



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.



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
BCF12100

2-7-12

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER
304-558-2316

*131144633 563-272-7386

VENDOR

ALLSTEEL INC
 2210 SECOND AVE
 MUSCATINE IA 52761

SHIP TO

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

*Bassett office supply
 2206 Fairystone Park Highway
 Bassett VA 24055*

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/27/2011				

BID OPENING DATE: 01/19/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		425-94		
<p>NEW MODULAR FURNITURE FOR HARDY COUNTY DHHR OFFICE</p> <p>REQUEST FOR QUOTATION SECONDARY BID FOR SYSFURN10</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION IN ACCORDANCE WITH THE PROVISIONS OF SYSFURN10, IS SOLICITING SECONDARY COMPETITIVE BIDS FROM SYSFURN10 VENDORS TO PROVIDE THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES, WITH MODULAR FURNITURE FOR THE HARDY COUNTY DHHR OFFICE LOCATED AT #5 ROBERT C. BYRD INDUSTRIAL PARK IN MOOREFIELD, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>THIS SECONDARY COMPETITIVE BID IS LIMITED TO THOSE VENDORS HOLDING A STATEWIDE CONTRACT AWARD UNDER SYSFURN10. NO OTHER BIDS WILL BE CONSIDERED.</p> <p>SYSFURN VENDORS MUST BID ONLY PRODUCTS FROM CATALOGS AWARDED AS A PART OF THEIR SYSFURN10 CONTRACT. VENDORS BIDDING PRODUCTS FROM ANY OTHER CATALOGS WILL BE</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.</p> <p>DEADLINE FOR ALL TECHNICAL QUESTIONS IS 01/10/2012 AT THE CLOSE OF BUSINESS.</p>						

RECEIVED

2012 JAN 31 A 10:10

PURCHASING DIVISION
 STATE OF WV

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'



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<p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED AFTER THE DEADLINE HAS LAPSED.</p> <p>VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THOSE MADE DURING THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RFQ SPECIFICATIONS BY A FORMAL WRITTEN ADDENDUM IS BINDING.</p> <p>NO CONTACT BETWEEN THE VENDOR AND ANY AGENCY PERSONNEL IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN THE REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: BCF12100</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 <i>[Signature]</i></p> <p>NO. 2</p> <p>NO. 3</p>						

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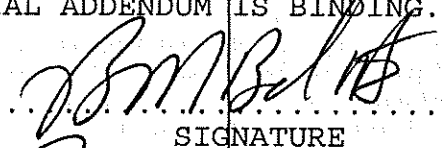

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 4					
NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION 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: center;">  SIGNATURE  COMPANY 1/30/12 DATE </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</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</p>						

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<p>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>NOTICE</p> <p>A 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>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: BCF12100/SECONDARY BID SYSFURN10</p> <p>BID OPENING DATE: 01/19/2012</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 276 629 3030</p>						

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CONTACT PERSON (PLEASE PRINT CLEARLY): <i>Manly Boyd</i> 800-600-5341 Phone 216 629 3030 Fax Manly@Vossettofficesupply.com ***** THIS IS THE END OF RFQ BCF12100 ***** TOTAL: <u>148,435.86</u>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 800 6005341	DATE 1/30/12
TITLE GM/100	FEIN 22750 0049	ADDRESS CHANGES TO BE NOTED ABOVE

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REQUEST FOR QUOTATION

I. GENERAL INFORMATION:

- 1.1 The Department of Health & Human Resources (DHHR) is requesting a monetary quote for the products listed herein. All vendors must bid acceptable, Grade A products and to provide complete information on the product they are bidding. It is acceptable to offer your product's closest match (**5% variation on panel heights and 5% on all other dimension**) if your product does not conform to the exact dimensions of the products listed. Alternate dimensions should be summarized and included with your quotation. Do not bid fewer items even if the items bid will not physically fit on the provided floor plan. The estimated square footage for the Hardy County office is 9,728.
- 1.2 All work shall be in compliance with National Electric Code, State Fire Marshall's Office, applicable building codes, and any other governing agency as well as meeting industry standards.
- 1.3 This shall be a turn-key job and everything to totally complete the installation and approved operation shall be included in the original bid.

2. BASE BIDS:

- 2.1 All qualified bidders, being familiar with and understanding the bidding documents and being familiar with all local conditions affecting the project hereby propose to furnish all material, equipment, supplies and to perform all work in accordance with the bidding documents within the time set forth below.
- 2.2 It is the bidder's responsibility to verify all field conditions and limitations prior to bidding. It is also the bidder's responsibility to notify the DHHR in writing, of conditions detrimental to performing the scope of the work. Do not proceed until nonconforming conditions have been corrected.

3. SCOPE OF WORK:

- 3.1 The objective of this quotation is to obtain a turnkey installation of new modular furniture in the new Hardy County DHHR office to be located in Moorefield, WV. The expected installation date is the week of January 16, 2012.
- 3.2 Furniture provider will be responsible for providing the equipment/services listed below:
- 3.3 The individual workstations (**Rm. 140 and 120 per drawing**) in the left and right bay areas will number approximately 26. The workstation dimensions should be approximately 6' X 7'. The ridge panels and end panels are 80" high (+/-4" maximum) and all other panels are 60" high (+/-4") **All panels are acoustical, monolithic and solid core, no frame and tile panels will be accepted.** Electric/voice/data will be supplied from power poles as necessary to operate the particular group of workstations.

The panels shall be powered so that each workstation has 3 duplex outlets per station, no power strips will be accepted.

Workstations 6' x 7'

- 24"d x 36"w laminate work surface *832436WA \$266 187*
- 24"d x 36"w laminate corner work surface *833624WA -435 366*
- 24"d x 48"w laminate work surface *832448WA \$325 \$247*
- 36"w open shelf *CS36 \$203*
- 36"w flipper unit *CP36RA \$634 CE1636FDN- \$483*
- 24"d f/f pedestal
- 24"d b/b/f
- 11" h x 36"w tack board *861336 \$134*
- 30"w task light
- fully adjustable keyboard tray
- 36"w toolbar
- paper tray
- diagonal tray
- coat hook
- task chair
 - standard pneumatic height, tilt, swivel features
 - metal frame with height adjustable arms
 - 5 star base with casters
 - mid back design
 - adjustable lumbar
 - upholstered in fabric

3.31 Two 6' x 7' receptionist stations (**Rm. 105 per drawing**) should have these features listed above but be modified as necessary to fit the space and accommodate their particular purpose.

3.32 Mail area –there are 2 wall mounted work surfaces in mail room mounted at 36" H, 2 lateral files 3 high and 2 storage cabinets with shelves 3 high under work surfaces. 3 rows of 5 double in and out baskets located above work surfaces for mail. One freestanding table on casters that is 40" high with stool. See drawing for dimensions. (**Rm. 105 per drawing**)

3.4 There are 10 enclosed offices and the design options are as follows: (**Rm. 106, 121, 122, 123, 124, 125, 141, 142, 143, and 144 per drawing**)

- Free standing design:
- 36" x 72" d peninsula desk
- 48"w return
- 48"w over desk w/tack board
- 36"w task light
- 24"f/f pedestal
- 24"b/b/f pedestal
- fully adjustable keyboard tray

freestanding paper tray
 freestanding diagonal tray
 36" w x 4 high lateral file
 36" w x 4 high bookcase
 task chair
 standards pneumatic height, swivel and tilt features
 metal frame with height adjustable arms
 5 star base with casters
 adjustable lumbar
 mid back design
 upholstered in fabric
 guest chair (qty 2)
 metal frame with arms
 4 legs without casters
 upholstered in fabric
 table (qty 1)
 30" round table, pedestal base, laminate wood, and 29" high

3.5 There is one large conference room and the design options are as follows:
(Rm. 126 per drawing)

10 conference tables
 60" l x 30" w x 29" h
 metal frame with laminate top
 4 legs minimum with casters
 40 conference chairs
 metal frame with arms
 4 legs with casters
 mid back design
 upholstered in fabric
 8 stacking chairs
 metal frame no casters
 4 legs with arms
 upholstered in fabric
 2 credenzas 24" x 72 with filing on each side and storage in the middle
 2 conference boards with tackable, writeable surface that will close

3.6 The lounge design options are as follows:
(Rm. 131 per drawing)

3 tables
 60" l x 30" w x 29" h
 metal frame
 laminate table top
 4 legs minimum

- 12 chairs
 - fully molded hard shell
 - stacking
 - metal frame no arms
 - 4 legs, stationary without casters

3.7 There are 6 interview rooms and the design options for each are as follows:
(Rm. 101A, 101B, 101C, 101F, 101G and 101H per drawing)

desk

- 48"l x 30"w x 29"h
- lamine top
- full laminate desk **no steel**, single pedestal box/box/file
- free standing design
- fully adjustable keyboard tray

brochure holder attached to wall

- must hold 18 brochures max. 29-1/4" x 2" with wood trim

Tack board

- 11" x 36" fabric attached to wall

task chair

- standard pneumatic height, swivel, and tilt features
- metal frame with height adjustable arms
- adjustable lumbar
- 5 star base with casters
- mid back design
- upholstered in fabric

guest chairs (qty 2)

- metal frame without arms
- 4 legs
- stationary without casters
- hard shelled

3.8 The waiting area will contain 24 stacking hard-shell chairs (fully molded, no open back) with metal frame, 4 legs, stationary without casters. The chairs are ganged in accordance with the attached floor plan. **(Rm. 100 per drawing)**

3.9 The video room will contain the following options:
(Rm. 112 per drawing)

single pedestal desk

- free standing design
- 24"w x 60"l single pedestal box/box/file
- Full laminate finish to match private offices and interview rooms

task chair

- standard pneumatic, swivel, tilt features

metal frame with height adjustable arms
 5 star base with casters
 mid back design
 adjustable lumbar
 upholstered in fabric

book case, metal frame, 42" h x 36"w
 3 adjustable shelves (adjustable in 1" increments)

3.10 The family visitation room will contain the following design options:
(Rm. 111 per drawing)

sofa 3 seat sofa with four legs and two arms, wood frame and steel base
 3 fixed seat and back cushions
 stationary without casters 4 (2"-6") legs
 upholstered in vinyl
 30" round table, pedestal base, laminate wood, 29" high
 3 chairs metal frame without arms
 4 legs, stationary without casters hard shelled
 Glider fully upholstered, with arms, wood frame and trim, steel glider base
 glider overall dimensions, 24 1/4"w x 26 1/2"d x 41 1/2" h
 upholstery to be vinyl.
 36"w x 4" h bookcase

3.11 The small conference room will contain the following design options:
(Rm. 113 per drawing)

1 conference table
 84"l x 48"w x 29"h
 laminate base with laminate top
 4 legs minimum without casters
 8 task chairs
 standard pneumatic height, swivel, and tilt features
 metal frame with height adjustable arms.
 5 star base with casters
 mid back design
 upholstered in fabric
 1 conference board with tackable (able to insert tacks), writeable surface that
 closes

3.12 Training Room
(Rm. 103 per drawing)

8 tables, 60w x 30d wood laminate
 tables are powered from one plug in base feed on wall beside table
 must have minimum two data and two electrical outlets.

tables have fully adjustable keyboard trays
 16 task chairs
 standard pneumatic height, swivel, and tilt features
 metal frame with height adjustable arms.
 5 star base with casters
 mid back design
 upholstered in fabric
 standing podium, wood frame and laminate 18" x 24" x 44 ½" tall, with angled
 stand, storage shelf, casters

3.13 Miscellaneous

Minimum of 12 outlets to be located on workstation exterior base at 12' intervals

Pedestals **MUST** be equal depth of work surface and full height.

4. System Requirements

Acceptable Manufacturers: Systems
 SYSFURN10

4.1 Panel Systems

General:

The following specifications must be met or the bid will be disqualified:

- Panel construction to be solid, non hollow panels shall be a 2" thickness, monolithic style.

No 3" panels will be accepted

- The panels shall have NRC rating of min .50 and STC rating of 22.
- Task lights must be within 6" of the width of the overhead cabinet.
- Pedestals must be a minimum 24" deep and full height.
- Locks are to be included on all cabinets and drawers.
- All locks per station to be keyed alike.
- Each station to include one paper management bar to include one horizontal in/out with one divider to allow for 2 levels of storage, Vertical to consist of 3 slots. These are to be located on the 48" panel.
- Fabrics to be grade A.
- Flipper doors to go on top of cabinet instead of inside to avoid stacking on top of overheads. Fabric or painted fronts are acceptable.

- Minimum of 12 additional 3-prong convenience outlets per section is required for sweepers and printers.
- 3 duplex 3-prong outlets per workstation.
- One communication port raceway per station. This shall be located at the corner work surface of the station. Agency is to provide the jack for the raceway.
- All corner and straight covers to be provided at every junction.
- Minimum of 3 circuit power in the panels. Top and base feeds are noted on drawing and are to be supplied by the vendor.
- Minimum 30" wide fabric tack board location noted on Exhibit 3 drawing.

4.2 Seating Included in Bid:

- Task chair to be a mid back, with height adjustable arms, adjustable seat pan, pneumatic seat height and back angle and lumbar adjustment. –Fabric grade A.
- Side chairs to have upholstered seat and back with a poly shell, 4 legs. –Fabric grade A.
- Conference room chairs to be on 4 legs with casters and arms, fully upholstered seat and back with poly shell, chairs around perimeter of room to be 4 legs no casters, no arms, fully upholstered seat and back with poly shell. Fabric Grade A.
- Lounge and waiting room chairs to be hard shell chairs (fully molded, no open back) with metal frame, 4 legs, stationary without casters.
- Family Visitation: To consist of one 3 seat sofa with 4 legs and 2 arms, wood frame and steel base, 3 fixed seat and back cushions stationary without casters (2"-6") legs. 3 chairs metal frame without arms, 4 legs, and stationary casters hard shell. Glider fully upholstered with arms, wood frame and trim, steel glider base. Upholstered to be vinyl.

4.3 Tables

- General: Tables to have high pressure laminate tops with protective T mold edging (self edge not acceptable) all tables shall have non-folding bases.
- Conference room tables must have laminate top with 4 steel legs on casters.
- Lunch room tables to be rectangular with 4 steel legs, laminate tops and with casters.
- Family Visitation table to be 30" round, pedestal based, laminate wood, 29" high.

4.4 Freestanding Furniture

- General: Outside and surface panels are made from 1" thick 45 lb. density particle board and covered on both sides with high performance thermally fused laminate. File drawers have full extension steel ball bearing slides, box drawers use ¾ extension steel ball bearing slides. Drawers and end panels are edge banded on all four sides to protect clothing and the floor covering. Locks are standard on all box and file pedestals and lateral files. Drawers are opened with side pulls.

To be included in each office:

- "L" desk with peninsula top, overhead closed vertical storage, task light, 24" deep ff and mobile bbf pedestal, fully adjustable keyboard, 4 high lateral file and 4 high bookcase, 2 guest chairs four leg and fully upholstered seat and back and one desk chair. (same task chair that is specified in workstations) Please see specifications for dimensions of furniture.

*****All furniture specified must have lifetime warranties. Warranties to be provided at the time the bid is submitted.**

4.5 Miscellaneous

- Fully adjustable keyboard tray with mouse pad that can be moved to either left or right side of the keyboard tray includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel. **These must be provided in private offices, workstations and interview rooms.**

4.6 Exhibits

The following exhibit is provided to help clarify the included bid specification and should not in any case be considered an additional specification or change in any of the written specifications.

- Exhibit 1 – Expected Floor Plan

5. INSPECTION:

- 5.1 Furniture provider shall inspect equipment prior to shipment to verify proper

construction. No allowance will be made subsequently on behalf of the contractor for any error or negligence on his part in connection with this requirement.

6. SHOP DRAWINGS:

- 6.1 Furniture provider shall provide shop drawings to owner for approval specifying methods and products for the scope of work as defined in Section 3. A notice to proceed will be issued indicating approval of the shop drawings.

7. TEMPORARY FACILITIES:

- 7.1 Furniture provider will assure himself that the electrical system is adequate for his requirements or will supply addition temporary electrical power at his own expense.
- 7.2 Furniture provider shall provide safety barriers around work area as required by OSHA.

8. COORDINATION OF WORK:

- 8.1 Furniture provider shall coordinate with the DHHR project manager for the proper relation of the work to the building, and any other contractors that may be present.

9. WARRANTY: (GUARANTEE)

- 9.1 The furniture provider warrants to the DHHR all materials and equipment will be new, and that all work will be of good quality, free from faults and defects in conformance with the contract documents. All work not conforming to these requirements may be considered defective.

10. PERMITS:

- 10.1 The furniture provider shall secure and pay for the building permit and for all other permits, governmental fees and licenses which are necessary for the proper execution and completion of the work as specified.

11. CLEAN UP:

- 11.1 The contractor shall take all necessary precautions to protect the interior of the building from debris, dust any residue resulting from the work.
- 11.2 The contractor shall keep the work area as clean as possible during the entire process, and shall be responsible to remove from the site, the packaging material from his product and other debris as it accumulates and provide for legal disposal.

12. WAGE RATES:

- 12.1 The vendor and sub-contractors shall pay the higher of the U.S. Department of Labor minimum wage rates or of the West Virginia Department of Labor wage rates as established for Hardy County pursuant to West Virginia Code 21-5-1, et seq. West Virginia Department of Labor Wage Rates is available at the following website: <http://www.wvsos.com/adlaw/wagerates/building06.htm>

13. PROGRESS PAYMENTS:

- 13.1 Due to the scope of the project, one payment will be made, at 100% completion upon acceptance by DHHR.
- 13.2 The furniture provider shall submit to the DHHR one original invoice for payment, supported by such data substantiating the contractor's right to payment under the terms in this contract. After agreement by both parties, the DHHR shall make payment.
- 13.3 Application for payment shall be submitted to the DHHR for work completed and approved by the DHHR. The Department reserves the right to refuse payment in the event the completed work is not commensurate with the amount shown on the Application for Payment or if the completed work is not in accordance with Section 1.2 or industry standards or sub-standard in any way.

14. TERM OF WORK

- 14.1 The furniture provider shall indicate with their bid the expected time frame for installation following receipt of the purchase order. One week installation time is requested.

15. DELAYS AND EXTENSION OF TIME:

- 15.1 If the furniture provider is delayed at any time in the progress of the work by any act or neglect of the DHHR or by any employee of the DHHR, or by any separate contractor employed by the DHHR, or by changes in the work, or by labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipated, unavoidable casualties, or any other cause which the DHHR determines may justify the delay, then the contract time may be extended by written change order.

16. TOOLS AND EQUIPMENT STORAGE:

- 16.1 Furniture provider may set a trailer or temporary storage building on the site for all equipment and tools. The furniture provider is responsible for his tools, equipment and materials.

17. SAFETY EQUIPMENT:

- 17.1 Furniture provider shall provide safety barriers around work areas where heavy equipment may be in operation when placing materials on the building or at times as required by OSHA.

18. DAMAGES:

- 18.1 Any damages occurring to the building or property resulting from the performance of this work shall be the responsibility of the furniture provider to repair at his expense, either by using his own forces or that of a sub-contractor. The repair method and finished product will be subject to the approval of the DHHR.

19. SCHEDULE OF BID RESPONSES

- 19.1 Bidders shall submit one lump-sum bid for all work and equipment under all the terms and conditions as described herein.
- 19.2 Successful bidder shall submit full warranty information. The warranty information shall minimally contain the product warranty and labor warranty product.

BASSETT

OFFICE SUPPLY

P.O. BOX 558 – 2266 FAIRYSTONE PARK HWY.
BASSETT VIRGINIA 24055
PHONE: 276-629-5341 FAX: 276-629-3030
www.bassettofficesupply.com

January 30, 2012

Mr. Krista Ferrell
Buyer
WV Purchasing Division
2019 Washington Street E
Charleston, WV 25305-0130

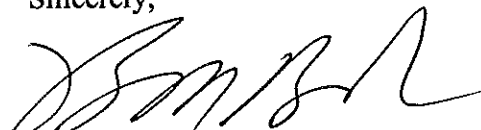
REF: RFQ BCF12100/Secondary Bid SysFurn10

Dear Ms. Ferrell,

Please find enclosed our response to the above RFQ. All furniture used has a lifetime warranty.

We thank you for the opportunity and welcome any requests for additional information. We have been in business since 1971 and pride ourselves on satisfying our customers. We hope that we can develop a relationship with you.

Sincerely,



B. Manly Boyd, III



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
BCF12100

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER
304-558-2316

*131144633 563-272-7386

ALLSTEEL INC
2210 SECOND AVE

MUSCATINE IA 52761

*Bassett Office Supply
2266 Fairystone Park Hwy
Bassett VA 24055*

HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
01/17/2012				
BID OPENING DATE: 01/31/2012		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED CHANGES TO THE SPECIFICATION, TECHNICAL QUESTIONS & ANSWERS AND TO CHANGE THE BID OPENING DATE AND TIME.						
THE BID OPENING DATE & TIME ARE CHANGED AS FOLLOWS.						
FROM: 01/19/2012 AT 1:30 PM						
TO: 01/31/2012 AT 1:30 PM						
***** END ADDENDUM NO. 1 *****						
001	1	JB		425-94		
NEW MODULAR FURNITURE FOR HARDY COUNTY DHHR OFFICE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 8006005341 DATE: 1/30/12

TITLE: *GML* FEIN: 227500049 ADDRESS CHANGES TO BE NOTED ABOVE

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

BCF12100 ADDENDUM #1

Please make the following changes in this Request for Quotation:

ITEM #

4.1 Panels Systems

- **Now reads:** Each station to include one paper management bar to include one horizontal in/out with one divider to allow for 2 levels of storage, Vertical to consist of 3 slots. These are to be located on the 48" panel.

To read: Each station to include one paper management bar to include one horizontal in/out with one divider to allow for 2 levels of storage, vertical to consist of 3 slots.

Now reads: Minimum 30" wide fabric tack board location noted on Exhibit 3 drawing

To read: Please remove statement on "Exhibit 3 Drawing from specifications

Questions & Answers

Question: Pg. 7 – states a 36" toolbar under section 3.3 and Pg. 11 states 48" panel to receive paper management.

Answer: Remove the Pg. 11 sentence stating: "These are to be located on 48" panels.

Question: Pg. 8 – Specifications do not show casters on table section 3.6 - Pg. 12 – Casters are required on tables.

Answer: Eliminate caster requirement on Pg. 12

Question: Since we have previously submitted all documentation on the products in the original bid (i.e. warranties), do we need to re-submit these if we are using the same products?

Answer: Yes

Question: The 3-high lateral file in the mail room is requested to be 36" high; however, this is not available. 3-high lateral files are available in 42" height, or we could do a 2-drawer lateral file at 30" high. It is not possible to do a 3-high lateral file at 36" height even as a special from the manufacturer. Please advise if 42" height is acceptable, or if you want to go down to a 30" height.

Answer: 42" high file cabinets are acceptable.

Question: Can you save the AutoCAD as a 34x44 .pdf so we can see the symbols on the drawing? As provided, it is difficult to see all symbols on the drawing; we need another option to be able to zoom in on the drawing.

Answer: The PDF can be enlarged by hitting Ctrl and + at the same time.

Question: With the drawing provided, we cannot accurately decipher what components are in the stations (print/file areas) at the end of the workstation runs. Can you provide more info, or per the bullet point above provide a 34x44 pdf?

Answer: The PDF can be enlarged by hitting Ctrl and + at the same time.

Question: Are there any big & tall chairs required for this bid?

Answer: Yes. Enlarge the drawing

Question: A few of the offices show product that is not requested in the written part. For example: office 122 (4 lateral files), office 123 (table and chairs) are these to be quoted or ignored?

Answer: All products are to be quoted. Discrepancies between specs and drawings – drawings prevail over specs.

Question: In the bid documents, one of the requirements for some of the workstation panels is an 80" height. The bid allows a +/- variance of 4" on this height, which would allow for a 76" or 84" panel height. However, the panel system that we are quoting and the panel system from Herman Miller (AO2) goes from a panel height of 67" to 85". We are requesting that the 5" variance be allowed. If not allowed, both Franklin Interiors and Herman Miller will be prevented from competitively bidding this project.

Answer: NO

*****NOTE*****

Each vendor should submit a drawing/layout with their bid.

Excel spreadsheets

BASSETT OFFICE SUPPLY
1/30/2012
WEST VA HARDY COUNTY

SECTION 3.3	\$	76,621.39
SECTION 3.4	\$	23,338.50
SECTION 3.5	\$	15,069.00
SECTION 3.6	\$	1,998.00
SECTION 3.7	\$	6,512.94
SECTION 3.8	\$	2,064.96
SECTION 3.9	\$	1,098.90
SECTION 3.10	\$	1,549.50
SECTION 3.11	\$	3,782.20
SECTION 3.12	\$	10,178.64
MAILROOM	\$	6,221.83
	\$	148,435.86

SWC SYSFURN10 BID SHEET

Release No.: **BCF12100**
 Project: **DHHR, Bureau for Children and Families, Hardy County Office**
 Section: **Section 3.3 (Workstation Area Rooms 120 and 140)**

Please complete the below pricing sheet to include with your bid. Vendors should complete a separate Bid Sheet for each Section defined in the Bid Request package. Vendors may add additional lines in each section as needed.

A hard copy of this form must be included with your bid and an electronic copy should be emailed to krista.s.ferrell@wv.gov prior to the opening of the bid.

All items bid for this project MUST be a part of your SYSFURN10 Contract award. Vendors bidding items not contained on said award shall be disqualified.

Panel Systems

Size:	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
	Count	Mfg	Part #	Description	Sell1	Extended Sell1	#/VALUE1	
6 x 7 Panels	17	ALLSTEEL	801056C	Straight Connector Kit 56H	Upper Cablew	\$73.00	\$1241.00	\$0.00
6 x 7 Panels	26	ALLSTEEL	801082C	Straight Connector Kit 82H	Upper Cablew	\$90.00	\$2340.00	\$0.00
	2	ALLSTEEL	801182C	E11 Connector Kit 82H	Upper Cablew	\$135.00	\$270.00	\$0.00
	7	ALLSTEEL	801282C	Tee Connector Kit 82H	Upper Cablew	\$224.00	\$1568.00	\$0.00
	7	ALLSTEEL	801382C	Cross Connector Kit 82H	Upper Cablew	\$224.00	\$1568.00	\$0.00
	17	ALLSTEEL	801456C	Panel End Cover-Fabric 56H	Upper Cablew	\$72.00	\$1224.00	\$0.00
	16	ALLSTEEL	801482C	Panel End Cover-Fabric 82H	Upper Cablew	\$89.00	\$1424.00	\$0.00
	3	ALLSTEEL	801603C	Variable Hgt Finish Kit 3-Way Upper Cablew		\$115.00	\$345.00	\$0.00
	7	ALLSTEEL	801604C	Variable Hgt Finish Kit 4-Way Upper Cablew		\$166.00	\$1162.00	\$0.00
	28	ALLSTEEL	832436A	Primary 24DX36W T-Mold Eg Lam w/Grommet		\$187.00	\$5236.00	\$0.00
	36	ALLSTEEL	832448A	Primary 24DX48W T-Mold Eg Lam w/Gromms		\$247.00	\$8892.00	\$0.00
	4	ALLSTEEL	832472AT	T-Span 24DX72W T-Mold Eg for Concensys w/Gs		\$377.00	\$1508.00	\$0.00
	26	ALLSTEEL	833624RA	Corner 36WX24D w/Radial Leading Eg T-Mold		\$404.00	\$10504.00	\$0.00
	29	ALLSTEEL	861336	Tackboard 36W 13H		\$134.00	\$3886.00	\$0.00
	6	ALLSTEEL	870071	Integrated Power Pole	78" Long 2" ;	\$186.00	\$1116.00	\$0.00
	6	ALLSTEEL	870074C	Trim/Connector Kits	"Cross" Cable	\$111.00	\$666.00	\$0.00
	26	ALLSTEEL	870830	Tasklight w/electronic Ballast for 30W		\$207.00	\$5382.00	\$0.00
	42	ALLSTEEL	871236	Power Harness 36W		\$188.00	\$7896.00	\$0.00
	1	ALLSTEEL	871248	Power Harness 48W		\$200.00	\$200.00	\$0.00
	38	ALLSTEEL	871501	Duplex Receptacle Circuit 1	3+1 & 2+2 Sy	\$34.00	\$1292.00	\$0.00
	31	ALLSTEEL	871502	Duplex Receptacle Circuit 2	3+1 & 2+2 Sy	\$34.00	\$1054.00	\$0.00
	27	ALLSTEEL	871503	Duplex Receptacle Circuit 3	3+1 System Or	\$34.00	\$918.00	\$0.00
	6	ALLSTEEL	871912	Ceiling Electrical In-Feed	Cable 12' Flt	\$216.00	\$1296.00	\$0.00
	17	ALLSTEEL	895636C	Acoustical Panel 56H x 36W	Upper Cablew	\$490.00	\$8330.00	\$0.00
	17	ALLSTEEL	895648C	Acoustical Panel 56H x 48W	Upper Cablew	\$588.00	\$9996.00	\$0.00
	42	ALLSTEEL	898236C	Acoustical Panel 82H x 36W	Upper Cablew	\$812.00	\$34104.00	\$0.00
	9	ALLSTEEL	898248C	Acoustical Panel 82H x 48W	Upper Cablew	\$940.00	\$8460.00	\$0.00

Installation/Electrical

Description	Unit Price	Extended Price
3 duplex outlets per station, no power strips.	\$0.00	\$0.00
Subtotal:	\$0.00	\$0.00

Work Surfaces

Size:	Unit Price	Extended Price
24" d x 36" w laminate WS	\$0.00	\$0.00
24" d x 36" w corner WS	\$0.00	\$0.00
24" d x 48" laminate WS	\$0.00	\$0.00
Subtotal:	\$0.00	\$0.00

Description	Quantity	Manufacturer Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
36" W X 4" High Lateral file	10	ALISTEEL					
36" W X 4" High Bookcase	10	ALISTEEL					
	10	ALISTEEL					

10 ALISTEEL	ZH48FDN	Eas 48W Hutch Square Flip Door No Pull				\$568.00	\$5680.00
10 ALISTEEL	ELF436NT	Eas Lat 36W 52-1/2" 4-12" Dews Int Pull				\$1331.00	\$13310.00
10 ALISTEEL	PL198-233T	Eas Support Ped FF 28H 23D Int Pull				\$531.00	\$5310.00
10 ALISTEEL	FW137-233I	Eas Mobile Ped BBF 26-7/8H 22-7/8D Int Pull				\$489.00	\$4890.00

Total:						\$62050.00	\$17,994.50
Subtotal:							

Miscellaneous Items

Description	Quantity	Manufacturer Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
LABOR	1					2,500.00	\$2,500.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Subtotal:							\$2,500.00

Section Subtotal/Total Bid **\$23,338.50**

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
Conference Boards	2	BALT	20361			Room 126	895.00	\$1,790.00
with tackable, writeable surface that will close								\$0.00
								\$0.00
								\$0.00
								\$0.00
Subtotal:								\$1,790.00

Section Subtotal/Total Bid **\$15,069.00**

Miscellaneous Items

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
Subtotal:								\$0.00

Section Subtotal/Total Bid \$1,998.00

standing podium wood frame and laminate 18" x 24" x 44 1/2 tall with angled stand, storage shelf, casters	1	GLOBAL	41844LC		Room 103	306.00	\$306.00
outlets to be located on workstations exterior base at 12' intervals							\$0.00
pedestals MUST equal depth of work service and full height							\$0.00
Subtotal:							\$306.00

Section Subtotal/Total Bid **\$10,178.64**

Seating

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
task chair, standard	2	ALLSTEEL	TR-MWK			Room 105	284.40	\$568.80
pneumatic height, tilt, swivel								\$0.00
metal frame, with adjustable								\$0.00
arms, 5 star base with casters								\$0.00
mid back design adjustable								\$0.00
lumber upholstered fabric								\$0.00
Stool	1	ALLSTEEL	TR-HMAK			Room 105	465.84	\$465.84
								\$0.00
								\$0.00
Subtotal:							\$1,034.64	

Private Offices

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
Subtotal:							\$0.00	

Steel Storage

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
lateral files 3 high	2	HON	H683			Mail Room Area 105	464.50	\$929.00
Storage Cabinet	2	HON	HSC1842			Same	308.50	\$617.00
with shelves 3 high						Same		\$0.00
under work surface						Same		\$0.00
3 rolls of 5 double in	15	DEFLECTO	CEP14771			Same	16.72	\$250.80
and out baskets			05			Same		\$0.00
Subtotal:							\$1,796.80	

Tables

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
freestanding table	1					Mail Room Area 105		\$0.00
on casters 40" high								\$0.00
w/stool								\$0.00
								\$0.00
								\$0.00
								\$0.00
Subtotal:							\$0.00	

Subtotal: \$0.00

Section Subtotal/Total Bid

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
Conference Boards with tackable, writeable surface that will close	2					Room 126		\$0.00
								\$0.00
								\$0.00
								\$0.00
Subtotal:								\$0.00

Section Subtotal/Total Bid **\$0.00**

SWC SYSFURN10 BID SHEET

Release No.: BCF12100
 Project: DHHR, Bureau for Children and Families, Hardy County Office
 Section: Section 3.7 (Interview rooms 101A, 101B, 101C, 101F, 101G and 101H)

Please complete the below pricing sheet to include with your bid. Vendors should complete a separate Bid Sheet for each Section defined in the Bid Request package. Vendors may add additional lines in each section as needed.

A hard copy of this form must be included with your bid and an electronic copy should be emailed to krista.s.ferrell@wv.gov prior to the opening of the bid.

All items bid for this project MUST be a part of your SYSFURN10 Contract award. Vendors bidding items not contained on said award shall be disqualified.

Panel Systems

Size:	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price	
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
	Subtotal:							\$0.00	

Installation/Electrical Hardware/Misc for Panels

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price	
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
	Subtotal:							\$0.00	

Work Surfaces

Size:	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
Desk 48" 1x 30"w x 29"h laminated top full laminate	6					Interview Rooms 101A,B,C,F,G,H	\$0.00	\$0.00
							\$0.00	

Section Subtotal/Total Bid **\$0.00**

standing podium wood frame	1							Room 103		\$0.00
and laminate 18" x 24" x 44 1/2										\$0.00
tall with angled stand, storage										\$0.00
shelf, casters										\$0.00
outlets to be located on workstations										\$0.00
exterior base at 12' intervals										\$0.00
pedestals MUST equal depth of work										\$0.00
service and full height										\$0.00
									Subtotal:	\$0.00

Section Subtotal/Total Bid **\$0.00**

24" d x 36" w laminate	2					Room 105 Reception	\$0.00
24" d x 36" w corner V	2					Room 105 Reception	\$0.00
24" d x 48" laminate V	2					Room 105 Reception	\$0.00
Subtotal:							\$0.00

Installation Hardware/Misc for Work Surfaces

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
Subtotal:							\$0.00	

Workstation Requirements

Item	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
36" w open shelf	2						\$0.00	
36" w flipper unit	2						\$0.00	
24" d f/f pedestal	2						\$0.00	
24" d b/b/f	2						\$0.00	
fully adjustable keybc	2						\$0.00	
36" w toolbar	2						\$0.00	
paper tray	2						\$0.00	
diagonal tray	2						\$0.00	
16" h x 36" w tackboard	2						\$0.00	
30" w task light	2						\$0.00	
Subtotal:							\$0.00	

Installation Hardware/Misc for Work Station Requirements

Description	Quantity	Manufacturer	Part No.	SWC Catalog #	Page	Location/Rooms	Unit Price	Extended Price
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
Subtotal:							\$0.00	

Seating

