	NEVERS	AMERICANA COMTEMPORARY/TRADITIONAL LAMINATE	7/1/2009	40.0%
120	NEVERS	AMERICANA COLLECTION + 14%	9/1/2008	40.0%
121	NEVERS	SEMINARIO COLLECTION + 13%	9/1/2008	40.0%
122	NEVERS	TELEPRESENCE COLLECTION	1/1/2009	40.0%
123	NEVERS	EVENTI	6/1/2009	40.0%
124	NEVERS	SIMPLE	6/1/2009	40.0%
125				
126	PATRICIAN	PATRICIAN PRICE LIST	1/1/2011	40.0%
127				
128	SANDLER SEATING	SANDLER SEATING PRICE LIST	2009	30.0%
129				
130				
131				
132	STYLEX	LUNA PRICE LIST	1/1/2011	40.0%
133	STYLEX	INSIGHT DECORA	1/1/2011	40.0%
134	STYLEX	FOUNDATION	1/1/2011	40.0%
135	STYLEX	AVO	1/1/2011	40.0%
136	STYLEX	CLICK	1/1/2011	40.0%

	A	B	C	D	E
137		STYLEX	BOUNCE	1/1/2011	40.0%
138		STYLEX	COME TOGETHER	1/1/2011	40.0%
139		STYLEX	REGULAR INSIGHT	1/1/2011	40.0%
140		STYLEX	INSIGHT MESH	1/1/2011	40.0%
141		STYLEX	MG LOUNGE	1/1/2011	40.0%
142					
143		ALLSEATING	ALLSEATING COLLECTION	6/1/2009	40.0%
144					
145		ANATOMIE	ANATOMIE PRICE LIST AND SPEC GUIDE	5/1/2009	45.0%
146					
147		KRUEGER INTERNATIONAL	KI FIXED SEATING AND TABLES	1/3/2011	40.0%
148		KRUEGER INTERNATIONAL	KI U-SERIES STORAGE	1/3/2011	40.0%
149		KRUEGER INTERNATIONAL	KI GENIUS DESKING	12/3/2010	40.0%
150		KRUEGER INTERNATIONAL	KI SITE FURNISHINGS	1/13/2010	40.0%
151		KRUEGER INTERNATIONAL	KI CROSSROADS	6/21/2010	40.0%
152		KRUEGER INTERNATIONAL	KI CASEGOODS	6/1/2009	40.0%
153		KRUEGER INTERNATIONAL	KI STACK AND GUEST SEATING	1/3/2011	40.0%
154		KRUEGER INTERNATIONAL	KI HEAL THORE SEATING	1/3/2011	40.0%
155		KRUEGER INTERNATIONAL	KI MULTIPLE SEATING	1/3/2011	40.0%
156		KRUEGER INTERNATIONAL	KI POWERED TABLES	1/3/2011	40.0%
157		KRUEGER INTERNATIONAL	KI FOLDING TABLES	11/30/2010	40.0%
158		KRUEGER INTERNATIONAL	KI 700 SERIES DESKING	10/25/2010	40.0%
159		KRUEGER INTERNATIONAL	KI 700 SERIES FILES AND STORAGE	10/25/2010	40.0%
160		KRUEGER INTERNATIONAL	KI E-SERIES FILES AND STORAGE	1/3/2011	40.0%
161		KRUEGER INTERNATIONAL	KI ENLITE TABLES	1/3/2011	40.0%
162		KRUEGER INTERNATIONAL	KI ALTUS SEATING	10/20/2010	40.0%
163		KRUEGER INTERNATIONAL	KI STRIVE NESTING CHAIR	7/26/2010	40.0%
164		KRUEGER INTERNATIONAL	KI LYRA COLLECTION	10/25/2010	40.0%
165		KRUEGER INTERNATIONAL	KI GENIUS WALL	1/1/2011	40.0%
166		KRUEGER INTERNATIONAL	KI TRUE DESKING	12/8/2010	40.0%
167		KRUEGER INTERNATIONAL	KI SYSTEM 3000 PANEL SYSTEM	1/3/2011	40.0%
168		KRUEGER INTERNATIONAL	KI WIREWORKS PANEL SYSTEM	1/3/2011	40.0%
169		KRUEGER INTERNATIONAL	KI RESIDENCE HALL FURNISHINGS	10/4/2010	30.0%
170		KRUEGER INTERNATIONAL	KI TASK SEATING	1/3/2011	40.0%

	A	B	C	D	E
171		KRUEGER INTERNATIONAL	KI FOLDING CHAIRS AND STOOLS	11/1/2010	40.0%
172		KRUEGER INTERNATIONAL	KI LOBBY AND LOUNGE SEATING	1/3/2011	40.0%
173		KRUEGER INTERNATIONAL	KI CONTRACT TABLES	1/3/2011	40.0%
174		KRUEGER INTERNATIONAL	KI OCCASSIONAL TABLES	11/13/2009	40.0%
175		KRUEGER INTERNATIONAL	KI ACCESSORIES	1/3/2011	40.0%
176		KRUEGER INTERNATIONAL	KI WORKZONE	1/3/2011	40.0%
177		KRUEGER INTERNATIONAL	KI ALL TERRAIN FILES AND STORAGE	1/3/2011	40.0%
178		KRUEGER INTERNATIONAL	KI SMART TOUCH	1/1/2009	40.0%
179		KRUEGER INTERNATIONAL	KI DANTE CASEGOODS	1/6/2010	40.0%
180		KRUEGER INTERNATIONAL	KI AVAIL SEATING	4/15/2010	40.0%
181		KRUEGER INTERNATIONAL	KI UNITE	10/28/2010	40.0%
182		KRUEGER INTERNATIONAL	KI PROPER PANEL SYSTEM	1/3/2011	40.0%
183		KRUEGER INTERNATIONAL	KI CLASSROOM COLLECTIONS	1/3/2011	40.0%
184		KRUEGER INTERNATIONAL	KI CLASSROOM TABLES AND CHAIRS	12/7/2010	40.0%
185					
186					
187					
188					
189					
190					
191		TRENDWAY	FLING AND STORAGE	5/1/2010	40.0%
192					
193					
194		TRENDWAY	SEATING	1/1/2011	40.0%
195					
196		TRENDWAY	FREESTANDING	11/1/2010	40.0%
197					
198					
199		TRENDWAY	ARCHITECTURAL PRODUCTS	6/1/2010	40.0%
200					
201					
202		TRENDWAY	PACK	8/1/2010	40.0%
203					
204					

	A	B	C	D	E
205		TRENDWAY	SYSTEMS AND TABLES	9/1/2010	40.0%
206					
207					
208					
209		FLEETWOOD	FLEETWOOD PRICE LIST	2010	40.0%
210					
211					
212					
213		INWOOD	WELCOME	1/1/2011	40.0%
214		INWOOD	EDUCATION	1/1/2011	40.0%
215		INWOOD	MUSE	1/1/2011	40.0%
216		INWOOD	PROGENY	1/1/2011	40.0%
217		INWOOD	TREK	1/1/2011	40.0%
218		INWOOD	BRIO	1/1/2011	40.0%
219		INWOOD	OVATION / BRAVO	1/1/2011	40.0%
220		INWOOD	VEER	1/1/2011	40.0%
221		INWOOD	EBB	1/1/2011	40.0%
222		INWOOD	ASHTON	1/1/2011	40.0%
223		INWOOD	OXFORD	1/1/2011	40.0%
224		INWOOD	MONTICELLO / EMPIRE	1/1/2011	40.0%
225		INWOOD	MAGNUS	1/1/2011	40.0%
226		INWOOD	CONFERENCE	1/1/2011	40.0%
227		INWOOD	SEATING	1/1/2011	40.0%
228					
229					
230		SPEC	SPEC PRICE LIST	1/1/2008	45.0%
231			COPPER COLLECTION -10%		45.0%

CERTIFICATION

SYSFURN10

By submitting a signed bid for SYSFURN10 - supplying system furniture and other furniture requirements - vendor hereby certifies under penalty of fraud that all mandatory specifications contained in the Request for Quotation are met.

CAPITOL BUSINESS INTERIORS

Vendor (Type Name of Company)

711 Indiana Ave, Charleston, WVa. 25302

Address

Kelli D. Bragg

Sales Manager

Name (Type Name)

Title

Kelli D. Bragg

12/20/2010.

Signature

Date

Note: No contract shall be awarded prior to receipt of this certification.



99 St. Pierre, St. Pie (QC)
Canada J0H 1W0

December 17, 2010

**LETTER OF COMPLIANCE
STATE OF WEST VIRGINIA
PRICE HOLD FOR 2011**

Groupe Lacasse LLC agrees to hold all current price lists for sales to Capitol Business Interiors for the State of West Virginia. Current price lists are as noted in the list below.

Lacasse Office Furniture Solutions	April 2009
Lacasse Reception Furniture	November 2009
Lacasse Quorum Multi-conference	April 2010
Lacasse C.I.T.É. Furniture Systems	June 2010
Lacasse Thinksmart Educational Furniture	January 2011
United Chair	January 2009
Nvision	May 2010

Groupe Lacasse remains committed to working with you to create beautiful workspace environments. We appreciate your business and look forward to our continued market success.

We thank you for your time and consideration.

Best regards,

Ben Wagemaker
GROUPE LACASSE, LLC
State Contract Administrator
Ph: 888-522-2773 ext. 1142
Ben.W@grounelacasse.com

CERTIFICATION

SYSFURN10

By submitting a signed bid for SYSFURN10 - supplying system furniture and other furniture requirements - vendor hereby certifies under penalty of fraud that all mandatory specifications contained in the Request for Quotation are met.

THE HON COMPANY

Vendor (Type Name of Company)

200 OAK STREET MUSCATINE, IA 52761

Address

DARCY T. CHUPA

BUSINESS DEVELOPMENT MANAGER

Name (Type Name)

Title

Darcy T. Chupa

12.15.10

Signature

Date

Note: No contract shall be awarded prior to receipt of this certification.



December 7, 2010

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

Manufacturer's Confirmation of Meeting Applicable Standards and Requirements

Dear State of West Virginia:

Global Industries, Inc. ("Global") is a worldwide manufacturer and distributor of office, educational, institutional, hospitality, healthcare and specialty markets furniture and related ergonomic accessories. Global-The Total Office, Evolve Furniture Group, GLOBALcare and Offices To Go are Global divisions and product series. These products are presently available through the State of West Virginia's current SYSFURN07 contract.

Capital Business Interiors is an authorized servicing Global dealer approved to represent, specify, sell and service all Global divisions and product series throughout the State of West Virginia. Capital Business Interiors presently holds the current SYSFURN07 on which Global's products are specified. Capital Business Interiors is approved to submit a proposal specifying Global products in response to RFQ #SYSFURN10.

Please accept this correspondence as confirmation that the Global products proposed by Capital Business Interiors in response to RFQ #SYSFURN10 meet or exceed the Applicable Standards and Requirements of the Statewide Contract Specifications for Office Furniture. Copies of test reports and results are available upon request.

In the event that Capital Business Interiors is awarded a contract under the aforementioned solicitation, Global can guarantee an uninterrupted source of supply, with sufficient quantities of product, for the duration of the base contract period (or option period). All products supplied by Global to Capital Business Interiors will be compliant. You will be notified immediately upon discovery of any changes in the compliance status of supplied products.

Global looks forward to continuing to demonstrate our commitment to providing both outstanding products and values to all eligible purchasers in West Virginia through Capital Business Interiors on the new SYSFURN contract.

Please feel free to reach out to me directly via telephone at 800-220-1900, ext. 2551, or E-mail at jfreund@globalindustries.com if you have questions or concerns regarding any aspect of this correspondence.

Regards,

A handwritten signature in black ink, appearing to read "Joseph Freund", written over a light blue horizontal line.

Joseph Freund
Contracts Manager



December 6, 2010

KI's BIFMA Testing Lab certified

Krueger International, Inc. (KI) is ISO 9001 registered and houses a state-of-the art testing facility with accurate equipment and fully trained personnel. We qualify our products to the many applicable ANSI/BIFMA and UL test standards through independent and internal testing.

I certify that KI manufactured product lines comply with the applicable ANSI/BIFMA test standards.

Copies of specific KI product test results are available upon request as required for product specifications, etc.

A handwritten signature in black ink, appearing to read 'Guy Patzke', is written over a horizontal line. The signature is stylized and extends to the right of the line.

Guy Patzke
Assistant Secretary
Krueger International, Inc.

CERTIFICATION

SYSFURN10

By submitting a signed bid for SYSFURN10 - supplying system furniture and other furniture requirements - vendor hereby certifies under penalty of fraud that all mandatory specifications contained in the Request for Quotation are met.

HAWORTH INC.

Vendor (Type Name of Company)

One Haworth Center Holland MI 49423

Address

Phil Todd

Director Sales Support

Name (Type Name)

Title



November 30, 2010

Signature

Date

Note: No contract shall be awarded prior to receipt of this certification.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

12/01/10

PRODUCER

Wells Fargo Ins. Services
of West Virginia, Inc.
P.O. Box 1551
Charleston WV 25328-1551
(304) 346-0611

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

- COMPANY
A Travelers Indemnity Co of Amer
- COMPANY
B Charter Oak Fire Ins. Co.
- COMPANY
C Travelers Property Cas Ins Co
- COMPANY
D

INSURED

Capitol Business Interiors
711 Indiana Avenue
Charleston, WV 25302

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	P6308313B604Y1A10	11/01/10	11/01/11	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 100,000
					MED EXP (Any one person) \$ 5,000
B	AUTOMOBILE LIABILITY	P6102112C090	11/01/10	11/01/11	COMBINED SINGLE LIMIT \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
C	EXCESS LIABILITY	CUP6313B804T1L10	11/01/10	11/01/11	AGGREGATE \$
	<input checked="" type="checkbox"/> UMBRELLA FORM				EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	PHU67957M16310 INCLUDES WV STOP GAP	11/01/10	11/01/11	WC STATU- TORY LIMITS <input type="checkbox"/> OTR- ER <input type="checkbox"/>
	<input type="checkbox"/> THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL EACH ACCIDENT \$ 1,000,000
					EL DISEASE-POLICY LIMIT \$ 1,000,000
					EL DISEASE-EA EMPLOYEE \$ 1,000,000
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATION(S)/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER

Evidence of Insurance
00000

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Shirley Ann Weaver

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number: WV010758

Classification:

CARPET INSTALLATION
SPECIALTY

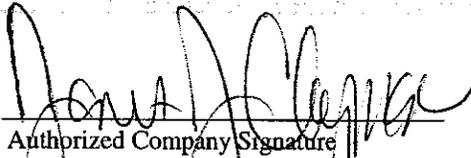
CAPITOL BUSINESS EQUIPMENT INC
DBA CAPITOL BUSINESS INTERIORS
711 INDIANA AVE
CHARLESTON, WV 25302-3311

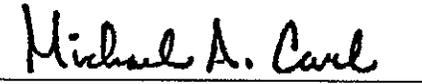
Date Issued

OCTOBER 07, 2010

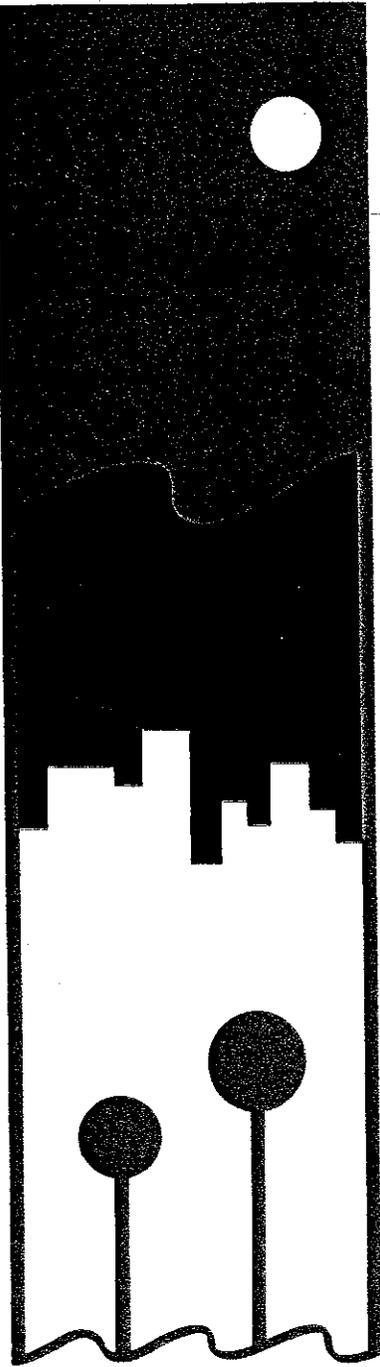
Expiration Date

OCTOBER 07, 2011


Authorized Company Signature


Chair, West Virginia Contractor
Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD

**WEST VIRGINIA
STATE TAX DEPARTMENT
BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
**CAPITOL BUSINESS EQUIPMENT INC
DBA CAPITOL BUSINESS INTERIORS
711 INDIANA AVE
CHARLESTON, WV 25302-3311**

BUSINESS REGISTRATION ACCOUNT NUMBER: 1034-6977

This certificate is issued on: 06/28/2010

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with W.Va. Code § 11-12.*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

**TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of
this certificate displayed at every job site within West Virginia.**

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Capital Business Interiors Signed: Kelly D. Messer
Date: 12/20/10 Title: Sales Mgr.

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. SYS FURN 10

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: 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.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Capitol Business Interiors

Authorized Signature: Kelli D. Bragg Date: 12.20.10

State of West Virginia

County of Summers, to-wit:

Taken, subscribed, and sworn to before me this 20 day of December, 2010.

My Commission expires August 11, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC Betty L. Jones

